

KIRINYAGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

Pursuant to the constitution of Kenya 2010 (Articles 185(2) (186 (1) and 187 (2) on distribution of functions between the National Government and the County Government's Act No.17 of 2012:- The County Government of Kirinyaga invites applications from suitably qualified persons to fill the following vacant positions:

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER – 1 POST

Job Ref: KCPSB/CSCMO/01/15/09/2016

Job Group: M

Terms of Service:Contract

Duties and Responsibilities

1. Supervise, guide and advise officers working under you
2. Assisting in procurement, preparation of procurement plans, market survey and Research, Disposal of stores and equipment
3. Ensuring the preparation of supply Management Reports/Returns
4. Overseeing and conducting warehousing, distribution and fleet management, inventory and stock control.
5. Working hand-in-hand with Director Supply Chain Management under delegated responsibilities
6. Any other matter deemed necessary.

Requirements

1. Be a Kenyan citizen;
2. Holder of 1st Degree in Supplies Management Logistics & Supply Chain Management, B.A, Commerce, Entrepreneur and Law.
3. Masters in Supply Chain Management is an added advantage
4. Minimum of 3 years working experience in a senior position (Public/Private sectors)
5. Registered member with the KISM OR CIPS
6. Computer Literate

SUPPLY CHAIN MANAGEMENT OFFICER – 2 POST

Job Ref: KCPSB/SCMO/02/15/09/2016

Job Group: J

Terms of Service: Contract

Duties and Responsibilities

1. Procurement: receive requisitions and specifications from users, preparation of tenders and acquiring of goods and services
2. Storage: commissioning of procured services, issuing of goods and retiring of boarded goods.
3. Control of procurement/supplies vote
4. Ensure compliance with procurement laws and regulations issuing instructions to depots and other departmental units.
5. Disposal of unserviceable equipment on a recommendation
6. Assisting in procurement planning
7. Updating the County asset inventory register.
8. Ensuring that the store is in good condition and is secure to guard against waste and damages.
9. Inventory and stock control operations
10. Supervising receipt, issue and inspection of goods and services in consultation with user department to confirm that they conform to requirements as specified in contracts or orders.
11. Compliance with Public Procurement & Assets Disposal Act 2015 and Regulations.
12. Making requisition, reporting shortages and losses
13. Generate procurement reports
14. Receiving of goods and taking them on charge after acceptance from the Inspection and acceptance Committee
15. Preparation of Local Purchase Orders
16. Providing accommodation for stores
17. Preparing responses to decisions of evaluation committees.
18. Maintaining procurement/stores records
19. Conducting annual and periodic stock taking
20. Undertaking reconciliation of records
21. Taking charge on receipts

22. Undertaking market surveys and research to support procurement decisions
23. Compiling documents and forward to accounts department for payments.
24. Issuing and rationing of stores
25. Compiling stores items/assets records for Disposal Committee

Requirements

1. Be a Kenyan citizen;
2. Holder of 1st Degree in Supplies Chain Management, Business Administration, Commerce, Law, Entrepreneurship.
3. Working experience is an added advantage.
4. Must be a registered member with Kenya Institute of Supply Management or Certified Institute of Purchasing and Supplies.
5. Computer literate

ACCOUNTANT I – 2 POSTS

Job Ref: KCPSB/ACC/04/15/09/2016

Job Group: K

Terms of Service:Contract

Duties and Responsibilities

1. Bank reconciliation arising from applications and issuance of licenses;
2. Accounting of revenue and expenditure;
3. Maintenance of general ledger;
4. Maintenance of Cash book;
5. Preparation of fund financial statements;
6. Preparation of fund monthly accounts.
7. Any other duty as may be assigned by Supervisor

Requirements

1. Be a Kenyan citizen.
2. Bachelor's degree in Commerce, Business Administration or Business Management specializing in Accounting or Finance.
3. A holder of CPA II qualification.
4. Served in the Grade of an Accountant II in the Public Service or in a comparable and relevant position in the private sector.

5. Must be conversant with computerized Accounting packages.

ASSISTANT CO-OPERATIVE OFFICER III – 4 POSTS

Job Ref: KCPSB/ACO/05/15/09/2016

Job Group: H

Terms of Service:Contract

Duties and Responsibilities

1. Promoting and advising co-operative societies on matters related governance
2. Budgeting
3. Training and education
4. Advising on co-operative investments
5. Overseeing co-operative elections
6. Collecting data on potential areas for analysis and policy formulation
7. Developing and monitoring work plans for co-operative extension services
8. Overseeing co-operative activities in several co-operative societies
9. Enforce compliance with co-operative legislation

Requirements

1. Be a Kenyan citizen
2. Diploma holder in any of the following;
 - i. Co-operative Management
 - ii. Marketing or Finance or its equivalent qualification from recognized institution

How to Apply

All applications should be sent by post quoting the job reference number on the subject of the application and on the envelop. A photocopy of National ID card and PIN certificate should be Attached.

Applications can also be hand delivered to the County Governor's office Kirinyaga, at the County Public Service Board Office (**Room No.18**) on or before **27th October 2016.**

Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to produce their original National Identity Cards and Testimonials during the interview.

The Successful candidate will be required to produce: Clearance Certificate from CID, HELB, KRA, EACC, and CRB

The Kirinyaga County Government is an equal opportunity employer. Women, Persons with Disabilities and other disadvantaged persons who meet the specified requirements are encouraged to apply.

The Salary and benefits attached to the post may be subject to review as would be advised by Salaries and Remuneration Commission.

Secretary

Kirinyaga County Public Service Board

P.O Box 260 - 10304

KUTUS

KIRINYAGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

JOB ADVERTISEMENT

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Job Group: M

Terms of Service: Contract

SUPPLY CHAIN MANAGEMENT OFFICER – 1 POST

Job Ref: KCPSB/SCMO/02/15/09/2016

Job Group: J

Terms of Service: Contract

ACCOUNTANT I – 2 POSTS

Job Ref: KCPSB/ACC/04/15/09/2016

Job Group: K

Terms of Service: Contract

ASSISTANT CO-OPERATIVE OFFICER III – 4 POSTS

Job Ref: KCPSB/ACO/05/15/09/2016

Job Group: H

Terms of Service: Contract

How to Apply

All applications should be sent by post quoting the job reference number on the subject of the application on top of the envelop. A photocopy of National ID card and PIN certificate should be attached.

Applications can also be hand delivered to the County Governor's office Kirinyaga, at the County Public Service Board Office (**Room No.18**) on or before **27th October 2016**.

Prospective candidates are encouraged to visit our website:

www.kirinyaga.go.ke/jobs.html.

Kirinyaga County is an equal opportunity Employer.

**Secretary/CEO
Kirinyaga County Public Service Board
P.O Box 260
KUTUS**