

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 individual to fill up the following vacant position;

1. DIRECTOR GOVERNOR'S DELIVERY UNIT (CPSB 03) (1 POST)

Job Ref: KCPSB/D/GDU/01/24/10/22

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Chief of Staff, the Director will be expected to perform the following duties and functions: -

- Supervising the Delivery Unit;
- Monitor the implementation of flagship projects contained in the Annual Development Plans (ADPs), Medium Term Expenditure Framework (MTEF), Medium Term Plans (MTPs), County Integrated Development Plan (CIDP), Sessional Paper 2032 (the Mountain Cities Blueprint), Agenda 2063, 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.

REQUIREMENTS FOR APPOINTMENT

- Be a holder of a Bachelor's degree in Monitoring and Evaluation/Project Management/Statistics and or Economics
- Master's Degree in the relevant field is an added advantage.
- 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.

SKILLS & ABILITIES

- Strong written and oral communication skills, including the ability to make a presentation
- Proficiency and good knowledge in advanced computer applications
- Good analytical, negotiation and research skills
- Strong interpersonal and team building skills
- Ability to sustain interpersonal and professional relationships
- Consistently works within internal process and procedures
- Strong planning and time management skills
- Ability to problem-solve difficult issues
- Ability to multitask with ease, adapting to frequently changing priorities
- Good negotiating and conflict resolution skills
- Strong understanding of budgets
- Competence in using common desktop applications and internal systems

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, 4th November 2022**

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.