

# THE COUNTY GOVERNMENT OF WEST POKOT



P.O Box 577-30600  
Kapenguria, Kenya

## **COUNTY PUBLIC SERVICE BOARD**

Pursuant to the provision of County Government Act , No. 17 of 2012 section 45, 59 (1) (b) the West Pokot County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

### **1. CHIEF OFFICER FINANCE – JG (S) (1 POST) RE-ADVERTISEMENT.**

The Chief Officer shall be the Authorized and Accounting Officer in the Finance Department and shall be responsible to the County Executive Committee Member.

#### **Duties and Responsibilities**

- The administration of a County department
- Formulation and implementation of effective programs to attain vision 2030 and sectorial-goals, as stated in the agenda of the County Executive Committee
- Development and implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Implementation of performance management in the relevant department.
- Performing any other duties as may be assigned from time to time.

#### **Requirements for Appointment**

- Be a Kenyan citizen,
- Have a Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Accounting and Business Administration from a university recognized in Kenya.
- Possession of a Master`s degree in a relevant field will be an added advantage.
- Member of a professional body relevant will be an added advantage.
- Have vast knowledge and experience of at least 5 years in the relevant field.
- Be conversant with the constitution of Kenya and all the devolution laws
- Demonstrate through understanding of county development objectives and vision 2030
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfies the requirement of Chapter Six of the Constitution.
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya
- Be computer Literate.

**NOTE: Those who had applied earlier need NOT to apply.**

**Terms of Service: 5 years Contract**

**Salary: As prescribed by SRC**

## **2. DEPUTY DIRECTOR , ACCOUNTANT GENERAL- JG ‘Q’ (1 POST)**

**You will be responsible to the Chief Officer Finance for the following**

- Advising County Government on accounting matters.
- Implementing approved government accounting standards by the executive committee member.
- Designing and developing accounting systems.
- Providing advice to county government reporting format.
- Providing a link between county bodies on matters relating to public sector financial reporting.
- Participate in county policy committee.
- Any other duty as may be assigned by the chief officer.

### **Requirements for appointment**

- Be a Kenyan citizen,
- Have a Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Accounting and Business Administration from a university recognized in Kenya.
- Master`s degree in Business Management, Accounting, Commerce or Finance will be an added advantage.
- Relevant working experience of ten (10) years in Accounting, Audit or Financial field.
- Passed Final Certified Public Accountants (CPAK) Examinations or its recognized equivalent.
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB)
- Shown merit and ability as reflected in work performance and results.

### **Core Competencies**

- Integrity and commitment to produce results;
- Organizational, managerial and administrative skills; and
- Clear understanding of Government Accounting Systems, process, procedures required in the management of functions within the Departments; and

A high degree of professional competence and administrative capability and leadership qualities required for effective planning, direction, control and coordination of the Accounting function.

**Terms of Service:- 5 years Contract**

**Salary as prescribed by SRC**

### **3. DEPUTY DIRECTOR, REVENUE SERVICES- JG (Q) (1POST)**

**You will be responsible to the Chief Officer Finance for the following:**

- Develop and implement a plan to create demand and achieve revenue growth
- Assist in the design of effective, efficient and secure systems of collecting revenue to prevent revenue leakages.
- Identify and rate economic potentials of new revenue streams to enhance revenue collection in the county.
- Maintain schedules for revenue source within the County to ensure revenue is collected at the sub county level.
- Monitor revenue collection in the sub county to ensure revenue targets at the County are met.
- Prepare timely and accurate revenue reports for the County.
- Submitting weekly revenue returns and preparation of monthly returns for the County in the Headquarters.

#### **Requirements for Appointment**

- Be a Kenyan Citizen,
- Have a Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Accounting and Business Administration from a university recognized in Kenya.
- Master`s degree in any of the following:- Business Administration, Commerce, Accounting or Finance from a recognized Institution will be an added advantage.
- Relevant working experience of ten (10) years in Accounting, Audit or Financial related field
- Member of a relevant professional body will be an added advantage.

**Terms of Service:- 5 years Contract**

**Salary as prescribed by SRC.**

### **4. DEPUTY DIRECTOR , BUDGET- JG (Q) (1POST)**

**You will be responsible to the Chief Officer Finance for the following:**

- Control of budgetary commitments
- Financial evaluation and processing of major policy changes
- Preparation of budget in conformity with the essential principles for sound budget management
- Introduce performance perspective to the budget by aligning expenditure to policy priorities
- To link planning and policy objectives to budget allocation
- Consolidating and prioritizing for areas for allocation of public resources in the county
- Identifying the programmes to be included in the Programme Based Budget
- Assist in preparation of policy papers as per the PFM Act
- Assessing the risks involved in new and existing budget policies
- Perform any other role assigned by the Authorized Officer.

## **Requirements for Appointment**

- Be a Kenyan Citizen,
- Have a Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Accounting and Business Administration from a university recognized in Kenya
- Master`s degree in Business Administration (MBA), Economics, Finance Accounting, or Commerce from a recognized Institution will be an added advantage.
- Relevant working experience of ten (10) years in Economics, Finance, or Commerce.
- Shown merit and ability as reflected in work performance and results.

**Terms of Service:- 5 years Contract**

**Salary as prescribed by SRC**

### **5. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT- JG ‘Q’ (1 POST)**

**You will be responsible to the Chief Officer Public Service Management for the following:-**

- Prepare annual budget for Human Resource and oversee their implementation and control.
- Plan and execute effective Human Resource Development programs and build a highly skilled Human Resource.
- Analysing the Human Resource Management structures and systems.
- Determining and proposing methods/strategies of handling Human Resource Management function.
- Initiating and developing human resource management policies geared towards instilling the right attitude, values and culture in line with the overall service mission and vision.
- Proposing performance improvement strategies that are adaptive to the changing environment and technology.
- Maintaining Human Resource data base for officers whose schemes of service fall under the management of the division.
- Researching on relevant regulations and standards such as industrial relations.
- Co-ordinating development of strategic/action plans for the Human Resource Management Division.

## **Requirements for Appointment**

- Be a Kenyan Citizen
- Have a Bachelor`s Degree in Social Sciences in the relevant field from a recognized institution.
- Higher Diploma in Human Resource Management from a recognized institution;
- Master`s Degree in the relevant field will be an added advantage;
- Relevant working experience of five (5) years in the related field;
- Member of the Institute of Human Resource Management (IHRM) on good standing.

**Terms of Service:- 5 years Contract.**

**Salary as prescribed by SRC.**

**6. DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT -JG (Q) (1 POST)**

**You will be responsible to the Chief Officer Finance for the following**

- Develop and implement the departments procurement plan
- Implement and interpret policies in supply chain management
- Implement e-government procurement strategies
- Managing activities in the Supply Chain Management unit
- Ensuring supplier performance is maintained in any transition to new contractual arrangements or to the end of the contract.
- Planning, organizing, administration and control of the supply chain management unit
- Implementation of Public Procurement and Disposal Act and other statutes, policies, rules and regulations that may impact on the supply Chain Management.

**Requirements for Appointment**

- Be a Kenyan Citizen,
- Have a Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Procurement and Supply Chain Management and Business Administration from a recognized institution.
- Master`s degree in any of the following:- Procurement and Supply Chain Management, Business Administration, Commerce, Economics from a recognized Institution will be an added advantage.
- Relevant working experience of seven (7) years in any of the related field
- Registered with the Kenya Institute of Supplies Management (KISM).

**Terms of Service:- 5 years Contract.**

**Salary as prescribed by SRC.**

**7. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER JOB GROUP “N” (1 POST)**

**You will be responsible to the Assistant Director, Supply Chain Management for the following:-**

- In liaison with other finance functions, provide guidelines on matters of procurement, contract design and contract implementations at the departmental level
- Provide secretariat services to tender opening ,evaluation and inspection and acceptance committees
- Implementation and application of the principles of supplier management and supplier performance management to meet the needs of the organization and optimize outcomes, including security of supply.
- Ensure that support staff keeps county records and key information in a timely, accurate and complete manner at the departments level
- Implementing modern inventory management techniques and approaches;
- Managing county government assets according to the set policies;

- Implementing inventory management information system;

**Requirement for appointment**

- Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Procurement and Supply Chain Management and Business Administration from a recognized institution.
- Master`s Degree in the relevant field will be an added advantage
- Post graduate diploma in procurement / supplies management,
- Must be a registered Member of Kenya Institute of Supplies Management (KISM)
- Proficiency in computer applications
- Relevant working experience of three (3) years in the related field.

**Terms of service: Permanent and Pensionable**

**Salary: As provided by SRC**

**8. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER JOB GROUP “M”  
(2POSTS)**

**You will be responsible to the Principal, Supply Chain Management Officer for the following:-**

- Provide guidelines on matters of procurement, contract design and contract implementations at the departmental level
- Provide secretariat services to tender opening ,evaluation and inspection and acceptance committees
- Ensuring supplier performance is maintained in any transition to new contractual arrangements or to the end of the contract.
- Ensure that support staff keeps county records and key information in a timely, accurate and complete manner at the departments level
- Implementing modern inventory management techniques and approaches;
- Managing county government assets according to the set policies;
- Implementing inventory management information system;

**Requirement for appointment**

- Bachelor`s degree in any of the following fields; Finance, Commerce, Economics, Procurement and Supply Chain Management and Business Administration from a recognized institution
- Post graduate diploma in procurement / supplies management,
- Must be a registered Member of Kenya Institute of Supplies Management (KISM)
- Proficiency in computer applications
- Relevant working experience of three (3) years in the related field.

**Terms of service: Permanent and Pensionable**

**Salary: As provided by SRC**

## **9. SUPPLY CHAIN MANAGEMENT OFFICER I JOB GROUP “K”( 2 POSTS)**

**You will be responsible to the Senior, Supply Chain Management Officer for the following:-**

- Preparation and consolidation of the County Department procurement plans according to Public Procurement and asset Disposal Act, 2015.
- Preparation and Issuing of Requests for Quotations according to the procedures set out in the Public Procurement and asset Disposal Act, 2015.
- Provide secretariat services to tender opening, evaluation and inspection and acceptance committees.
- Engaging effectively with the winning supplier(s) and agree a plan to prepare the contract with input from county legal experts.
- Ensuring that the contract is signed by individuals with the relevant contractual or financial authority to do so.

### **Requirement for appointment**

- Bachelor`s degree in any of the following fields; Commerce, Economics, Procurement and Supply Chain Management and Business Administration from a recognized institution
- Post graduate diploma in procurement / supplies management is an added advantage,
- Proficiency in computer applications.
- Relevant working experience of two (2) years in the related field.

**Terms of service: Permanent and Pensionable**

**Salary: As provided by SRC**

**NOTE:** Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- **Kenya Revenue Authority**
- **Higher Education Loans Board**
- **Ethics and Anti-Corruption Commission**
- **Criminal Investigation Department**
- **Credit Reference Bureau**

Copies of these clearances **MUST** be attached to the applications.

## **How to Apply**

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity card or Passport, and Clearance certificates indicating the positions applied for on top of the envelope and addressed to :-

**Secretary/CEO**

**West Pokot County Public Service Board**

**P.O Box 577 – 30600**

**KAPENGURIA**

Hand delivered applications can be submitted at County Public Service Board Offices located at former ASAL Building next to Police Station.

You can access the advertisement details /submission of online applications through our website:  
[www.westpokot-cpsb.org](http://www.westpokot-cpsb.org)

Applications should be received on or before **Friday 9<sup>th</sup> January, 2018.**