

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KERICHO

KERICHO COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT

The Kericho County Public Service Board wishes to recruit competent, self-driven, experienced and qualified staff to fill the following positions pursuant to Article 176 of the Constitution of Kenya and County governments Act No.17 of 2012.

1. KCPSB/2019/26: CHIEF OFFICER JG ‘S’- (5 POSTS)

Duties and Responsibilities:

The Chief Officer shall be the authorized Officer in respect of exercise of delegated power and shall be responsible to the **respective** County Executive Committee member for:

- i. The administration of a county department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

Requirement for Appointment;

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a relevant first degree from a University recognized in Kenya in the following disciplines. Civil & Water Engineering, Social Science, Education, ICT, Environmental Studies or equivalent.
- iii. Possession of a senior management training from a recognized institution is an added advantage.

- iv. Have knowledge, experience and distinguished career of not less than 10 years in specific field.
- v. Proven ability in leadership and Management.
- vi. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- vii. Satisfy the requirements of Chapter six of the Constitution.
- viii. Thorough understanding of the County Government operations.
- ix. Possession of a senior management course from a recognized institution is an added advantage.

Terms of Service: 3 year contract

2. KCPSB/2019/27: DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICE: JG 'R' (1 POST)

An officer at this level will be responsible to the Chief Officer Finance and Economic Planning for overall Procurement and disposal of assets functions in the County Public Service.

Specific duties will involve:

Duties and Responsibilities

- i. Initiating policy review on procedures, rules and regulations
- ii. Ensuring preparation of procurement plans in the County departments
- iii. Operationalization of e-government procurement and disposal function and other good and Service
- iv. Participating in development and preparation of specific department procurement and inventory manuals
- v. Providing guidelines on safety and security in form of ensuring timely disclosure of information on procurement opportunities and awarded contracts.
- vi. Ensuring cordial suppliers relationships
- vii. Preparing budgets and work plan.
- viii. Developing and reviewing performance target and agreement.
- ix. Participating in negotiation with suppliers of goods, works and services.
- x. Reviewing of contract documents
- xi. Maintaining of professional standards and practices in the procurement function.
- xii. Dissemination of market and financial information
- xiii. Participating in project design and implementation and
- xiv. Designing of training programmes for supply chain management personnel.

Requirements for Appointment

For appointment to this grade, an officer shall be a member of a recognized purchasing and supplies management professional body and must have:-

- i. Served in the grade of Deputy Director, Supply Chain Management Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii. Diploma in Purchasing and Supplies Management or its equivalent from a recognized institution.
- iii. Bachelor's Degree in any of the following: - Purchasing and Supplies Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant qualification from a recognized institution.
- iv. A master's Degree in any of the following field: Purchasing and Supplies Management, Logistics, Business Administration, Commerce, Entrepreneurship, Law or any other relevant qualification from recognized institution.
- v. Must be a member of institute of : Purchasing and Supplies Management

Terms of service: Permanent and Pensionable.

3. KCPSB/2019/28: DIRECTOR INFORMATION, COMMUNICATION, TECHNOLOGY AND E-GOVERNMENT J/G 'R' (1 POST)

An officer at this grade will be responsible to Chief Officer.

Duties and Responsibilities

- i. Develop and manage Information Technology policies, strategies and programmes within the County Public Service;
- ii. Draw up IT plans for implementation;
- iii. Conduct periodic review of projects systems and procedures;
- iv. Coordinate all Information Technology programmes in the public service;
- v. Oversee the preparation and utilization of the department's budget;
- vi. Coordinate staff matters.
- vii. Any other duties as may be assigned from time to time by the supervisor.

Requirements for appointment;

- i. Be a Kenyan citizen.
- ii. Holder of Bachelor's degree in Computer Science or any other ICT related discipline from a recognized institution.
- iii. Master's degree in Computer Science or any other ICT related discipline from a recognized institution is a must.

- iv. Served in the grade of Deputy Director of Information Communication Technology or in any equivalent and relevant position in the public service for a minimum period of three (3) years.
- v. Attended a Strategic Leadership Development Programme lasting not less four (4) weeks from a recognized institution.
- vi. Demonstrated professional ability, initiative and competence in organizing and directing work.
- vii. Member to relevant professional body and in good standing will be an added advantage.

Terms of service: Permanent and Pensionable

4. KCPSB/2019/29: DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT JG 'R' (1 POST)

Duties and Responsibilities;

- i. Advise the County public service board on staff issues.
- ii. Ensure compliance with public service values and principles.
- iii. Establish performance management systems.
- iv. Maintenance of Human Resource Bio-data.
- v. Carry out staff audit, identify gap and purposing optimal staff levels in the County
- vi. Coordinate all matters and systems relating to Human resource, staffing, deployment & remuneration in the County.
- vii. Providing direction on strategic Human Resource, planning, organization & development
- viii. Ensuring correct interpretation of human Resource policies, rules and regulations, Labour laws and other relevant statutes.
- ix. Establishing human resources systems structures & procedures.
- x. Any other duties as may be assigned by the Chief Officer.

Requirements for Appointment;

- i. Be a Kenyan citizen
- ii. First degree in Human Resource Management
- iii. Master's degree in Human Resource Management is an added advantage.
- iv. Membership with a professional Body e.g. KIM or IHRM is mandatory for this position.
- v. Minimum of five (5) years management experience.
- vi. Familiarity with policies, laws regulations and operating of Human Resources Management.

5. KCPSB/2019/30: DIRECTOR OF RISK MANAGEMENT AND INTERNAL AUDIT JG 'R' (1 POST)

The officer will be the head of Internal Audit Department and will be responsible to the Head of Treasury and Economic Planning for the efficient management of Internal Audit services in the County. Specific duties will include:

- i. Planning, organizing, directing, coordinating and controlling of Internal Audit services.
- ii. Advise the County Government on effective risk Prevention measures.
- iii. Maintaining an effective control and supporting initiatives that improve performance
- iv. Undertaking capacity building for staff at the county level.
- v. Establishing the risk based audit plans consistent with County objectives,
- vi. Evaluate the internal control systems in the county
- vii. Analyze the risk levels in the county.
- viii. Prepare periodic and annual reports and
- ix. Communicating plans of engagement and resource requirements for internal audit functions.

Requirements for Appointment;

- i. Bachelor degree in either Finance, Accounting, Business Administration, Commerce, or in a relevant Field
- ii. Be a holder of CPA (K) or ACCA.
- iii. Be registered with the institute of Certified Public Accounts of Kenya (ICPAK) or Association of Certified Fraud Examiners (CFE)
- iv. Relevant working experience of not less than five years in internal audit functions.
- v. Good knowledge of internal auditing practices and operations
- vi. Familiarity with policies, laws regulations and operating of public Finance Management.

6. KCPSB/2019/31: DENTIST JG 'M' (1 POST)

An office at this level will work under supervision of senior and experience officer.

Duties and responsibilities.

- i. Providing dental care including; diagnosis common oral conditions,
- ii. Treating,
- iii. Prescribing and referring,
- iv. Carrying out minor oral and maxillofacial surgery,
- v. Prosthetics and conservative dentistry,
- vi. Facilitating admission,

- vii. Disease investigations of patients,
- viii. Report writing and assisting in theatre activities,
- ix. Collecting information on dental health information system,
- x. Organizing discharge summaries and follow up of patients,
- xi. Acting as the first on call on duty.

Requirement for appointment

- i. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board
- ii. Successfully completed one (1) year internship from a recognized institution
- iii. Certificate of Registration by the Medical Practitioners and Dentist Board and,
- iv. Certificate in computer application skills from a recognized institution

7. KCPSB/2019/32: LEGAL OFFICER II JG 'K' (5 POSTS)

Duties and Responsibilities;

An officer at this grade will be responsible to County Legal Officer in;

- i. Providing legal advice to the County Government
- ii. Representing the County in civil matters.
- iii. Keeping abreast of legal and policy developments,
- iv. Providing legislative support to the County as well as preparing amendments where appropriate.
- v. Identifying strategic priority areas that require law reform and undertaking legal research.
- vi. Experience in policy formulation and legislative drafting.

Requirements for Appointment;

- i. Be a Kenyan Citizen
- ii. Be a holder Bachelors of Laws (LLB) from a recognized institution.
- iii. Post graduate Diploma in Law from Kenya School of Law.
- iv. Admission to the roll of advocates
- v. Certificate in computer applications from a recognized institution.

Terms of service: Permanent and Pensionable

How to apply:

- All applicants are required to fill CPSB 2 Employment Application Form to be downloaded from the Board's portal www.psbkericho.co.ke or County website www.kericho.go.ke.

- Online applicants to log in to www.psbkericho.co.ke. Scanned copies of all documents must accompany application.
- Kericho County residents should indicate their respective Wards.
- Clearance documents for purposes of complying with the provisions of Chapter Six of the constitution will be required from those shortlisted.
- Applicants should Submit their applications attaching copies of National Identity Card / Passport, Curriculum Vitae, Testimonials, Academic and Professional Certificates clearly stating **position** applied for in the application letter and on top of the envelope and addressed to:

**The Secretary / CEO,
County Public Service Board
P.O. Box 1376-20200
Kericho**

Important:

- All applications should reach the **Secretary/CEO County Public Service Board on or before 21st November, 2019.**
- *Only shortlisted applicants will be contacted.*
- ***Be aware of fraudsters! Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for should be reported to the nearest police station.***

NB: Kericho County is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply