



COUNTY GOVERNMENT OF KIRINYAGA

COUNTY PUBLIC SERVICE BOARD

Re-advertisement

The Kirinyaga County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

A. Chief Officer s – 3 Posts

The posts will be one in each of the following divisions.

1. Finance, Economic Planning & Marketing
2. Land, Physical Planning and Housing
3. Legal, Security and Diaspora Relations

Job Group: S

Job Ref: KCPSB/CS/03/01/2014

Duties and Responsibilities

The Chief Officer will be the Accounting and Authorized Officer for the Department assigned and will be responsible to the Executive Member for the following:

1. General administration and coordination of respective County Departments
2. Development and implementation of county strategic plans and sector development plans
3. Formulate and implement effective program plans to attain vision 2030 and sector goals
4. Computerization of the operations of the department
5. Promotion of National values and principles of governance and values and principles
6. Overseeing implementation and monitoring of performance management systems.
7. Any other duties as may be assigned by the Executive Committee Member or the county Secretary

Requirements

1. Be a Kenyan Citizen
2. Be a holder of at least a first degree from a university recognized in Kenya;
3. Possess professional qualifications in the relevant field;
4. Satisfy the requirements of chapter six of the constitution.
5. Have relevant knowledge and experience and a distinguished career of not less than ten (10) years in a senior position in the Public Service or Private sector
6. A Master's degree in the relevant field will be an added advantage

4. Chief Officer– Legal, Security and Diaspora Relations

Duties and Responsibilities

The Chief Officer will be the Accounting and Authorized Officer for the Legal Affairs, Security and Diaspora Relations

1. General administration and coordination of Legal, Security and Diaspora Relations
2. Liaison with national government on matters to do with security
3. Liaison with security agencies on security matters regarding the county
4. Data collection for Kirinyaga residents in the Diaspora
5. Identifying investment opportunities that could attract Diaspora investment
6. Convening forums to interact with the Diaspora
7. Identifying states that the county can twin with for the posterity of the county
8. Serve as the focal person for Kirinyaga residents in the Diaspora in distress
9. Development and implementation of county strategic plans and sector development plans
10. Formulate and implement effective program plans to attain vision 2030 and sector goals
11. Promotion of National values and principles of governance and values and principles
12. Overseeing implementation and monitoring of performance management systems in Legal affairs, security and Diaspora Relations
13. Any other duties as may be assigned

Requirements

For appointment to this grade, a candidate must:

1. Have a Bachelors Degree in Law. Masters in Law will be an added advantage
2. Admitted as an Advocate of the High Court of Kenya for at least five years
3. A member of the Law Society of Kenya
4. Excellent legal and analytical skills and sound judgment
5. Be possession of the Current Law Practicing Certificate
6. Must be computer proficient
7. Have demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.

B. DIRECTORS OF DIVISIONS IN RESPECTIVE COUNTY DEPARTMENTS

Job Group: R

Job Ref: KCPSB/02/03/2014

The posts will be one in each of the following divisions.

1. Director of Roads, Transport and Public Works
2. Director of Economic Planning

Duties and Responsibilities:

1. The Director will be answerable to the Chief Officer in the relevant Department and will be responsible for the following tasks.
2. Development , implementation and evaluation of the relevant division strategic plans, programmes and projects in collaboration with other departments and stakeholders
Planning and supervision of the relevant division's programmes and activities.
3. Organization, direction, control and co-ordination of the functions of the division.
4. Interpreting and applying national and county laws and other related statutes in the relevant division in line with the county goals and objectives.
5. Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the division.
6. Handling administrative, Human Resources and assets management issues.
7. Oversee preparation of annual work plans and financial budgets
8. Ensuring strict compliance with all financial, budgetary and procurement procedures
9. Co-ordination of production, documentation and dissemination of the relevant division's information.
10. Provide advice and guidance in recruiting, hiring and staff development.
11. Perform other duties that may be assigned from time to time by the Chief Officer.

Requirements

7. Be a Kenyan Citizen
8. Be a holder of a relevant 1st degree from a recognized University in Kenya in the relevant field.
9. A Master's degree in the relevant field will be an added advantage
10. Have a relevant knowledge and experience of not less than five (5) years in the field applied.
11. Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
12. Be conversant with policy formulation and implementation.
13. Be a strategic thinker and result oriented.
14. Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
15. Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.

C. HEAD OF INTERNAL AUDIT - Job Ref: KCPSB/03/03/2014

Job Group: Q

Terms of Service: Contract

Reporting to the County Governor the Officer will be Head of the Internal Audit Unit and will be responsible for ensuring the efficient management of Internal Audit Services in the County.

Duties and Responsibilities

1. Initiating and formulating Internal Audit Policies and regulations
2. Plan, organize, direct, coordinate and control of internal audit services
3. Executing proposals to integrate ICT into viable Internal Audit operations
4. Developing new initiatives aimed at improving Internal Audit operational efficiencies
5. Analyzing the impact of Internal Audit policies and regulations
6. Establish risk based audit plans consistent with County objectives
7. Carrying out investigations of any suspected fraudulent and corrupt activities within the County
8. Coordinating audit efforts with external auditors
9. Providing secretarial services to the audit committee
10. Preparing timely and accurate audit reports for presentation to the management and audit Committee
11. Following up to ensure implementation of audit recommendations
12. Confirming compliance with statutes, regulations and government guidelines
13. Ensuring training and development and appraisal of Audit Staff
14. Any other duties as may be assigned

Key Requirements for Appointment:

1. Be a Kenyan citizen
2. Have a Bachelor of Commerce (Finance, Accounting and Business Administration), Economics Degree or its equivalent.
3. Possession of post-graduate qualification will be an added advantage.
4. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
5. Have relevant knowledge and experience of not less than five (5) years in Public Service or the private sector.
6. Membership to Institute of Internal Auditors of Kenya (IIAK) and Association of certified Fraud Examiners (CFE) will be an added advantage
7. Have capacity to work under pressure to meet strict timeliness.
8. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
9. Satisfies the requirements of Chapter six of the constitution.
10. Demonstrate understanding and commitment to the value and principles as outlined in articles 10 and 232 of the Constitution of Kenya.
11. Have knowledge of computerized accounting.

D. Legal Officer – 1 Post

Job Group: Q

Job Ref: KCPSB/CS/03/04/2014

Duties and Responsibilities

To provide specialized legal support to the governor and the county government agencies

Key responsibilities will include:-

1. Advising the Governor and county agencies on legal and regulatory matters
2. Interpreting and advising the County accordingly on other related laws
3. Assisting in managing litigations
4. Monitoring compliance with legal regulatory framework
5. Advising staff disciplinary committee on prosecution procedures and legal requirements
6. Participation in design and implementation of local agreements, international documents and contracts.
7. Advising on corporate governance
8. Ensuring safe custody of collaterals and chattels and other organization properties
9. Advising on negotiations and taking part in legal corporate deals
10. Assist in drawing Contracts and Agreements and initiate periodic legal reviews of the county's legal documents and other relevant rules where necessary in liaison with the office of the Attorney General
11. Undertaking research and preparing detailed legal opinions on matters relating to legal notice
12. Offer general legal advice to the county government

Requirements for Appointment

For appointment to this grade, a candidate must:

1. Have a Bachelors Degree in Law. Masters in Law will be an added advantage
2. Admitted as an Advocate of the High Court of Kenya for at least five years
3. A member of the Law Society of Kenya
4. Excellent legal and analytical skills and sound judgment
5. Be possession of the Current Law Practicing Certificate
6. Must be computer proficient
7. Have demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.

Terms of Service for all positions

1. Permanent/Contract
2. Competitive salary as per Salaries and Remuneration Commission guidelines
5. Medical cover

If you believe you fit the required profile, please send your applications in confidence to:

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. Applications can also be hand delivered to the County Governor's office, Kirinyaga at the County Public Service Board Office on or before 31st March 2014.

Note

All applicants are required to obtain clearance from the following institutions;

1. The Criminal Investigation Department (CID)
2. The Higher Education Loans Board (HELB)
3. The Kenya Revenue Authority (KRA)
4. The Ethics and Anti –Corruption Commission (EACC)
5. Credit Reference Bureau
6. Copies of these certificates must be attached to the applications.

Only shortlisted candidates will be contacted.

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.

Secretary
Kirinyaga County Public Service Board
P.O Box 260
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