

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. CHIEF OFFICER ROADS TRANSPORT AND INFRASTRUCTURE DEVELOPMENT JOB GROUP “CPSB 02” – ONE (1) POST

Job Ref: KCPSB/C.O/RT&ID/01/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the CECM responsible for Roads, Transport, Public Works, Housing & Infrastructure Development, the Chief Officer will perform the following duties and responsibilities: -

- Accounting and Authorized Officer in exercise of delegated powers and responsible for administration of the Roads, Transport and Infrastructure directorate in accordance with relevant county policies, goals, objectives and legislation.
- General administration and coordination of the Roads, Transport, and Infrastructure department.
- Promoting national values and policies of governance within the County public service
- Overseeing the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management
- Spearheading formulation of County policies related to the department's area of mandate
- Overseeing development and implementation of strategies and County Sector Development plans for the department.
- Formulating and implementing effective program and plans to attain Vision 2030, Bottom up Economic and Transformation Agenda and other relevant national and county goals.
- Overseeing implementation of development projects, computerization and other programs in the sector's annual work plan and budgets.
- Creating linkages and networks with internal and external stakeholders to propagate sector development goals and by extension County objectives
- Supervising activities of the department and other cross-cutting human resource issues across other departments
- Participating in policy development to formulate public service and administration policies that will enable the county to be compliant with relevant legislation.
- Ensuring that resources allocated to the department are efficiently utilized to enable it achieve goals and prevent misuse of funds.
- Providing technical advice to the county executive to ensure the county adopts best practices in public sector human resource management.

- Implementing the strategic plan and other policies for the department
- Controlling and managing of public road transport;
- Procuring, managing and disposing of county motor vehicles, plant and equipment;
- Overseeing the planning, design, research and supervision of roads;
- Maintaining effective collaboration and partnerships with other organs of the county, other county departments, the private sector and other stakeholders;
- Ensuring promotion of national values and principles of governance as outlined in the constitution of Kenya 2010;
- Promoting the realization of County Integrated Development Plan (CIDP); and
- Performing other duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen;
- Have a relevant Bachelor's degree from a university recognized in Kenya;
- A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage;
- Have a vast knowledge and experience of not less than 10 years in a relevant field, 5 years of which MUST be in leadership or senior management position in public or private sector;
- Have a proven experience in managing resources in a high performing organization;
- Demonstrate general knowledge of the County Government and its functions.
- Demonstrate a thorough understanding of socio-economic development objectives and the county integrated development plan, BETA and vision 2030
- Be result 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 to diversity;
- Demonstrate understanding and commitment to the values and principles of governance and public service as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Be computer literate
- Demonstrable leadership and management capacity including Knowledge of financial management and strategic people management.
- Meet the requirements of Chapter Six of the constitution of Kenya 2010 on leadership and integrity.

2. CHIEF OFFICER, ADMINISTRATION, SPECIAL PROGRAMMES AND LIAISON JOB GROUP "CPSB 02" – ONE (1) POST

Job Ref: KCPSB/C.O/ASP&L/02/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the CECM responsible for Finance and Economic Planning, the Chief Officer will perform the following duties and responsibilities: -

- The Chief Officer will be the authorized officer and accounting officer in a specific department and shall be responsible to the respective County Executive Committee Member.
- Formulation and implementation of programs to attain Vision 2030 and sector goals;
- Development and implementation of strategic plans and sector development plans;
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of Good Governance and Values and Principles of Public Service as outlined in Articles 10 and 232 of the Constitution of Kenya, 2010;
- Coordination of County Government business, public programmes and activities in the field;
- Implementation of County Executive Committee resolutions as guided by the Executive Committee Member.
- Facilitation of maintenance of law and order;
- Mobilization of resources for community development;
- Dissemination and interpretation of Government policies;
- Monitoring performance of Government officers in the field;
- Management of security agents in the field;
- Coordination of disaster management and emergency response;
- Acting on emerging policies and development initiatives;
- Promotion of good governance;
- Coordination of government business and responding to emerging policy and development initiatives;
- Policy formulation, analysis and general administration;
- Office management;
- Co-ordination of official functions;
- Arbitration of disputes;
- Customer care;
- Implementation & follow ups of governor's directives with respective sectors;
- Inter-departmental liaison;
- Promotion of ethics and integrity;
- Management of public resources and assets;
- Promotion of the government image;
- Promotion of good governance; and
- Performing any other duties as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen;
- Have a relevant Bachelor's degree from a university recognized in Kenya;
- A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage;
- Have a vast knowledge and experience of not less than 10 years in a relevant field, 5 years of which MUST be in leadership or senior management position in public or private sector;
- Have a proven experience in managing resources in a high performing organization;
- Demonstrate general knowledge of the County Government and its functions.
- Demonstrate a thorough understanding of socio-economic development objectives and the county integrated development plan, BETA and vision 2030
- Be result 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 to diversity;
- Demonstrate understanding and commitment to the values and principles of governance and public service as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Be computer literate
- Demonstrable leadership and management capacity including Knowledge of financial management and strategic people management.
- Meet the requirements of Chapter Six of the constitution of Kenya 2010 on leadership and integrity.

3. CHIEF EXECUTIVE OFFICER – KIDA – ONE (1) POST

Job Ref: KCPSB/CEO/KIDA/03/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Chairman of the Kirinyaga Investment and Development Authority (KIDA) Board the CEO will be required to perform the following duties and responsibilities: -

- Being the secretary to the KIDA Board
- Responsible for the day-to-day management and direction of affairs and transactions of the Authority in consultation with the Board;
- The exercise, discharge, and performance of the objectives, functions, responsibilities, and duties of the Authority;
- The general administration of the Authority;
- Carry out any other functions as may from time to time be assigned by the Board;
- Implement an efficient and transformative investment administration system and thereby encourage and expand investment in the County;
- Develop frameworks and strategies for the promotion, coordination, and facilitation of local, domestic, and foreign investment for social and economic development;
- Resource mobilization for investments as such enhancing county revenue base;
- Identifying strategic investment opportunities for the benefit of the County;
- Promoting local economic growth and job creation;
- Promoting local content absorption, technical transfer, and value addition;
- Advising on investment opportunities within or outside the County;
- Assisting and facilitating investors from within and outside the County to establish investments in the County;
- Promoting and facilitating investment in the County;
- Acting as the focal agency for investment promotion and facilitation in the County;
- Establish frameworks for social enterprises aimed at benefiting the local communities;
- Facilitate Public Private Partnerships and joint ventures in areas that are beneficial to the County;
- Advising the Board on necessary and strategic policies, programs, and development plans to be adopted to attract and retain investments in the County;

- Promoting economic diplomacy aimed at advancing the investment and development interests of the County;
- Monitoring progress of implementation of investments and strategic development programs;
- Monitoring and reporting on the mountain cities development index;
- Ensure proper books and records of accounts and assets of the Authority are kept;
- Ensure compliance with the provisions Kirinyaga County Investment and Development Authority Act 2018;
- Ensure compliance with other provisions of the applicable Laws of Kenya

REQUIREMENTS FOR APPOINTMENT

- Possess a master's degree in business administration, trade, international relations, finance, or any other related field from a recognized university
- Have served for at least nine (9) years of relevant experience with at least three (3) years in a senior management/leadership position
- Meets the requirements of Chapter Six of the Constitution
- Training on Integrated Financial Management Information Systems (IFMIS) for Authority to Incur Expenditure (AIE) will be an added advantage

4. DIRECTOR REVENUE MOBILIZATION AND MANAGEMENT, JOB GROUP 'CPSB 03' – ONE (1) POST

Job Ref: KCPSB/D/RM&M/04/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Chief Officer Accounting Services, Revenue and Audit, the Director responsible for Mobilization and Management will perform the following duties and responsibilities: -

- Planning, organizing, directing, coordinating and controlling of the County revenue collection function.
- Overseeing the County's revenue generation.
- Optimizing revenue margins for the County by utilizing data and trends analysis to maximize revenue collection and accounting.
- Assessing, collecting and accounting for all revenue on behalf of the County Government
- Develop a Revenue Mobilization Roadmap identifying strengths, weaknesses, threats and opportunities.
- Assess fraud & revenue leakage risks and develop systems/processes/other actions to mitigate such risks
- Develop and implement a Revenue Mobilization and Risk Management Strategy setting clear goals and objectives to achieve set strategy.
- 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.
- Maintenance of records of all the revenue sources, rate and revenue collected.
- Implementation of county policies and regulations on revenue.

- Projection of regular revenue trends for planning and decision making in the County.
- Evaluate current revenue Key Result Areas and Key Performance Indicators to measure efficiency.
- Continuously review the operating environment to identify new and emerging risks and advise the organization on the various means to mitigate the identified risks
- Performing any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen.
- Served in the financial services/revenue management/Accountancy and Audit field in the public or private sector for a minimum period of ten (10) years, five (5) of which must be in a senior management position.
- Be a holder of Bachelor's degree in Commerce (Accounting or Finance option); Finance, Economics or Business Administration/Management (Accounting or Finance) from a recognized institution.
- Master's degree in the relevant discipline from a recognized institution is an added advantage.
- A member of the Institute of Certified Public Accountant of Kenya (ICPAK) in good standing.
- Knowledge of IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages will be an added advantage.
- Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate.
- Be conversant with the provisions of the Public Financial Management Act.
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
- Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills.
- Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

5. DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES, JOB GROUP 'CPSB 03' – ONE (1) POST

Job Ref: KCPSB/D/SCMS/05/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Chief Officer Procurement, Economic Planning and Budget, the Director Supply Chain Management Services will perform the following duties and responsibilities: -

- Overseeing implementation of procurement and asset disposal policies, guidelines and procedures
- Providing technical advice to the county and other procuring entities on procurement matters
- Advising County Departments on the implementation of the public procurement and asset disposal act and its attendant regulations and other statutes that impact on supply chain management function
- Overseeing implementation of the e-procurement system
- Providing secretariat services to the tender opening and evaluation committees

- Facilitating research, market surveys and benchmarking on best practices;
- Overseeing analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; and
- Preparing reports on implementation of the preference and reservation scheme.
- In addition, the officer will also be responsible for: overseeing development and review of county specific draft policy on management of assets in line with laid down regulations
- Overseeing implementation of development projects
- Overseeing prequalification of suppliers, review of tenders, prequalification and evaluation of bids
- Overseeing preparation of procurement plans
- Providing secretariat services to the tender opening and evaluation committees
- Providing guidance and support to target groups on the procurement process and
- Liaising with the user departments, disposal committee and the accounting officer on disposal of unserviceable obsolete, obsolescent or surplus stores, equipment and assets; and managing performance, building capacity of staff.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Have served for at least ten (10) years in Supply Chain Management three (3) of which must be in senior Management or in a comparable and relevant position in the public sector;
- Bachelor's degree in any of the following disciplines: - Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) or its equivalent from a recognized institution, Commerce Marketing, Economics, Business Management or Law with a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution.
- A relevant Masters' degree will be an added advantage
- Certified Procurement and Supply Professional of Kenya (CPSP-K) qualification or Advanced Diploma in Supplies Management Final Stage (FIS) or Chartered Institute of Purchasing and Supply (CIPS)
- Must be registered with the Kenya Institute of Supplies Management or any approved equivalent registration and
- Possession of a Valid practicing certificate from Kenya Institute of Supplies Management
- Certificate in computer application skills
- Demonstrated high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.

6. DIRECTOR LIVESTOCK, VETERINARY AND FISHERIES, JOB GROUP 'CPSB 03' – ONE (1) POST

Job Ref: KCPSB/D/LV&F/06/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Reporting to the Chief Officer Agriculture, Livestock, Veterinary and Fisheries, the Director Livestock, Veterinary and Fisheries will perform the following duties and responsibilities: -

Livestock Production Function

- Oversight, initiating, backstopping and coordination of the development, review, implementation of overall Livestock Sector strategies, policies and plans;
- Formulation of policy standards, evaluation framework and guidelines for monitoring livestock policy development and implementation;
- Provide technical support in advancing the livestock policy and legislative agenda within the larger Agricultural Sector, County and National Agenda;
- Lead the development and review of the Livestock Sector legislative agenda and conduct regulatory impact assessments;
- Development and sustaining linkages within the livestock industries and development partners;
- Supporting livestock research agenda setting, operational research and industry intelligence for livestock development and dissemination of information to stakeholders;
- Livestock data generation for policy formulation to support evidence-based livestock policy development, policy agenda setting and prioritization;
- Oversee development and implementation of livestock standards and guidelines to support the quality assurance of livestock programs;
- Conduct regulatory and other impact assessments for the Livestock Sector;
- Capacity building in domestication and implementation of policies, strategies, legislations and action plans;
- External and Intergovernmental relations in the Livestock Sector;
- Monitoring and evaluation of implementation of livestock plans, programs, strategies, policies and laws;
- Coordination and drafting of assembly bills; policy briefs; CEC memos; regulations; rules; legal notices; orders and proclamations for the Livestock Sector;
- Supporting livestock innovation programs, resource mobilization and developing policy interventions for mitigation measures against climatic and other challenges;
- Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on-farm feed formulation, implementing livestock production programs/projects in such areas as dairy cattle, beef cattle, sheep, goat, pig, poultry, rabbits, camels, donkeys breeding, fodder production and conservation, value addition to livestock products, apiculture livestock breeding, nutrition, emerging livestock and other animal husbandry interventions;
- Advising farmers on group formation, construction of farm structures and equipment.
- Maintaining inventory of assets in a livestock production station/farm;

Veterinary Services Function

- Coordinating the implementation of the Department's strategic plans and realization of its objectives;
- Overseeing the preparation and implementation of the performance appraisal systems and contracts of the department; and

- Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.
- Providing technical advice on veterinary services function to the government;
- Directing animal disease and pest control, veterinary diagnostic services, bio-safety and quality assurance of inputs and products, zoological services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs;
- Guiding the setting of animal research agenda and development;
- Approving slaughterhouse designs and export/import request documents in respect to live animals, animal products, by-products and inputs;
- Participating and collaborating with approved local, regional and international bodies in the field of animal health and trade;
- Ratifying trade protocols in food and feed stuffs;
- Recommending for registration of veterinary drugs, vaccines and acaricides;
- Regulating the production, importation, distribution and export of animal genetic materials;
- Overseeing the management of Animal Health and industry, veterinary public health and Meat Technology training institutions; and
- Reporting on animal disease outbreaks and response.
- Coordinating the overall management of Veterinary Farms and quarantine stations;
- Liaising with division heads in the implementation of projects and programmes in Animal health and welfare;
- Monitoring and evaluating Animal Health programs;
- Ensuring the implementation of work plans and budgets;
- Participating in formulation review and implementation of animal health policies, strategies and laws;
- Coordinating preparation of project proposal for resource mobilization in animal health;
- Coordinating staff capacity development and performance management;
- Interpreting technical reports; and
- Managing animal health information and dissemination to stakeholders.

Fisheries function

- Directing the formulation and implementation of Fisheries policies and programmes;
- Coordinating the activities of the Fisheries technical services;
- Overseeing the Directorate's performance management systems;
- Spearheading the negotiation of international fishing agreements and linkages and ensuring prudent management and utilization of resources;
- Set long-term goals for the development of fisheries sector
- Capacity building and staff development of Fisheries Personnel and
- Developing links with fisheries stakeholders for the realization of Government development goals and strategies.

REQUIREMENTS FOR APPOINTMENT

- Have served for at least ten (10) years in Livestock Development, Veterinary Services or Fisheries function three (3) years of which must be in Senior Management or in a comparable and relevant position in the public sector;
- Bachelor's degree in any of the following disciplines:- Veterinary Medicine, Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock / Agriculture

Economics, Dairy Technology, Agriculture Education and Extension, Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;

- Master's degree from a recognized institution in a relevant field will be a distinct advantage;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in computer application skills;
- Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Directorate
- Clear understanding of National Development goals, policies and strategies and the ability to link them to the Kenya Vision 2030

7. HEAD OF MARKETING – KIDA – ONE (1) POST

Job Ref: KCPSB/CEO/KIDA/07/01/08/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

The Head of Marketing reports to the Chief Executive Officer of the Kirinyaga Investment Development Authority (KIDA) and his/her duties and responsibilities include but are not limited to: -

- Analysis and interpretation of KIDA and its subsidiaries Arenas as formulated in the strategic Marketing Plan by studying economic indicators, tracking changes in supply and demand; identifying customers and their current and future needs; and monitoring the competition.
- Harnessing marketing efforts by integrating operations for KIDA and its subsidiaries with Research and Development (R&D) to fully understand the market and develop products that are market-driven (innovation and experiments).
- Coordinating KIDA and its subsidiaries arena's short- and long-term market forecasts and reports through Research and development programs directing market research collection, analysis, and interpretation of market data.
- Identifying and addressing short-term and long-range issues towards market effectiveness; providing information and commentary pertinent to deliberations; recommending options and courses of action; and implementing directives.
- Overseeing acquisition of market share for all KIDA collaborations/subsidiaries by ensuring marketing plans and programs are developed for each arena and directing marketing promotional support.

- Ensuring customer relations are maintained and specific programs are organized and developed in KIDA and its subsidiaries
- Ensuring that all KIDA collaborations/subsidiaries' presence is well determined at conventions, annual meetings, trade associations, and seminars.
- Maintain and strive to grow the market share for products within KIDA and its subsidiaries nationally and globally. This will be done through niche market positioning, Market development, Product development and diversification, Continuous communication & advertising to increase product visibility and awareness to counter new market entrants.
- Embracing Green Hat of thinking to influence present and future KIDA collaborations Brands by determining and evaluating current and future market trends.
- Strive to achieve financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions for KIDA and its subsidiaries.
- Overseeing KIDA and its subsidiaries' marketing departments' operational requirements by scheduling and assigning employees and following up on work results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Any other duties as may be assigned by the chief executive officer

REQUIREMENTS FOR APPOINTMENT

- A relevant Bachelor's degree in Marketing or a related field.
- Possession of a Master's degree in Business Administration (MBA) or any other master's degree, along with additional marketing qualifications, will be considered an added advantage.
- A minimum of six (6) years of relevant experience is required, with at least four (4) years in a senior management/leadership position within the marketing field.
- Being a member of the Marketing Society of Kenya (MSK) or Chartered Institute of Marketing (CIM) will be an additional advantage.
- Applicants must meet the requirements outlined in Chapter Six of the Kenyan Constitution.

8. VETERINARY OFFICER, JOB GROUP "CPSB 08" – ONE (1) POST

Job Ref: KCPSB/VO/08/01/08/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- Participating in the training of stakeholders in vector control programmes;
- Treating sick animals;
- Advising on good veterinary practices;

- Collecting data and preparing reports on animal health, products and markets;
- Providing advice on animal breeding and welfare; and
- Undertaking post-mortem examination and other diagnostic tests.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:-

- Have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;
- Relevant experience of two (2) years;
- Be registered by the Kenya Veterinary Board;
- Have a Certificate in computer application skills.

9. ENGINEER II (MECHANICAL), JOB GROUP “CPSB 09” – ONE (1) POST

Job Ref: KCPSB/EM/09/01/08/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

This is the entry and training grade for this cadre. An officer at this level will work under the close supervision and guidance of a senior officer. Duties and responsibilities will entail: -

- Preparing drawing and designs for manufacture and fabrication of tools, equipment and machine/plant/vehicle components;
- Designing project;
- Project costing and budgetary preparations;
- Documenting and managing contract;
- Ensuring professional standards; and
- Repairing and preparing maintenance schedules for vehicles and plant machinery.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:-

- Bachelor’s degree in Mechanical Engineering or its equivalent qualification from a recognized institution;
- Relevant experience of two (2) years
- Registration by Engineers Registration Board of Kenya as a Graduate Engineer.
- Have a Certificate in computer application skills.

10. ASSISTANT ENFORCEMENT OFFICER II, JOB GROUP “CPSB 10” – ONE (1) POST

Job Ref: KCPSB/AEO/10/01/08/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Enforcing various county laws and other relevant acts;
- Ensuring regular patrols are carried out in the parking areas;

- Ensuring orderly parking and traffic management;
- Maintaining sanity and order in markets and other business premises; and
- Performing the duties of traffic marshals.

REQUIREMENTS FOR APPOINTMENT

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

- Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- Three years working experience
- Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- Exposure to traffic investigations and control matters;
- Certificate of Good Conduct from Directorate of Criminal Investigations;
- Certificate in computer applications
- Shown merit and ability in work performance and results.

11. ACCOUNTANT II, JOB GROUP “CPSB 10” – ONE (1) POST

Job Ref: KCPSB/ACCT/11/01/08/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

This is the entry and training grade for the Accountants cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

- Receiving and compiling financial reports from public sector entities;
- Collecting and maintaining a data base of the public-sector entities;
- Preparing payment and receipt vouchers;
- Capturing data;
- Maintaining primary records such as cashbooks, ledgers and vote books;
- Receiving duly processed payments and receipt vouchers;
- Writing cheques and posting payments and receipt vouchers in the cash books;
- Balancing and ruling of the cash books on daily basis;
- Capturing Authority to Incur Expenditure (AIE) in the system and filing returns;
- Preparing Appropriation in Aid (AIA) returns;
- Preparing payment advice (PA) forms;
- Raising accounting debt entries;
- Processing payments, reimbursements and disbursements;
- Preparing annual final accounts;
- Verifying invoices and preparing accounting reports;
- Defining employee and supplier details;
- Uploading and capturing accounting data into the system;
- Providing user support and help desk management; and

- Any other duty as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:-

- Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting Option) from a recognized institution or any other relevant equivalent qualification.
- Two years working experience.
- Certificate in computer applications skills.

12. PUBLIC COMMUNICATIONS AND INFORMATION OFFICER II, JOB GROUP "CPSB 10" – ONE (1) POST

Job Ref: KCPSB/PCIO/12/01/08/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

- Assisting in building corporate relations;
- Gathering, writing, verifying, translating and editing news, information and features;
- Assisting in determining the quality of news filed and relating their relevance to Government policy;
- Assisting in undertaking information research;
- Managing information gathering and dissemination systems;
- Developing content on topical issues for uploading onto institutional websites, Information Education Communication (IEC) materials and undertaking media monitoring;
- Assisting in the preparation of media reviews, briefs, press releases/statements and supplements;
- Maintaining public relations records and documents;
- Participating in event organization; and
- Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have: -

- Bachelor's Degree in any of the following; Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution; OR Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution.
- Two years working experience.
- Certificate in computer applications.

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).

Successful candidates shall be required to provide clearances 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)

Physical/Hand deliveries of the applications should reach the County Public Service Board (CPSB) on or before **FRIDAY 16TH AUGUST 2024.**

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