



**KIRINYAGA COUNTY GOVERNMENT  
COUNTY PUBLIC SERVICE BOARD**

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

**Audit Committee – 3 Posts**

**Job Ref: KCPSB/AC/09/22/01/2015**

**Terms of Service: Contract, 3 Years Renewable for one extra term only**

**Qualifications**

- Must be a holder of at least Masters Degree in a relevant field in Finance, Accounting or Law.
- Must be knowledgeable in Government Affairs, have leadership skills and shall not be a holder of a public or political office.
- Must not be past or present employee of the County or an agent of a business organization, which has carried out business with the County Government of Kirinyaga.
- Must be affiliated to professional bodies e.g ICPAK, ACFE, LSK, EBK and IIA or any other relevant body.
- Must possess good understanding of Government operation, financial reporting and auditing.
- Must possess good knowledge of objects, principles or function of County Government.
- At least 10 years experience in relevant field

**Responsibilities**

- Provide oversight on risk management, control and governance processes.
- Follow up implementation of recommendation of internal and external audit.

**Terms Of Appointment**

- Members of audit committee shall be appointed for a term of three years and shall be eligible for re-appointment for a further one term only.
- After expiry of every term, at least one third of the committee shall retire and not be eligible for reappointment.

**Sign Language Interpreter – 1 Post**

**Job Ref: KCPSB/SLI/09/22/02/2015**

**Job Group: G**

**Terms of Service: Permanent and Pensionable**

**Qualifications**

1. A minimum of certificate qualification in Sign Language from recognized Institution.
2. A minimum of 3 years' experience in similar job.
3. Disability is an added advantage.
4. Have skills in English, Kiswahili and Sign Language.

## **Duties and Responsibilities**

1. Work diligently to facilitate ease of communication between hearing and non-hearing individuals.
2. Maintain the confidentiality of information exchanged in an interpreting situation.
3. Maintain conversation records.
4. Meet schedules and timeliness.
5. Perform other related duties as assigned.

### **Conditions for the Applicants:**

- Must be a Kenya citizen
- That you already fulfills expectations of Chapter Six of the Constitution of Kenya on leadership and integrity
- Terms and conditions of service for the advertised post are permanent and pensionable.

### **Director Revenue – 1 Post**

**Job Ref: KCPSB/DR/09/22/03/2015**

**Job Group: R**

**Terms of Service: Permanent and Pensionable**

Reporting to the Chief Officer – Finance, Economic Planning and Marketing, the County Director of Revenue shall be responsible for day to day running of the County revenue Section and for meeting county revenue targets.

### **Duties and responsibilities**

- Responsible for the day to day running of the county Revenue section in consultation with County Chief officer for Finance
- Implement County policies and regulations on revenue. Develop and implement plans to operationalize County revenue policies in a way that will enhance efficient revenue collection and growth in a sustainable manner.
- Design, effective, efficient and secure systems of collecting revenue. The system must have the capacity to minimize leakage, fraud and avoidance
- Maintain complete records of all the revenue sources/centers, rates and revenues collected. Project regular revenue trends for planning and decision making by senior county government officials
- Train, develop, support and deploy revenue collectors at different level of the County Government.
- Set high but realistic and achievable collection targets for all revenue collectors. Design performance evaluation systems that track progresses on target.
- Identify new revenue streams for the county government and optimal rates.
- Prepare weekly, monthly, quarterly and yearly reports on revenue collections

### **Requirements for appointment**

For appointment to this position, a candidate must:

- Be a Kenyan citizen
- Bachelor's degree, Accounting/Finance, Economics, Business Administration or other related fields from a university recognized in Kenya;
- A Masters Degree in relevant field will be an added advantage.
- Have CPA (K) or its equivalent;

- Be able to demonstrate familiarity with Public Financial management and accounting systems;
- Have at least 10 years post qualification experience in a busy commercial or public financial accounting and treasury environment;
- Satisfy the requirement of chapter six of the constitution of Kenya on leadership

**County Human Resource Director – 1 post**

**Job Ref: KCPSB/HRD/09/22/04/2015**

**Job Group: R**

**Terms of Service: Permanent and Pensionable**

**Duties and Responsibilities**

- Responsible for the development, execution and evaluation of HR policies and procedures and provision of strategic HR advice and recommendation
- Responsible for the effective management of the Human Resources functions of Kirinyaga County.
- Alignment of Kirinyaga County's human resources requirement to the County's immediate, short, medium and long term goals for the achievement of the County's goals and overall objectives.
- Play a key role in staff training and development.
- Guide and coordinates periodic staff appraisals.
- Deal, on day to day basis, with diverse human related issues.
- Manage staff grievances in accordance with County Policies and Kenyan Labour Laws.
- Provide data, information and advice to the management on all issues relating to Human Resource.
- Coordinate the County's HR disciplinary matters.
- Prepare the Human Resources budget components for the County.
- Liaise with the relevant government and other related institutions on staff matters.
- Responsible for the development of administrative policies and procedures.
- Ability to work under pressure and meet deadlines with minimum supervision.

**Requirements**

- 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.

**General Conditions for all Applicants:**

- Must be a Kenya citizen.
- That you already fulfills expectations of Chapter Six of the Constitution of Kenya on leadership and integrity.

- Terms and conditions of service for the advertised posts are permanent and pensionable

### **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 **9th October 2015**.

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**