

COUNTY GOVERNMENT OF KIRINYAGA



COUNTY PUBLIC SERVICE BOARD

JOB ADVERTISEMENT

The Kirinyaga County Public Service Board is pleased to invite applications from suitably qualified, motivated and Pro-active individuals to fill up the following vacant positions;

1. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT OFFICER (1 POST) JOB GROUP CPSB 05

Job Ref: KCPSB/ADSC/01/01/04/21

Terms of Service: Permanent & Pensionable

Responsibilities – Job Description

- Providing administrative guidelines on implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Providing professional opinion and advisory services on Supply Chain Management Department;
- Facilitating effective and efficient management of the Supply Chain Management function, proper documentation of procurement proceedings and safe custody of all procurement records in accordance with set laws and related statutes.;
- Ensuring compliance and efficient monitoring of procurement processes pursuant to Public Procurement and Asset Disposal Act, 2015, Regulation 2020;
- Consolidation of County Annual Procurement Plan and ensure its full implementation;
- Preparing and submitting statutory and management periodic reports to relevant authorities in a timely manner;
- Ensuring update and management of inventory, stock, Disposals and Asset Register;
- Address clarifications by bidders, reviewing addendums and amendments to tender documents;

- Preparing and submitting statutory and management periodic reports in a timely manner;
- Coordinate payment section, inspection and acceptance;
- Preparation of tender advertisement, opening and evaluation of tenders and disposal processes;
- Reviewing, disseminating and ensuring implementation of the Directorate's service charter;
- Ensuring efficient and effective inventory and asset management system;
- Preparing and submitting statutory and management periodic reports in a timely manner;
- Preparation of tender, contract and disposal documents;
- Co-ordinate sourcing, evaluation of tenders, quotations and proposals;
- Perform any other duties that may be assigned to you from time to time.

Person Specifications

(i) Key Requirements for Appointment

- Served in the grade of Principal Supply Chain Management officer or in a comparable and relevant position in the public service for a minimum period of three (3) years and minimum of nine (9) years relevant work experience in the Private Sector or public sector;
- Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- Post graduate diploma in Supplies Management or CIPS from a recognized institution – holders of a degree in Procurement & Supplies Management, Purchasing & supplies, Supply Chain Management, Procurement & logistics, commerce (supplies mgt option), business management/administration (Purchasing and Supplies option) or master degree in the same field will be exempted from this requirement
- Possession of Master degree in any of the following disciplines: Purchasing and supplies, Supply Chain Management, Procurement & logistics, commerce (supplies management option), business management/administration (Purchasing and Supplies option) from a recognized institution of higher learning will be a distinct advantage;
- Shown merit and ability as reflected in work performance and results;
- Demonstrated professional competence through understanding of Supply Chain Management issues and emerging Supply Chain Management trends and techniques;
- A management course lasting not less than 4 weeks from a recognized institution;
- MUST be registered with Kenya Institute of Supplies Management (KISM); and
- MUST satisfy the requirements of Chapter Six of the Constitution.

(ii) Personal Attributes and abilities

- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- Personal responsibility and willingness to accept responsibility for own actions and outcomes;
- A thorough understanding of national goals/pillars, policies and programs and ability to translate them to supply chain management;
- A thorough understanding of the Integrated Financial Management Information System (IFMIS);
- Proficiency in Computer Application skills;
- Professional and technical competence; and
- Analytical and negotiation skills.
- Ability to articulate and implement departmental mandates;
- Organizational, analytical, managerial and decision making skills;
- Technical problem solving;
- Leadership, advocacy, relationship building and collaboration result oriented self-driven;
- Resource management skills;
- Interpersonal and communication skills;
- Integrity and commitment to producing results;
- Passion for continuous professional development; and
- Confidentiality, high integrity, attention to details and accuracy.

2. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER (1 POST) - JOB GROUP CPSB 06

Job Ref: KCPSB/PSC/02/01/04/21

Terms of Service: Permanent & Pensionable

Responsibilities – Job Description

- Implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Draft/review of advertising notices for works, goods and services to ensure accurate goods are requested for and quality is delivered;
- Coordinate pre-bid briefing and pre-proposal meetings;
- Address clarifications by bidders, reviewing addendums and amendments to tender documents;
- Coordinate periodic stock taking to ensure stores are up to date and regular inventories are taken;

- Coordinate market research, surveys and global trends with respect to Supply Chain Management;
- Ensuring effective coordination in preparation and implementation of procurement and disposal plans;
- Identifying and implementing cost-saving/reduction initiatives within the Supply Chain Management function;
- Coordinate preparation of opening and evaluation of tenders and disposal processes;
- Reviewing, disseminating and ensuring implementation of the Directorate's service charter;
- Offering secretariat services to the various procurement and disposal committees;
- Consolidation of County Annual Procurement Plan and ensure its full implementation;
- Ensuring efficient and effective inventory and asset management system;
- Address clarifications by bidders, reviewing addendums and amendments to tender documents;
- Preparing and submitting statutory and management periodic reports to relevant authorities in a timely manner;
- Preparation of tender, contract and disposal documents;
- Co-ordinate evaluation of tenders, quotations and proposals; and
- Perform any other duties that may be assigned to you from time to time.

Person Specifications

(i) Key Requirements for Appointment

- Served in the grade of Chief Supply Chain Management officer or in a comparable and relevant position in the public service for a minimum period of three (3) years and minimum of eight (8) years relevant work experience in the Private Sector or public sector;
- Bachelor's degree in any of the following disciplines: - Commerce, Business Administration, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- Post graduate diploma in Supplies Management or CIPS from a recognized institution – holders of a degree in Procurement & Supplies Management, Purchasing & supplies, Supply Chain Management, Procurement & logistics, commerce (supplies Management option), business management/administration (Purchasing and Supplies option) or master degree in the same field will be exempted from this requirement
- Attended a Management course lasting for not less than four (4) weeks from a recognized institution;

- Demonstrated professional competence and thorough understanding of Supply Chain Management and emerging Supply Chain Management trends and techniques;
- MUST be registered with Kenya Institute of Supplies Management (KISM); and
- MUST satisfy the requirements of Chapter Six of the Constitution.

(ii) Personal Attributes and Abilities:

- High degree of professional and administrative competence in work performance and results;
- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- Personal responsibility and willingness to accept responsibility for own actions and outcomes;
- A thorough understanding of national goals/pillars, policies and programs and ability to translate them to supply chain management;
- Good organizational and supervisory skills;
- Professional and technical competence;
- Organizational, analytical, Managerial and decision making skills;
- Positive working attitude and ability to give and take instructions;
- Ability to articulate and implement departmental mandates;
- Integrity and commitment to producing results;
- Resource management skill;
- Technical problem solving;
- Interpersonal and communication skills and
- Leadership, advocacy, relationship building and collaboration results oriented self-drive.
- Coordinating skills;
- Team leadership

**3. SUPPLY CHAIN MANAGEMENT ASSISTANT IV (4 POST) – JOB GROUP
CPSB 12**

Job Ref: KCPSB/SCA/03/01/04/21

Terms of Service: Permanent & Pensionable

Responsibilities – Job Description

- Assisting Supply Chain Management Services function in the day to day duties in operations and procedures;
- Maintain and archive documents and records of the procurement and disposal activities for the required period;

- Maintenance of Supply Chain Management relevant registers;
- Maintenance of document issuance register;
- Issuing and receiving of stores;
- Implementation of Public Procurement and Asset Disposal Act, 2015, Regulation 2020 and ensuring adherence to the laid down Procedures and policies;
- Ensuring safe custody of procurement records including appropriate documentation;
- Stock taking and inventory management;
- Maintenance and updating of Asset register;
- Ensuring High Professionalism and Supply Chain Management Standard;
- Proper Inventory Management;
- Maintaining and updating list of prequalified suppliers; and
- Perform any other duties that may be assigned to you from time to time.

Person Specifications

(i) Key Requirements for Appointment

- Kenya Certificate of Secondary Education mean grade C- with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution
- Certificate in Supply Chain Management, Procurement and Logistics; Purchasing and supplies or its approved equivalent from a recognized institution

(ii) Personal Attributes and Abilities:

- Personal integrity, a strong commitment to openness, honesty and demonstrating tolerance and capacity to inspire trust in others;
- Proficiency in Computer Application skills;
- Professional and technical competence; and
- Analytical and negotiation skills.
- Records management skills;
- Ability to take instructions;
- Transparency and honesty;
- Technical problem solving;
- Interpersonal and communication skills; and
- Confidentiality, high integrity, attention to details and accuracy

JOB RE-ADVERTISEMENT

1. CHIEF OFFICER MEDICAL SERVICES, PUBLIC HEALTH AND SANITATION, JOB GROUP CPSB 02 (1 POST)

Job Ref: KCPSB/C.O/MSPH/04/01/04/21

Terms of Service: Contract

Duties and Responsibilities

- General administration and coordination of the Health Services Department
- Create awareness and drive processes for Promotive and Preventive health care through linkages with other Departments;
- Licensing and control of undertakings that sell food to the public;
- Manage county ambulance services;
- Create a Health Policy guided by needs assessment to provide targeted medical care;
- Design strategies to achieve health care to National and International Standards;
- Design sustainable Civic Education towards Healthy Living;
- Develop and implement a drug management system in hospitals up to dispensaries to track distribution and accountability;
- Create awareness and support enrolment into the NHIF scheme by all County residents with a subsidized health care program for the aged and the vulnerable;
- Provide needy communities with rehabilitation services;
- Ensure retention of qualified medical practitioners in all health facilities within the County;
- Ensure adequate provision of medical supplies and diagnostic equipment;
- Manage public cemeteries, funeral parlours, and crematoria;
- Promote national values and policies of governance within the county public service
- Oversee the implementation and monitoring of human resources management initiatives including human resource planning and performance management in the department;

- Oversee development and implementation of strategies and county sector development plans for the department;
- Formulate and implement effective program plans to attain Vision 2030, Sustainable Development Goals and other relevant county goals;
- Oversee development projects, computerization and other programs in the sector's annual workplan and budgets;
- Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- Entrench principles of good governance as captured in Chapter six of the Constitution of Kenya, 2010;
- Supervise activities of the department and other cross-cutting human resource issues across other departments;
- Participate in policy development committees to formulate public service and administration policies that will enable the county to be compliant to relevant legislation;
- Ensure the resources allocated to the department are efficiently utilised to enable the department to achieve its goals and prevent misuse of funds;
- Provide technical advice to the county executive to ensure the county adopts the best practices in public sector human resource management;
- Any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of a first degree in any of the following areas: Management, Accounting, Business Administration, Environmental Health, Community Health, Nutrition or in a closely related area;
- A holder of a first degree or master's degree in Medicine and Surgery (M.B,Ch.B.), Dental Surgery (BDS), Pharmacy (B Pharm), Public Health or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board, Pharmacy and Poisons Board, any statutory bodies regulating delivery of health and sanitation services will have an added advantage;
- Ability to integrate health service delivery and planning to promote

sustainable health care; and

- Ability to programme Civic Education in promotive and preventive health care that will profoundly reduce the cost of curative health in the long run.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position
- Have demonstrated thorough understanding of County Development objectives, Sustainable Development Goals and Vision 2030
- Be results oriented and a strategic thinker
- Have excellent communication, organizational and interpersonal skills
- Have capacity to work under pressure to meet strict deadlines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- Satisfy the requirements of Chapter Six of the Constitution
- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya
- Be computer literate

2. DIRECTOR GOVERNOR'S DELIVERY UNIT, JOB GROUP CPSB 03 (1 POST)

Job Ref: KCPSB/D/GDU/05/01/04/21

Terms of Service: Contract

Duties and Responsibilities

- Supervising the Delivery Unit;
- Monitor the implementation of flagship projects contained in the ADP, CIDP, Mountain Cities Blueprint 2032, President's "Big Four" agenda, and Vision 2030
- Support the resource mobilization process for implementation of strategic initiatives
- Strategic Communication on the implementation of the CIDP
- Project monitoring and evaluation
- Reporting on the implementation status
- Dashboard reporting

- Trend Analysis
- Research
- Proactively manage risks and issues and escalate to the Chief of Staff as required;
- Any other duties that may be allocated by the County Secretary including supporting the office of the County Secretary in its day to day functions.

Requirements for Appointment

- Be a holder of a Master's degree in Monitoring and Evaluation/Project Management/Statistics and or Economics
- Minimum ten (10) years relevant experience
- Computer literacy
- Proven success in designing, implementing, and operating project M&E systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring and evaluation and/ performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.

3. DEPUTY CHIEF ECONOMIST/WEZESHA TECHNICAL ADVISOR, JOB GROUP CPSB 04 (1 POST)

Job Ref: KCPSB/DCE/WTA/06/01/04/21

Terms of Service: Contract

Duties and Responsibilities

- Organizing Wezesha programs and activities in accordance with the objectives and goals of the program.
- Developing new programs to support the strategic direction of the Initiative.

- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Working on strategy with the marketing team.
- Performing any other tasks that may be assigned by the Director.

Requirements for Appointment

- Be a holder of a Bachelor's degree in Monitoring and Evaluation/Project Management/Statistics and or Economics, Master's degree is an added advantage
- Proven experience in program management.
- Proven stakeholder management skills.
- Proven experience of managing a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Understanding of project management.

How to Apply

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope. Applications should be addressed to:

The Secretary

County Public Service Board

P O Box 260 - 10304

KUTUS

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Friday, 16th April 2021**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

NOTE

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website: www.kirinyaga.go.ke for more details.

NB: Candidates interviewed for the Re-advertised Postions need not to apply.

The Kirinyaga County Government is an equal opportunity employer.