

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KERICHO COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the County Government of Kericho invites applications from suitably qualified persons to fill the following positions: -

1. ADVERT NO: KCPSB/2024/01- CHIEF OFFICER, FINANCE - JOB GROUP 'S' (1 POST)

The Chief Officer shall be an accounting and authorized officer for Finance.

The Chief Officer shall be responsible to the County Executive Committee Member (CECM) for Finance and Economic Planning.

a) Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be a holder of a Bachelor's Degree in Accounting, Finance, Business Administration, Commerce or related discipline from an institution recognized in Kenya.
- iii. A Master's degree in Finance or Accounting from a recognized institution in Kenya will be an added advantage.
- iv. Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB) will be an added advantage.
- v. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- vi. Senior management course from a recognized institution in Kenya will be an added advantage;

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- vii. Demonstrate a high degree of professional and technical competence in work performance and results;
- viii. Satisfy the requirements of Chapter Six of the Constitution.
- ix. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- x. Be a strategic leader and results oriented.
- xi. Have excellent communication, organizational and interpersonal skills;
- xii. Have capacity to work under pressure to meet timelines;

b) Duties and Responsibilities

- i. Organizing, directing, controlling and coordinating the functions of the department;
- ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of the department;
- iii. Handling public service matters, human resource and other issues related to the department.
- iv. Ensuring operationalization of service delivery in all the devolved units related to the department in the County, Sub-Counties and Wards;
- v. Handling administration matters, assets and other required issues related to the department;
- vi. Preparation of the departmental plans and budgets;
- vii. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- viii. Promoting and Ensuring compliance with National values and Principles of good governance;
- ix. Ensure timely, efficient communication and coordination of administration departmental affairs;
- x. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- xi. Perform other duties that may be assigned from time to time.

Terms of Service: Three (3) Year Contract

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2. ADVERT NO: KCPSB/2024/02-CHIEF OFFICER, WATER, ENVIRONMENT, FORESTRY, ENERGY AND NATURAL RESOURCES, JOB GROUP 'S' (1 POST)

The Chief Officer shall be an accounting and authorized officer for the department of Water, Environment, Forestry, Energy and Natural Resources.

The Chief Officer shall be responsible to the respective County Executive Committee Member (CECM) for department of Water, Environment, Forestry, Energy and Natural Resources.

a) Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Be a holder of Bachelor's Degree in Civil Engineering/ BSc. Water and Environmental Engineering, BSc. Water Engineering or related discipline from an institution recognized in Kenya;
- iii. Masters Degree in Civil Engineering/ MSc. Water and Environmental Engineering, MSc. Water Engineering or related discipline from an institution recognized in Kenya will be an added advantage;
- iv. Membership to relevant professional body will be an added advantage;
- v. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- vi. Senior management course from a recognized institution in Kenya will be an added advantage;
- vii. Demonstrate a high degree of professional and technical competence in work performance and results;
- viii. Satisfy the requirements of Chapter Six of the Constitution.
- ix. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- x. Be a strategic leader and results oriented.
- xi. Have excellent communication, organizational and interpersonal skills;

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xii. Have capacity to work under pressure to meet timelines.

b) Duties and Responsibilities

- i. Organizing, directing, controlling and coordinating the functions of the department;
 - ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of the department;
 - iii. Handling public service matters, human resource and other issues related to the department.
 - iv. Ensuring operationalization of service delivery in all the devolved units related to the department in the County, Sub-Counties and Wards;
 - v. Handling administration matters, assets and other required issues related to the department;
 - vi. Preparation of the departmental plans and budgets;
 - vii. Ensuring strict compliance with all financial, budgetary and procurement procedures;
 - viii. Promoting and Ensuring compliance with National values and Principles of good governance;
 - ix. Ensure timely, efficient communication and coordination of administration departmental affairs;
 - x. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Perform other duties that may be assigned from time to time.

Terms of Service: Three (3) Year Contract.

3. ADVERT NO: KCPSB/2024/03- CHIEF OFFICER, EXECUTIVE OFFICE OF THE GOVERNOR, JOB GROUP 'S' (1 POST)

The Chief Officer shall be an accounting and authorized officer for Executive Office of the Governor.

(a) Requirements for Appointment

- i. Be a Kenyan citizen;

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- ii. Be a holder of a Bachelor's Degree in Public Administration, Business Administration, Political Science or related discipline from an institution recognized in Kenya.
- iii. A Master's degree in Public Administration, Business Administration, Political Science from a recognized institution in Kenya will be an added advantage.
- iv. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- v. Senior management course from a recognized institution in Kenya will be an added advantage;
- vi. Demonstrate a high degree of professional and technical competence in work performance and results;
- vii. Satisfy the requirements of Chapter Six of the Constitution.
- viii. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- ix. Be a strategic leader and results oriented.
- x. Have excellent communication, organizational and interpersonal skills;
- xi. Have capacity to work under pressure to meet timelines;

(b) Duties and Responsibilities

- i. Organizing, directing, controlling and coordinating the functions of the department;
- ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of the department;
- iii. Handling public service matters, human resource and other issues related to the department.
- iv. Ensuring operationalization of service delivery in all the devolved units related to the department in the County, Sub-Counties and Wards;
- v. Handling administration matters, assets and other required issues related to the department;
- vi. Preparation of the departmental plans and budgets;

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- vii. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- viii. Promoting and Ensuring compliance with National values and Principles of good governance;
- ix. Ensure timely, efficient communication and coordination of administration departmental affairs;
- x. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- xi. Perform other duties that may be assigned from time to time.

Terms of Service: Three (3) Year Contract

How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment Letters/promotion letters from their current/former employer(s), curriculum vitae, academic and professional certificates and other testimonials.
- Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).
- The application must be submitted **on or before Monday 6th May 2024.**

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.

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- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- 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 money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer.

Persons with disability and marginalized groups are encouraged to apply.

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