

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. DIRECTOR REVENUE (CPSB 03) (1 POST)

Job Ref: KCPSB/D/R/01/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

The Director of Revenue will be the Head of Revenue and report to the Chief Officer, Accounting Services, Revenue and Audit. An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Revenue Mobilization Directorate. Specifically, he will be expected to perform the following duties and responsibilities: -

- Planning, organizing, directing, coordinating and controlling of the County revenue collection function.
- Implementation of County policies and regulations for revenue administration Design, formulation and implementation of Comprehensive, efficient and effective revenue management system.
- Development and implementation of County Revenue diversification plans and revenue growth.
- Implementation of county policies and regulations on revenue.
- Maintenance or records of all the revenue sources, rate and revenue collected.
- Projection of regular revenue trends for planning and decision making in the County.
- Performing any other duties as may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must: -

- Be a Kenyan citizen.
- Have a minimum of a Bachelor's degree in Commerce (Accounting/Finance option) or its equivalent qualification from a University recognized in Kenya.

- Be a holder of Part III of the Certified Public Accountants Examination administered by the Kenya Accountants and Secretaries National Examination Board or its accepted equivalent.
- Be able to demonstrate familiarity with public financial management, revenue and accounting systems.
- Have at least five (5) years post qualification experience, three (3) of which must be in a senior management position in a busy commercial or public financial accounting or treasury environment.
- Be conversant with various computerized financial management systems.
- Demonstrate good communication and analytical skills.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010 on leadership and integrity.
- Have a Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) Weeks from Kenya School of Government OR equivalent senior managerial training from a recognized institution.

2. DIRECTOR ENFORCEMENT (CPSB 03) (1 POST)

Job Ref: KCPSB/D/E/02/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

Reporting to the County Secretary, the Director will be expected to perform the following duties and functions: -

- Development and implementation of strategies, policies, guidelines, and programs related to security and enforcement within the county.
- Planning, mapping and administration of security service divisions.
- Coordinate operations, drills, trainings, parade matters, disciplinary matters and welfare of the enforcement unit.
- Ensure compliance with county laws, by laws, rules and regulations established in respect to VIP protection, property protection, construction, waste disposal and management, revenue collection, disasters and traffic control among others.
- Establish collaborative system with the Judiciary, National Security Agencies, County Policing Authority, Security Advisory Committee and other Stakeholders.
- Promotion of National Values, Principles of good governance as espoused in Article 10 and 232 of the constitution.
- Supervising and guiding enforcement officers in the county.
- Assessment of County Government Security System, risks intelligence reports and give timely appropriate recommendations
- Assist in the prosecutions of non-compliant individuals to the county laws, by laws, rules and regulations.
- Any other duties as may be assigned.

Requirements for Appointment

- Bachelor's degree in any of the following disciplines; Security Management, Governance & Political Science, Criminology and Fraud Management or its equivalent from a University recognized in Kenya;

- At least five (5) years' continuous experience in security management in the wider public service;
- Demonstrated practical experience in prosecution and handling of charge sheets;
- Demonstrated knowledge of constitutional provisions related to law enforcement;
- Demonstrated exemplary services, high degree of professional and technical competence, good interpersonal relationship and thorough understanding of policy formulation and implementation;
- Demonstrated a high degree of professional competence and administrative capability in management of assigned functions;
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions;
- Certificate in computer applications.

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

Job Ref: KCPSB/D/GDU/03/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the County Executive Committee Member, Finance and Economic Planning, 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 you may be assigned from time to time.

Requirements for Appointment

- Be a holder of a Bachelor's degree in Monitoring and Evaluation/Project Management/Statistics/Economics or its accepted equivalent from a university recognized in Kenya.
- Minimum five (5) years relevant experience
- Computer literacy is a mandatory requirement.
- 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 and 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

4. DEPUTY DIRECTOR GOVERNOR’S DELIVERY UNIT (CPSB 04) (1 POST)

Job Ref: KCPSB/DD/GDU/04/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Director Governor’s Delivery Unit, the officer will be expected to perform the following duties and functions: -

- Develop and strengthen monitoring, inspection, evaluation and impact procedures and indicators for project success
- Monitor all project activities, expenditures and progress towards achieving the project output and recommend further improvement of the logical frame work;
- 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;

- Participate in annual project reviews and planning workshops and prepare relevant reports;
- 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/Economics or its accepted equivalent from a university recognized in Kenya.
- Relevant experience of four (4) years.
- 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;

5. PRINCIPAL COMMUNICATIONS OFFICER (CPSB 06) (1 POST)

Job Ref: KCPSB/PCO/05/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

An officer at this level will be deployed in the Communication Directorate at the County Headquarters and will report to the Director Communication. Duties and responsibilities at this level will entail assisting the Assistant Director Communications in: -

- Gathering information on programmes, significant events in various sectoral areas and the impact on customers, and forwarding the same to the Director Communication for dissemination;
- Carrying out research on local and national press on public opinion on the County Government;
- Assisting in the development of communications and media strategy;
- Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern;
- Handling complex news, information and features that require objective judgment.
- Edit press releases/statements, keynote speeches, annual reports and other key documents for the County.
- Prepare talking notes and speeches for staff during media interviews and press conferences
- Any other duties as may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- Served in the grade of Chief Public Communication Officer or an equivalent and comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's Degree, in any of the following disciplines: - Mass Communication, journalism, Public Relations, Communication Studies, Media Studies/science or Photojournalism from a recognized institution; OR Bachelor's Degree in social Science with a Postgraduate Diploma in Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;
- Have a clear understanding of working of the media;
- Have attended a management course lasting not less than four (4) weeks from a recognized Institution;
- Possess advanced computer application skills;
- Excellent oral and written communication skills' and
- Have demonstrated professional and managerial competence in information work as reflected in work performance and results Shown merit and ability as reflected in work performance and results.

6. SENIOR COMMUNICATIONS OFFICER (CPSB 08) (1 POST)

Job Ref: KCPSB/SCO/06/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

An officer at this level will be deployed in the Communication Directorate at the County Headquarters and will report to the Director Communication. Duties and responsibilities at this level will entail assisting the Director Communications in: -

- Gathering information on programmes and significant events in a specific sectoral area and the impact on customers, and forwarding the same to the Director Public Communications for dissemination;
- Assisting in the development of communications and media strategy.
- Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern.
- Scheduling interviews with Government officials.
- Managing assigned projects/programmes.
- Organizing events under the guidance of the head of the Unit/Section.
- Any other duties as may be assigned.

Requirements for Appointment

For appointment to this grade, an officer: -

- Relevant experience of not less than three (3) years;
- Have a Diploma in any of the following disciplines: Journalism, ICT, International Relations, Mass Communication, Communication Studies, Public Relations or its approved equivalent qualifications from a

recognized institution.

- Possess good oral and written communication skills in both English and Kiswahili.
- Possess advanced computer application skills.
- Have shown merit and ability as reflected in work performance and results.

7. GRAPHIC DESIGNER (CPSB 09) (1 POST)

Job Ref: KCPSB/GD/07/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

An officer at this level will be deployed in the Communication Directorate at the County Headquarters and will report to the Director Communication. Duties and responsibilities at this level will entail: -

- Creating visual text and imagery concepts using computer software, to communicate ideas that inspire, inform, or captivate the target audience.
- Developing the overall layout and production design for advertisements, brochures, magazines, corporate reports, etc.
- Designing graphics to meet specific commercial or promotional needs, such as packaging, displays, logos, or imagery for print and digital uses including banner ads, social media posts, website graphics, magazine advertorials, etc.
- Using various media to achieve artistic or decorative effects.
- Deciding how images and text work together in a specific layout.
- Transform statistical data into visual graphics and diagrams.
- Creating infographics, which can make complex ideas more accessible.

Requirements for Appointment

For appointment to this grade, an officer must be in possession of the following: -

- Relevant experience of not less than three (3) years.
- Diploma in Design from a recognized institution.
- Computer fluency
- Knowledge of design techniques, tools, and principles
- Typography knowledge
- Multimedia content development
- Media production, communication, and dissemination techniques

8. RECEPTIONIST II/PROTOCOL OFFICER (CPSB 09) (1 POST)

Job Ref: KCPSB/RO/PO/08/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

An officer at this level will be deployed in the Communication Directorate at the County Headquarters and will report to the Director Communication. Duties and responsibilities at this level will entail: -

- Assisting in preparing and updating County Government guest list and receiving VIP's/guests during national and official County Government celebrations and functions.
- Handling all aspects of visits, conferences, tours and social functions initiated within the County.
- Arranging travel for the Governor including scheduling travel, preparing trip folders and preparing itinerary.
- Scheduling events, determining need for audiovisual equipment, gathering of biographies and guest information and setting up location.
- Draft routine official and social correspondence related to protocol and events.
- Any other duties as may be assigned.

Requirements for Appointment

For appointment to this grade, all officer must have: -

- Relevant experience of not less than three (3) years.
- Bachelor's degree in any Social Science from a university recognized in Kenya.
- Computer fluency
- Demonstrable professional competence.
- Fluency in both English and Kiswahili

9. DRIVERS (CPSB 14) (7 POSTS)

Job Ref: KCPSB/M/D/09/03/02/23

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Provision of transport services
- Collection of any supplies
- Delivery of goods and materials to the various satellite clinics
- Transport hospital personnel who are executing official duties
- Taking visitors around the facilities
- Daily inspection of the vehicles to ensure that they are in good condition
- Report any electrical or mechanical faults in the vehicles to the Supervisor for fixing
- Report any case of accident, injury or damage of vehicles to the Supervisor
- Ensuring that all of the hospital vehicles have the necessary documents i.e. insurance
- Ensure that authorization is obtained for all journeys on a daily basis
- Record mileage at the beginning and at the end of each journey in the log-book provided
- Responsible for the security of vehicles during working hours and any goods on transit
- Ensure that the vehicles are kept clean and serviced as required
- Careful use and handling of the vehicles at all times
- Submit receipts for all cash spent on fuel and emergency repairs

Requirements for Appointment

- Minimum KCSE certificate (D+).
- Possession of valid driving license classes BCE.
- Minimum three (3) years driving experience.
- Valid certificate of good conduct.
- Good knowledge of the Highway Code and other Kenya traffic laws applicable to commercial operations.
- Ability to work at odd hours and / or travel at short notice
- Training in defensive driving

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 17th February 2023**.

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.