

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O Box 2362-00900

KIAMBU

VACANT POSITIONS IN THE COUNTY GOVERNMENT OF KIAMBU

Kiambu County Public Service Board is pleased to announce to the general public recruitment of the following posts on Contract Terms of Service.

A. DEPARTMENT OF FINANCE, ICT & ECONOMIC PLANNING

1: POSITION : DIRECTOR ACCOUNTING SERVICES – (CPSB 03)

Job Reference No : KCPSB/FEP 1/2020
Number of Posts : One (1)
Terms of Service : Three (3) year Contract –Renewable
Gross Salary Scale : 121,430 - 169,140 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director Accounting services will be In-charge of the County Treasury Accounting Services and shall Report directly to the Chief Officer Finance, ICT& Economic planning.

Requirements and Competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen.

- ii. Have served in the public or private sector for a minimum period of ten (10) years.
- iii. Possess a Bachelor's degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution.
- iv. A holder of a Master's degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution.
- v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- vi. Demonstrated professional competence in the field of Accounting Services and shown merit and ability as reflected in work performance and results
- vii. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Direction and coordination of routine & non-routine Accounting transactions and related matters;
- ii. Interpretation of Financial and Accounting policies, regulations and circulars in the County Treasury;
- iii. Establishment and maintenance of effective internal control system in the County Treasury;
- iv. Ensuring timely preparation of financial statements and reports;
- v. Coordination of IFMIS activities and overall capacity building;
- vi. Ensuring strict compliance with the Government Financial laws, Regulations and Procedures;
- vii. Ensuring proper handling of Banking Matters;
- viii. Coordinating authorization of payment vouchers and approval of payments in the Internet banking system;
- ix. Liaison with HRM on County Treasury Staff matters
- x. Plays advisory role to the Chief Officer and County Executive Committee member on accounting matters; and
- xi. Any other relevant duty as may be assigned from time to time.

2: DIRECTOR FINANCE- (CPSB 03)

Job Reference No	: KCPSB/FEP 1/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) year Contract –Renewable
Gross Salary Scale	: 121,430 - 169,140 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director Finance shall be In-charge of the County Treasury Financial Services and shall report directly to the Chief Officer Finance, ICT & Economic planning.

Requirements and Competencies for Appointment

For appointment to this post a candidate must;-

- (i) Be a Kenyan citizen.
- (ii) Hold a degree in Business Administration; Economics, Finance, Commerce or in a financial related discipline from a recognized university
- (iii) A holder of a Master's degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution
- (iv) Served in the public or private sector for a minimum period of ten (10) years.
- (v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- (vi) Shown outstanding capability in Financial Management.
- (vii) Ability to articulate and implement Departmental Mandates.
- (viii) Organizational, analytical, managerial and decision making skills.
- (ix) Resource management skills.
- (x) Leadership, advocacy, relationship building and collaboration, result oriented and self-driven, Integrity and commitment to producing results.
- (xi) Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Control of Budgetary commitments;
- ii. Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within the County
- iii. Incorporation of County budgets, release of funds to departments and monitoring the use of their financial resources;
- iv. Monitoring and servicing of guaranteed loans and taking follow up action on the recovery of funds owed to the County Government;
- v. Monitoring and review of programme implementation and taking corrective measures;
- vi. Timely issuance of Authority-to-Incur Expenditure (AIE) to various spending points and ensuring that AIEs are consistent with quarterly ceilings; and undertaking risk management for the County.
- vii. Plays advisory role to the Chief Officer and County Executive Committee member on Financial matters; and
- viii. Any other relevant duty as may be assigned from time to time.

3: DIRECTOR REVENUE- (CPSB 03)

Job Reference No : KCPSB/FEP 3/2020
Number of Posts : One (1)
Terms of Service : Three (3) year Contract –Renewable
Gross Salary Scale : 121,430 - 169,140 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director Revenue shall be In-charge of the County Treasury Revenue Services and will report directly to the Chief Officer Finance, ICT & Economic planning.

Requirements and competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen.
- ii. Be a holder of Bachelor's degree in Business Administration/Management (Accounting or Finance option); Economics or Commerce from a recognized institution.
- iii. A holder of a Master's degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution.
- iv. A member of Institute of Certified Public Accountant of Kenya (ICPAK) and in good standing.
- v. Served in the public or private sector for a minimum period of ten (10) years
- vi. Demonstrated a thorough understanding of National goals, policies and development objectives and ability to align them to the County's mandate.
- vii. Be conversant with the provisions of the Public Financial Management Act.
- viii. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
- ix. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills.
- x. Proficiency in Computer Application Skills relevant to financial management from a recognized institution
- xi. Must satisfy the provisions of chapter six of the constitution of Kenya 2010

Duties and Responsibilities

- i. Day to day running of the County Revenue Collection Section.
- ii. Implementing County policies and regulations for revenue.
- iii. Developing and implementing plans to operationalized County revenue to enhance efficient revenue collection and growth.
- iv. Designing effective, efficient and secure systems of collecting revenue.
- v. Maintaining records of all the revenue sources/centres', rates and revenues collected.
- vi. Setting up and projecting regular revenue trends for planning and decision making in the county.
- vii. Planning, formulating strategies and identifying sources of revenue.
- viii. Submitting regular reports to county committees on matters of revenue collection.

- ix. Perform such other functions as may be delegated from time to time
- x. Plays advisory role to the Chief Officer and County Executive Committee member on revenue matters; and
- xi. Any other relevant duty as may be assigned from time to time.

4: DIRECTOR ECONOMIC PLANNING- (CPSB 03)

Job Reference No	: KCPSB/FEP 4/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) year Contract –Renewable
Gross Salary Scale	: 121,430 - 169,140 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director Economic Planning will be In-charge of the County Economic Planning Services and shall Report directly to the Chief Officer Finance, ICT & Economic planning.

Requirements and competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen
- ii. Be in possession of a Bachelor’s degree in Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance or a related equivalent qualification from a recognized institution.
- iii. Be in possession of a Master’s degree in Economics or a related equivalent qualification from a recognized university.
- iv. Membership to a relevant professional body shall be an added advantage.
- v. Have at least twelve (10) years relevant hands proven professional experience in Economic Planning.
- vi. Be conversant with laws governing public participation in decision making processes;
- vii. Be a good systems analyst;

- viii. Be proficient in computers;
- ix. Ability to analyse data for interested stakeholders;
- x. Be innovative and creative;
- xi. Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level.
- xii. Articulate in figures and have clear mind and interest in development issues; and
- xiii. A good team player and trainer.

Duties and Responsibilities

- i. Prepare County Integrated Development Plan among other economic planning tools in line with County Government ACT 2012, Public Finance Management ACT 2012, Vision 2030, Sustainable Development Goals etc.
- ii. Analyse the annual development plans and County budget.
- iii. Play advisory role to the county government on economic development.
- iv. Design programmes and projects of institutionalizing participatory planning.
- v. Assemble and analyse data, be it International, National, County or from best practices to be used by interested stakeholders
- vi. Set planning benchmarks for the various county dockets for purposes of effective service delivery
- vii. Active team member in preparation of County Budget and Policy Papers.
- viii. Providing economic/statistical planning data.
- ix. Preparation and submission of periodic reports on specific assignments in the sector.
- x. Identification, design and formulation of development projects and programmes in the County.
- xi. Monitoring, evaluation and reporting of development projects and programmes.
- xii. Coordinating feasibility studies and surveys to determine projects viability.
- xiii. Coordination of the Budget preparation process for the County Government.
- xiv. Economic Policy formulation, analysis and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans and other planning documents.
- xv. Preparation, analysis and reporting on MTEF and annual County Budgets.

- xvi. In addition, the officer will be responsible for the coordination and supervision of all the staff working under him/her.
- xvii. Monitoring Budget implementation process for the various County Government Sectors/Spending Units; and Any other relevant duty as may be assigned from time to time.

5. DIRECTOR SUPPLY CHAIN MANAGEMENT – CPSB 03

Job Reference No	: KCPSB/FEP 5/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) year Contract –Renewable
Gross Salary Scale	: 121,430 - 169,140 – As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director Supply Chain Management shall be In-charge of the County Procurement & Supply Chain Functions and will report directly to the Chief Officer Finance, ICT & Economic planning

Requirements and competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen.
- ii. Served in the public or private sector for a minimum period of ten (10) years.
- iii. Bachelor's degree in any of the following disciplines; Procurement, Supply Chain Management, Supplies Management, Purchasing and Supplies Management or a related field from a recognized university.
- iv. A holder of a Master's degree in any of the following disciplines; Logistics and Supply Chain Management, Supplies Management, Purchasing and Supplies Management or a related field from a recognized university.
- v. Certified Institute Purchasing and Supplies Management (CIPS) Section IV or Certified Procurement and Supply Professional CPSP K will be an added advantage.

- vi. A Member of the Kenya Institute of Supplies Management (KISM) and in good standing.
- vii. Demonstrated professional competence in the field of Procurement and shown merit and ability as reflected in work performance and results.
- viii. Knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
- ix. Considerable knowledge of laws, policies and procedures governing public procurement.
- x. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Advise the County Treasury on Policy matters related to Supply Chain Management;
- ii. Responsible for policy development and interpretation on Supply Chain Management laws and regulations;
- iii. Provide guidance in the overall Supply Chain Management;
- iv. Issue administrative guidelines on the interpretation and implementation of the Supply Chain Management laws and other statutes as they relate to the County Government;
- v. Introduction of modern management techniques and approaches in the field of Supply Chain Management in public sector;
- vi. Ensures that the public sector implements e-government strategies;
- vii. Provide guidance on research and development as relates to Supply Chain Management;
- viii. Represent the Chief Officer Finance, ICT & Economic Planning in meetings in organizations dealing in procurement matters;
- ix. Advise on procurement reviews filed against departments at the Public Review and Advisory Board and facilitate implementation of the decisions thereof in consultation with PPOA.

- x. Responsible for planning, co-ordination, designing and implementation of supply chain systems in Government;
- xi. Advise on Personnel Establishment of Procurement Staff and Handling of Inter-departmental Postings of Supply Chain Management Personnel;
- xii. Carry out Monitoring, Evaluation and Supplies Management inspections in Procuring Entities;
- xiii. Implementation of the Procurement Module in the IFMIS systems in Government;
- xiv. Co-ordinate activities of supplies with respect to consultation buying and framework contracting for common user items;
- xv. Implementation of inventory management information system; and
- xvi. Any other duties as assigned from time to time

B. DEPARTMENT OF TRADE, TOURISM, INDUSTRIALIZATION AND CO-OPERATIVES DEVELOPMENT

1. DEPUTY DIRECTOR COOPERATIVES DEVELOPMENT - (CPSB 04)

Job Reference No	: KCPSB/TTICD 1/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) year Contract –Renewable
Gross Salary Scale	: 99,900 – 133,870 – As per SRC Guidelines

The County Deputy Director of Co-operatives Development will report to the Director Co-operatives Development.

Requirements and competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen
- ii. Be a holder of a Bachelor’s degree in Cooperatives, Business Administration, Finance or Commerce from a recognized university.
- iii. Master’s degree in a related field will be an added advantage
- iv. Must be a member of a relevant professional body

- v. Must have relevant knowledge and experience of not less than five (5) years in co-operatives development sector or a closely related field .
- vi. Demonstrate high degree of professional and technical competence in work performance and results.
- vii. Be a strategic thinker and result oriented
- viii. Must be computer literate.
- ix. Must satisfy the requirements of Chapter Six of the constitution of Kenya

Duties and Responsibilities

- i. Coordinate and promote the registration of cooperative societies
- ii. Formulate, coordinate and implement cooperative development policies on information and communications technology
- iii. Promote savings and credit, finance investment, marketing, education and training.
- iv. Mainstream corporate governance, conduct inspections and enquiries in cooperative societies.
- v. Coordinate development programs in the cooperative sub sector
- vi. Promote cooperative ventures and value addition
- vii. Promote cooperative marketing and research
- viii. Settle cooperative disputes and regulate cooperative organizations
- ix. Carryout cooperative education and training.
- x. Savings mobilization, promote and develop cooperative development projects.
- xi. Offer advisory and extension services to the cooperative movement on development of accounting and management procedures.
- xii. Enforcement of compliance with the cooperative legislation
- xiii. Monitor performance on growth and development of the cooperative movement
- xiv. Any other relevant duty as may be assigned from time to time.

How to Apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Clearly indicate the position applied for both on the cover letter and the envelope.

Posted Applications should be addressed to the:

Secretary/CEO
County Public Service Board
County Government of
Kiambu P.O Box 2362-00900
KIAMBU

Hand Delivered applications should be provided at the County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between **8.00 a.m and 5.00 p.m** on weekdays.

Applicants should seek clearance from and attach copies of evidence thereof of the **CURRENT** (valid in 2020) documents below.

- Kenya Revenue Authority (Tax Compliance Certificate)
- Ethics and Anti-Corruption Commission
- Directorate of Criminal Investigations (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 5pm of 21st October, 2020.**

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 application.

- The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any number /person calling to solicit for cash.
- The Board is an equal opportunity employer, persons with disability are encouraged to apply.
- Any form of canvassing will lead to automatic disqualification.
- Only shortlisted Candidates will be contacted.