

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. DEPUTY DIRECTOR BUDGET (CPSB 04) (1 POST)

Job Ref: KCPSB/D/DB/01/13/05/21

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Director Budget, the officer will be responsible for the preparation of budget and ensuring departments' adherence to budget ceilings. Specific duties and responsibilities at this level shall entail: -

- Co-ordinating the development of budget policy, budget systems and reforms.
- Coordinating overall Budget preparation at Sector and departmental levels;
- Co-ordinating the overall county resource allocation in line with the county policy, annual development plan and CIDP.
- Advising accounting officers on budgetary requirements for departments, budget planning and implementation.
- Coordinating capacity building in the budget department.
- Preparing and compiling annual and supplementary budgetary estimates, county fiscal strategy paper, BROP, budget execution report, revenues estimates and other budgetary reports.
- Undertaking risk assessment and management of the budget.
- Ensuring the county departments adhere to program based budgeting and capturing the same in IFMIS using plan to budget module.
- Co-ordinating the preparations of the county department's public expenditure reviews and the sectorial reports.
- Co-ordination of public forums to ensure the public participates fully in the budget making process.
- Control of budgetary commitments;

- Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within Department
- Monitoring and review of programme implementation and taking corrective measures;
- Developing improved budgetary practices and systems within the County Public Service;
- Monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action;

PERSON SPECIFICATIONS

(i) Key Requirements for Appointment

- Served for a minimum of period of Seven (7) years, in similar capacity in public service or in comparable and relevant positions in private sector.
- Bachelor degree in any of the following discipline; Commerce (finance option), Economics, Statistics, Business administration from a recognized university in Kenya and must be a Certified Public Accountant of Kenya CPA(K) and in good standing.
- Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university will be an added advantage;
- Shown outstanding capability in financial management.
- Attended a four (4) week Senior Management Course (SMC) preferably from Kenya school of Government.
- Attended a six (6) week Strategic Leadership Development Programme.
- Demonstrated understanding of National and county development goals, policies and objectives, national values and principle of governance.
- Shown outstanding capability in Financial Management.

(ii) Personal Attributes and abilities

In addition to the above requirements, an officer must have the following qualities:

- People management skills
- Financial management skills
- Policy implementation skills
- Planning skills
- Co-ordinating skills
- Strategy implementation skills
- Ability to articulate and implement County/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.

- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self-driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

2. PLANT OPERATORS (CPSB 14) (2 POSTS)

Job Ref: KCPSB/PO/PW/02/13/05/21

Terms of Service: Permanent & Pensionable

Requirements for Appointment

- Kenya Certificate of Secondary Education mean grade D (Plain) or an equivalent qualification from a recognized institution;
- Have passed the suitability test for plant operators;
- Possess a valid Driving License free from current endorsements for class(es) of machine(s) that one may be required to operate;
- Be able to operate at least two (2) plants of difficult rating 'C'
- Attended a First Aid Certificate Course lasting not less than one (1) week from St John Ambulance or the Kenya Institute of Highways and Technology (KIHT) or any other recognized institution; and
- Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

- Operating heavy plants of 'difficult rating' A or B;
- Keeping records of inventory of the assigned plant;
- Formulating and administering working techniques;
- Assisting in costing and evaluating small roads and accesses;
- Preparing maintenance schedules for services of machines;
- Organizing, managing and controlling operatives and machines in road construction projects and units;
- Carrying out filter and oil changes and simple adjustments not requiring special tools;
- Assist in training of junior plant operators/attachees.

JOB RE-ADVERTISEMENT

3. DIRECTOR ACCOUNTING SERVICES (CPSB 03) (1 POST)

Job Ref: KCPSB/D/AS/07/14/01/21

Terms of Service: Contract

- Advising the County Government in all County Public Financial accounting matters;
- Implementing approved Government accounting standards;
- Providing advice to County Government on the best appropriate financial reporting formats;
- Providing a link between the County and the National accounting standards bodies on matters relating to public sector financial reporting;
- Developing guidelines of County staffing levels and training to ensure technical competence;
- Participating in County Public Committees as may be directed;
- Oversee the implementation of the approved accounting staffing standards policies and concepts to ensure compliance;
- Oversee the preparation of all County financial statements and returns as per Public Management Act 2012;
- Undertake capacity building for staffs at the County level;
- Ensure proper banking arrangements are in place between County Government, CBK and Commercial Banks;
- Direct and control operations of the County exchequer account;
- Oversee accounting operations of Sub-Counties;
- Perform other duties that may be assigned to you from time to time.

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;
- Must be registered with a professional body (ICPAK);
- Be able to demonstrate familiarity with Public Financial management and Accounting Systems;
- Have at least seven (7) 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;

4. SENIOR ASSISTANT DIRECTOR BUDGET/ECONOMIC & FINANCE EXPERT, JOB GROUP CPSB 04 (1 POST)

Job Ref: KCPSB/SAD/BEF/08/14/01/21

Terms of Service: Contract

Duties and Responsibilities

- Preparation of budget and ensuring Unit adherence to budget ceilings.
- Control of budgetary commitments;
- Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within programs/projects.
- Monitoring the use of their financial resources.
- Monitoring and review of programme implementation and taking corrective measures.
- Co-ordinating Budget preparation.
- Developing improved budgetary practices and systems within the County Public Service.
- Monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action.
- Initiating policy changes with regard to the overall expenditure patterns.
- Undertaking risk analysis in budget Management.
- Undertaking risk management for flagship projects/programs.
- Performing any other tasks that may be assigned by the Director.

Requirements for Appointment

- Bachelor Degree in Business Administration, Economics, Finance, Commerce or in a financial related discipline from a recognized university.
- Master's degree in relevant field is an added advantage;
- Relevant experience of seven (7) years;
- Membership to a relevant professional body;
- Shown outstanding capability in Financial Management;
- Demonstrated outstanding professional competence ability and integrity as reflected in work performance and results.

5. DEPUTY CHIEF STATISTICIAN/PROJECT MONITORING & EVALUATION OFFICER, JOB GROUP CPSB 04 (1 POST)

Job Ref: KCPSB/DCS/PME/09/14/01/21

Terms of Service: Contract

Duties and Responsibilities

- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Provide feedback to the Director Governor's Delivery Unit on project strategies and activities;
- Suggest strategies to the Director Governor's Delivery Unit for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Director Governor's Delivery Unit;
- Conduct capacity assessment on existing monitoring and evaluation system
- Develop indicators and a monitoring strategy for the project;
- Provide inputs, information and statistics for quarterly, annual and other reports to the Project Management Team;
- Participate in annual project reviews and planning workshops and prepare relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- Assist the project personnel with M&E tools and in supporting them in their use.

- Perform other duties as may be required;
- Preparation of monthly MIS reports;
- Assist the Project Manager in preparing other relevant reports;
- Organize and conduct training on M&E/MIS for project and departmental staff
- Prepare Issues Log and Risk Log for the project;
- Performing any other tasks that may be assigned by the Director.

Requirements for Appointment

- Be a holder of a Bachelor degree in Monitoring and Evaluation/Project Management/Statistics and or Economics;
- Master's degree in the relevant field is an added advantage;
- Relevant experience of seven (7) years;
- Membership to a relevant professional body.
- Experience in the design and implementation of M&E/MIS in development projects
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Strong training & facilitation skills.
- Shown outstanding capability in Economic and Statistical Analysis.
- Demonstrated outstanding professional competence ability and integrity as reflected in work performance and results.

**6. ADMINISTRATIVE OFFICER II (FLEET MANAGEMENT)
JOB GROUP CPSB 09 (1 POST)**

Job Ref: KCPSB/SAD/BEF/08/14/01/21

Terms of Service: Contract

REQUIREMENTS FOR APPOINTMENT

- A Bachelor's Degree in Business Management, Social Sciences or any other relevant course from a recognized University;

- Knowledge and experience in Logistics or Fleet Management will be an added advantage;
- Excellent and effective communication and interpersonal skills;
- Good analytical and coordinating abilities;
- Must possess good leadership qualities;
- Must be proactive and be able to pay keen attention to the smallest of details;
- Ability to work as part of a team;
- Must be able to motivate the drivers/operators to ensure their full co-operation at all times;
- Must be able to manage time effectively and also meet/beat deadlines;
- Basic knowledge of computer applications;
- Any other qualification in the relevant field will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Determine the vehicles to be purchased and how they are to be equipped;
- Oversee the sale and/or auction of bonded vehicles and equipments;
- Regularly report expenses and performances of the fleet to the management;
- Draw up a budget for the fleet management department and present it to management for further analysis and approval;
- Ensure compliance with government regulations relating to transportation industry;
- Take preventive measure to ensure safety of vehicles and drivers;
- Make sure vehicles are always ready and available to meet orders by scheduling and monitoring current trends in the department to enable forecasting;
- Make sure that all vehicles are properly registered and facilitate inspection on regular basis;
- Participate in different workshops and/or programs to keep up with new trend in the industry;
- Monitor fuel purchases by administering fuel cards for all vehicles to their respective drivers.

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, 28th May 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.

The Kirinyaga County Government is an equal opportunity employer.