



**COUNTY GOVERNMENT OF ELGEYO MARAKWET  
ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD**

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**JOB OPPORTUNITIES**

Elgeyo/Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions in line with the new County Government organization structure:

**1. COUNTY SECRETARY (1 POST) – JOB GROUP T (Contract) REF  
NO:EMCPSB/13/03**

Reporting to the Governor, the County Secretary will be the Chief Administration Officer of the County and the head of County Public Service.

**Duties and responsibilities**

1. Head of the County Public Service and is responsible for providing direction and guidance to public officers in the County
2. Is Secretary to the County Executive Committee for coordinating County state functions
3. Ensures efficient management of resources
4. Interpret, disseminate and oversee implementation of National and County Government policies and programs
5. Communicate and follow up the decisions of the Executive Committee to the appropriate persons.
6. Convey decision of the executive committee to the appropriate persons or authorities
7. Perform any other duties as directed by the County Executive committee and the Governor.

**Requirements for Appointment**

1. Be a Kenyan Citizen
2. Have a relevant master's degree or higher academic qualifications from a university recognized in Kenya.
3. Have 10 years' experience in senior administration and management functions
4. Possess knowledge of organization and functions of Government

5. Have a thorough knowledge of the structural, legislative and regulatory framework of the Public Service.
6. Membership to a professional Association body will be an added advantage.
7. Must satisfy the requirements of chapter 6 of the constitution of Kenya

**2. COUNTY HEAD OF INTERNAL AUDIT (1 POST) – JOB GROUP R  
(Permanent and Pensionable) REF:EMCPSB/14/03**

Reporting to the Governor, the Officer will be responsible for the County Internal Audit function.

**Duties and responsibilities**

1. Planning, organizing, directing, coordinating and controlling of internal audit services.
2. Playing a key role in maintaining a strong control environment and supporting initiatives that improve performance.
3. Undertaking capacity building of financial management staff at the County level
4. Establishing the risk based audit plans consistent with county objectives
5. Developing leading capacities in terms of resources, methodology and technology.
6. Communicating plans for engagement and resource requirements for internal audit functions
7. Any other duty assigned by the Chief Officer – Finance and planning

**Requirements for Appointment**

1. Be a Kenyan Citizen
2. Be a holder of a Bachelor's degree in business, Administration, Accounting, Finance or any other relevant field from a recognized university in Kenya.
3. A master's degree in the relevant area will be an added advantage
4. Be a professional member in good standing of ICPAK or other relevant body
5. Be conversant with various financial management computer packages
6. Demonstrate a thorough understanding of devolution, the County Development objectives and vision 2030
7. Have at least seven (7) years relevant experience.
8. Must satisfy the requirements of chapter 6 of the constitution of Kenya

**3. COUNTY HEAD OF SUPPLY CHAIN (1 POST) – JOB GROUP R  
(Permanent and Pensionable) REF NO: EMCPSB/15/13**

Reporting to the County Secretary, the head of supply chain will be responsible for efficient management of supply chain services within the County.

**Duties and responsibilities**

1. Coordination of the supply chain services in the County

2. Providing administrative guidelines on implementation and interpretation of Public Procurement and Disposal Act 2005 and Regulations 2006,
3. Developing the County Annual Procurement Plan and ensuring adherence to it;
4. Sourcing for and implementing modern inventory management systems;
5. Advising the County Government on matters relating to supply chain Management'
6. Preparing Tender documents in accordance with the Public Procurement Act 2005 and Regulations 2006 and coordinating the tendering process;
7. In liaison with other finance functions, provide guidelines on matters of procurement, contract design and contract implementation;
8. Providing overall guidance on disposal of County Government inventory and other assets
9. Advising on quality assurance of goods, works and services
10. Secretary to the County Tender Committee;
11. Any other duties as may be assigned from time to time by the Chief Officer, Finance and Economic Planning,

### **Requirements for Appointment**

1. Be a Kenya citizen
2. Be a holder of at least a Bachelor of Commerce degree or its equivalent from a University recognized in Kenya.
3. Post graduate qualification in supply chain management will be an added advantage;
4. Be conversant with modern computer packages used in supply chain management ;
5. Be a member of Chartered institute of Purchasing and Supply Management.
6. Have thorough understanding of the Public Procurement and Disposal Act 2005 and regulations 2006.
7. Have a knowledge ,experience and a distinguished career of not less than 5 years in public Procurement;
8. Satisfy the requirement of Chapter six of the constitution of Kenya 2010 on leadership and integrity

### **4. COUNTY HEAD OF HUMAN RESOURCE:1 POST-JOB GROUP R(Permanent and Pensionable)REF NO:EMCPSB/16/13**

#### **Duties and responsibilities:**

1. Establish and operationalize the human resource management function at the County
2. Carry out staff audits; identify gaps and develop optimal staffing levels at the county
3. Administration of staff payroll, on- boarding of new staff, preparing and distributing staff handbooks and other HR materials
4. Prepare the budget for the HR function
5. Assist in all administrative activities relating to medical aid, insurance, health & safety, staff retirement benefits, and staff leave administration among others.

6. Ensure correct interpretation of human resource policies, rules, regulations, labor laws and other relevant statutes
7. Establish performance management systems
8. Ensure compliance with public service values and principles in the counties.
9. Establish records, management systems and organizing for transfer of all Human Resource records from both national and local authorities.
10. Draft job descriptions in consultation with heads of department.
11. Prepare of human resource transition reports
12. Promote equality, diversity and inclusiveness as part of the culture of the organization.
13. Perform any other duties as may be assigned from time to time.

### **Requirements for appointment**

1. A Bachelor's Degree in HR or social sciences with a HR qualification
2. Higher National Diploma in HRM or a post graduate Diploma in HR from a reputable institution.
3. Minimum 5 years relevant experience at HR position in a senior position
4. Must have attended a course in strategic leadership.
5. Strong interpersonal and leadership skills
6. Rounded experience and knowledge of labour laws, procedures and policies.
7. Must be a member of IHRM
8. Must have knowledge of IPPD system.
9. An MBA will be an added advantage

## **5. SUB-COUNTY ADMINISTRATOR: FOUR (4) POSTS- JOB GROUP Q (Permanent and Pensionable) REF NO: EMCPSB/17/13**

Reporting to the County Administrator, the Sub-County administrator will be responsible for Administration, information communication and co-ordination in the Sub-county.

### **Duties and responsibilities**

1. Coordinating, managing and supervising the general administrative functions in the sub-county unit.
2. Developing policies and plans
3. Ensuring effective and efficient service delivery
4. Coordinating development activities to empower the community
5. Providing and maintaining infrastructure and facilities of public service
6. Facilitating and coordinating citizen participation in the development of policies and delivery of services

### **Requirements for Appointment**

1. Be a Kenyan citizen
2. Be a holder of at least a first degree from a university recognized in Kenya and a post graduate qualification in management or public administration
3. Have a working experience of not less than five years in middle level management/administration
4. Satisfy the requirement of chapter six of the Kenyan constitution.
5. A master's degree in a relevant field will be an added advantage

**6. COUNTY HEAD OF BUDGETING AND ECONOMIC PLANNING (1 POST) –  
JOB GROUP R (Permanent and Pensionable) REF NO:EMCPSB/18/13**

Reporting to the County Chief Officer, Finance and Economic Planning, the Officer will be the head of the budgeting and economic planning unit and will be responsible for ensuring sustainability and efficiency of County economic plans and budgets.

**Duties and responsibilities**

1. Consolidate and prioritize areas for allocation of Public Resources in the County.
1. Issuing guidelines on the budget process to be followed by all County Government entities.
2. Consolidate and rationalize budget proposals from all Departments.
3. Prepare and submit the County Fiscal Strategy Paper in line with national and county objectives in the budget Policy Strategy to the County Executive.
4. Preparing and submitting the County Budget Review outlook Paper to the County Executive Committee
5. Publish and publicize the County Budget Outlook Paper.
6. Preparing the annual and revised estimates for presentation to the County Assembly.
7. Preparing relevant Bills for submission to the County Assembly.
8. Dealing with County Assembly Questions and issues pertaining to expenditure, monitoring and control.
9. Advise the County Treasury on Budget Management and Assessing the risks involved in new and existing budget policies.
10. Any other duties assigned by the Chief Officer, Finance and Planning.

**Requirements for Appointment**

1. A Bachelors degree in Accounting, Finance ,Business Administration ,Economics and related fields from a University recognized in Kenya.
2. C.P.A (K) or ACCA qualifications
3. Be able to demonstrate familiarity with public financial management and accounting systems.
4. Have at least 6 years post qualification experience, 3 of which must be in a Management position in a busy commercial or public financial accounting and treasury environment
5. A Master's degree in a relevant area will be an added advantage
6. Satisfy the requirements of Chapter Six of the Constitution.

**7. COUNTY HEAD OF REVENUE (1 POST) – JOB GROUP R (Permanent and Pensionable) REF NO:EMCPSB/19/13**

Reporting to the County Chief Officer for Finance and Economic Planning, the County head of Revenue Officer shall be responsible for day to day running of the county revenue collection Section and for meeting county revenue targets.

### **Duties and responsibilities**

1. Responsible for day to day running of county revenue functions;
2. Implementing National, and County policies and statutory regulations on revenue collections;
3. Supervising revenue collection in the county;
4. Project revenue trends for planning and decision making;
5. Identify new revenue sources;
6. Design effective, efficient and secure systems for revenue collection;
7. Development and Implementation of plans to operationalize county revenue to enhance efficient revenue collection and growth;
8. Project regular revenue trends for planning and decision making in the county

### **Requirements for Appointment**

1. Be a Kenyan citizen
2. Bachelor's degree, Accounting/Finance ,Economics, Business Administration or other related fields from a university recognized in Kenya;
3. Have CPA (K) or its equivalent;
4. Be able to demonstrate familiarity with Public Financial management and accounting systems;
5. Have at least 5 years post qualification experience in a busy commercial or public financial accounting and treasury environment;
6. Satisfy the requirement of chapter six of the constitution of Kenya on leadership.

## **8. SUB-COUNTY REVENUE OFFICERS-FOUR (4) POSTS- Job Group P (Permanent and Pensionable)REF NO:EMCPSB/20/13**

Reporting to the County Revenue Officer, the Sub-County Revenue officer will be responsible for the collection of revenue within the sub county

### **Duties and responsibilities**

1. To enhance revenue collection in the sub county
2. To supervise staff collecting revenue in the sub county
3. To meet revenue targets
4. To identify new revenue sources
5. Custodian of all the accountable revenue documents in the sub county

### **Requirements for appointment**

1. Be a Kenyan Citizen
2. Be a holder of at least first degree from a university recognized in Kenya
3. Be a holder of CPAII or its equivalent

4. Have at least 5 years post qualification experience
5. Satisfy the requirement of chapter six of the constitution of Kenya on leadership.

**9. COUNTY HEAD OF TREASURY (1 POST) – JOB GROUP R (Permanent and Pensionable) REF NO:EMCPSB/21/13**

Reporting to the County Chief Officer for Finance and Economic Planning, the county head of treasury will be responsible for the management and safeguarding of County resources.

**Duties and responsibilities**

1. Assist in preparation of final accounts
2. Ensure safe custody of County Governments accounts assets and records
3. Preparation of management reports
4. Undertake assignments relating to accounting services
5. Certify and verify returns, documents, vouchers and cheques

**Requirements for Appointment**

1. Be a Kenyan citizen
2. A bachelor's degree (Accounting or Finance option)
3. Have CPA (K) or its equivalent
4. A minimum of five (5) years' experience in public financial accounting and treasury environment.
5. Satisfy the requirement of chapter six of the Kenyan constitution.

**10. COUNTY PAYROLL MANAGER (1 POST) – JOB GROUP Q (Permanent and Pensionable) REF NO:EMCPSB/22/13**

Reporting to County head of treasury, the County Payroll Manager shall be responsible for the following duties and responsibilities:

**Duties and responsibilities**

1. Develop an integrated County Government payroll management system
2. Monthly payroll processing
3. Assisting in the preparation of personnel budgets
4. Preparing and maintaining accurate human resource records;
5. Coordinating with relevant local authorities and government departments under the devolved functions to ensure pension is paid during the transition period.

**Requirements for appointment**

1. Bachelor's degree in either Finance, Accounting, Business Administration, Commerce, Human Resource or a related field
2. Relevant working experience of not less than 5 years in payroll management



3. Must have knowledge of IPPD system
4. A Diploma in Human Resource Management from a recognized institution will be an added advantage
5. Must be a member of IHRM
6. CPS SEC 4 /CPA SEC 4 will be an added advantage
7. Must have attended a course in Strategic Leadership.

**Core Competencies:**

All the above are senior county government positions and applicants must demonstrate the following core competencies and skills

1. Ability to portray and uphold a positive County/National image
2. Being a visionary result oriented strategic thinker.
3. Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
4. Excellent organizational, interpersonal and communication skills.
5. Capacity to work under pressure to meet strict deadlines
6. Readiness to be part of the team that will enable the County Government achieve its Strategic objectives.

**How to apply**

All written applications, CV's, copies of certificates, testimonials and identity cards should be submitted in sealed envelope clearly indicating the position applied for and addressed to:

**The Secretary,  
County Public Service Board,  
P.O BOX 665 - 30700. ITEN.**

Online applications should be sent via Email:emcounty2013@gmail.com  
Applications can also be hand delivered to the office of the County Public Service Board, Sardep Building Iten.

**IMPORTANT INFORMATION TO ALL CANDIDATES**

- i) Applicants with Foreign degrees are to get clearance from Commission for University Education.
- ii) Remuneration package for persons serving in the Public Service of County Governments is as advised by the Salaries and Remuneration Commission and is therefore subject to review by the Commission from time to time.
- iii) Applications should reach the Secretary County Public Service Board on or before Wednesday 13<sup>th</sup> November 2013 at 5pm.
- iv) Only shortlisted candidates shall be contacted.
- v) All candidates should meet the requirements of Chapter six of the constitution and shall be required to obtain clearance from the relevant agencies once shortlisted.

vi) Elgeyo Marakwet County is an equal opportunity employer and persons with disability, youth, women and marginalized groups are encouraged to apply.