



Kirinyaga County Government Kirinyaga County Public Service Board

The Kirinyaga County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions pursuant to the constitution of Kenya article 176 and the County Government Act No.17 of 2012.

VACANCIES

1. County Chief Officers– 5 Posts - Job Ref: KCPSB/CO2/06/2014 Job Group: S (Re-advertisements)

One post each for the following;

1. Education
2. Health Services
3. Finance and Economic Planning & Marketing
4. Transport, Roads and Public Works
5. Administration and Diaspora Relations

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:

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

Requirements for appointment

- Be a Kenyan Citizen
- Be a holder of at least a first degree from a university recognized in Kenya;
- Possess professional qualifications in the relevant field;
- Satisfy the requirements of chapter six of the constitution.
- 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
- A Master's degree in the relevant field will be an added advantage

2. Chief Supply Chain Management Officer- 1 - Posts. Ref: CPSB/11/06/2014 Job Group - M

The Officer will be responsible to the Director, Supply Chain Management Services for proper administration of the Supply Management Unit.

Duties and Responsibilities:

- Responsible for the management and coordination of the Supply Chain Management Services in the County.
- Providing support to the Director, ensure that all Supply Chain Management processes are fully implemented effectively within time.
- Providing administrative guidelines on implementation and interpretation of Public Procurement disposal Act 2005 and supporting Regulation.
- Planning and coordination of Supplies Management Services.
- Enforcement of Government Procurement regulations, systems and procedures.
- Managing the procurement of goods and services for the County.
- Manage stores and assets of the County Government.
- Administer the demand management process.
- Monitor and evaluate Supply Chain Management prescripts.
- Preparation of supplies estimates of expenditure and control of vote book.
- Performing any other duties as may be assigned by the Director, Supply Management Services.

Requirement for Appointments

- Be a Kenyan Citizen.
- Have served in the supply Chain Unit of a busy public sector organization for a period of not less than five (5) years or a comparable or relevant position in the private sector in a senior management position
- Have a Bachelors Degree in any of the following; Procurement and Supplies Management, Commerce, Business Administration, Economics, Marketing Management, or equivalent qualifications from a recognized institution.
- Have a post graduate Diploma in Purchasing and Supplies Management.
- Have shown exemplary leadership and management qualities and meet the requirements of leadership and integrity set out in

chapter six (6) in the constitution.

- Demonstrable knowledge and experience of working with the use of ICT equipment in processing Procurement transaction.
- A recognized member of KISM and/ CIP in good and regular studying.
- Demonstrable knowledge and experience in Procurement Management.
- Familiarity and disposal Act 2005.
- Having a Masters Degree in a relevant field, will be an added advantage.

3. Senior Procurement Officer - 2 - Posts. Ref: CPSB/12/06/2014 Job Group - L

The Officer will be responsible to the Chief Supply Chain Management Officer for proper administration of the Supply Chain Management Unit.

Duties and responsibilities:-

- Procurement: receive requisitions and specifications from users, preparation of tenders, and acquiring of goods and services
- Storage: commissioning of procured services, issuing of goods and retiring of boarded goods
- Control of procurement/ supplies vote
- Ensure compliance with procurement laws and regulations Issuing instructions to depots and other departmental units
- Disposal of unserviceable equipment on a recommendation
- Performing any other duty as maybe assigned from time to time

Requirements for appointment

- Be a holder of at least a first degree in Procurement or Supplies Management from a University recognized in Kenya.
- OR Be a holder of at least a first degree and Post Graduate diploma in Procurement or Supplies Management
- Has a minimum of 3 years working experience in the procurement office of a public or private entity
- Be a registered member of KISM or CIPS
- Satisfy the requirement of chapter six of the Constitution of Kenya 2010

4. Procurement Officer (ii) 2 - Posts. Ref: CPSB/13/06/2014 Job Group - K

The Officer will be responsible to the Senior Procurement Officer for proper administration of the Supply Chain Management Unit in the assigned roles.

Duties and responsibilities:-

- Procurement: receive requisitions and specifications from users, preparation of tenders, and acquiring of goods and services
- Storage: commissioning of procured services, issuing of goods and retiring of boarded goods
- Control of procurement/ supplies vote
- Ensure compliance with procurement laws and regulations Issuing instructions to depots and other departmental units
- Disposal of unserviceable equipment on a recommendation
- Performing any other duty as maybe assigned from time to time

Requirements for appointment

- Be a holder of at least a first degree in Procurement or Supplies Management from a University recognized in Kenya. **OR**
- Be a holder of at least a first degree and Post Graduate diploma in Procurement or Supplies Management
- Has a minimum of 2 years working experience in the procurement office of a public or private entity
- Be a registered member of KISM or CIPS
- Satisfy the requirement of chapter six of the Constitution of Kenya 2010

5. Executive Secretary – 1 Post. Ref: CPSB/14/06/2014 Job Group – M

The role will be responsible to the County Government by providing personal administrative support through conducting and organizing administrative duties and activities including receiving and handling information.

Roles and Responsibilities

- The Executive Secretary will have the following duties and responsibilities:
- Prepare and manage correspondences, reports and documents

- Organize and coordinate meetings, conferences, travel arrangements
- Set up and maintain filing systems
- Recording of proceedings and minutes,
- Typing from drafts and manuscripts, processing data;
- Operating office equipment;
- Attending to visitors/clients;
- Handling telephone calls and appointments;
- Ensuring security of office records, equipment and documents, including classified materials;
- Preparing responses to simple routine correspondence;
- Undertaking any other secretarial duties that may be assigned.

Requirements for Appointment

For appointment to this grade, a person must have:-

- A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution; **OR**
- Diploma in Secretarial Studies from KNEC or its equivalent qualifications from a recognized institution. **OR**

The following qualifications from the Kenya National Examinations Council:

- Shorthand III (minimum 110 w.p.m.)
- Typewriting III (50 w.p.m)/Computerized Document Processing III
- Business English III/Communications II
- Commerce II
- Office Management III/Office Administration and Management III; and
- Secretarial Duties II;

Applicants should also have:

- Knowledge and experience of relevant software applications - spreadsheets, word processing, and database management
 - Proven experience in information and communication management
 - Knowledge of administrative and clerical procedures
 - Relevant work experience of not less than five years
 - Work experience in the public sector will be an added advantage
- Terms of service** - Contract or Permanent

Important information to all candidates

- Only shortlisted candidates will be contacted.
- Shortlisted candidates shall be required to produce their National Identity Cards, Academic and Professional Certificates and Testimonials.
- All interested candidates should satisfy the requirements of Chapter Six of the Constitution including the following clearances:
 - Certificate of good conduct from the Criminal Investigations Department (CID)
 - Clearance certificate from Higher Education Loans Board (HELB)
 - A tax compliance certificate from Kenya Revenue Authority (KRA)
 - A certificate from the Ethics and Anti-Corruption Commission (EACC)
 - Certificate of clearance from any of the Credit References Bureaus (CRB)

All applications should reach the Secretary on or before **9th July, 2014** at 5.00pm.

Kirinyaga County Government is an equal opportunity employer. Persons with disability are particularly encouraged to apply. Canvassing will lead to disqualification.

How to Apply:

All written applications, CVs, copies of certificates, testimonials and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,
Kirinyaga County Public Service Board,
Office of the Governor,
P.O. Box 260-10304,
KUTUS.**

Hand delivered applications should be dropped at the Kirinyaga County Public Service Board offices, Kirinyaga County Government Head Quarters, Kutus