

ELGEYO MARAKWET COUNTY GOVERNMENT COUNTY PUBLIC SERVICE BOARD

7TH JULY, 2020

INTERNAL ADVERT

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act 2012, the County Public Service Board of Elgeyo Marakwet invites applications from suitable qualified serving officers in the County Public Service for the following positions.

1. OFFICE OF THE GOVERNOR

VACANCY NO 1/2020

INTERNAL AUDITOR I, JOB GROUP 'CPSB 09'-THREE (3) POSTS:

Salary Scale

Kshs 37,070-49,950 p.m

House Allowance

Kshs 7,500 p.m

Commuter Allowance

Kshs 5,000 p.m

Leave Allowance (once yearly)

Kshs 6,000 p.m

Terms of service

Permanent

REQUIREMENTS FOR APPOINTMENT:-

- i. A candidate must have passed CPA Part III or CIA Part IV or be in possession of a Bachelor of Commerce Degree (Accounting/Finance option)with CPA Part II or CIAA Part III;
- ii. Must be Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and a member in Good Standing;
- iii. Must be Registered with the Institute of Internal Auditors (IIA)

DUTIES AND RESPONSIBILITIES:-

Executing audit programmes; collecting audit evidence on major issues; reviewing internal control systems in operation; verifying the existence and safety of Government assets; preparation of draft reports and holding discussions with the clients; reviewing

Page 1 of 8



budgetary controls on the issuance of authority to incur expenditure and commitments; and ensuring completeness and accuracy of records and reports.

2. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND COUNTY ADMINISTRATION

VACANCY NO 2/2020 ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT, JOB GROUP 'CPSB 05'-ONE (1) POST:

Salary Scale Kshs 85,110-119,730 p.m

House Allowance Kshs 16,800 p.m

Commuter Allowance Kshs 12,000 p.m

Leave Allowance (once yearly) Kshs 10,000 p.m

Terms of service Permanent

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, an officer MUST:-

- I. Have Served in the grade of Chief Human Resource Management Officer I for a minimum period of three (3) years;
- II. Have Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from recognized institution;
- III. Show merit and ability to work as reflected in work performance and results;
- IV. Be a Certified Human Resource Professional and a member in Good Standing.

DUTIES AND RESPONSIBILITIES:-

Analyzing and the utilization of Human Resource in the Department and advising on proper deployment; making proposals on Human Resource planning and succession management; analyzing staff performance and career progression and making appropriate recommendations; and ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes that impact on the human resource.



VACANCY NO 3/2020:

DEPUTY DIRECTOR ADMINISTRATION SERVICES, JOB GROUP 'CPSB 04'-ONE (1) POST:

Salary Scale

Kshs 98,500-132,000 p.m

House Allowance

Kshs 16,800 p.m

Commuter Allowance

Kshs 14,000 p.m

Leave Allowance (once yearly)

Kshs 10,000 p.m

Terms of service

Permanent

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, an officer must have:-

- Served in the grade of Assistant Director Administration Services /Deputy Sub County Administrator for a minimum period of three(3)years or in a comparable and relevant position in the Public Service or Private Sector;
- Bachelor's Degree in any of the following disciplines:-Public Administration;
 Business Administration/Management, Community Development or any other
 Social Science from a recognized Institution;
- iii. Master's Degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Diploma in advanced Public Administration or equivalent qualification from a recognized institution;
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6)weeks or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Demonstrate Managerial, administrative and professional competence in work performance and results.

DUTIES AND RESPONSIBILITIES:-

Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes; managing and supervising the general administration services; implementing Public Service reforms; facilitating maintenance of infrastructure and

Page 3 of 8



facilities; planning and coordinating office accommodation; and managing county Government assets.

3. DEPARTMENT OF AGRICULTURE & IRRIGATION

VACANCY NO 4/2020

DEPUTY DIRECTOR AGRICULTURE; JOB GROUP 'CPSB 03'-ONE (1) POST

Salary Scale

Kshs 119,730-166,780 p.m

House Allowance

Kshs 20,000 p.m

Commuter Allowance

Kshs 16,000 p.m

Leave Allowance (once yearly)

Kshs 10,000 p.m

Terms of service:

Permanent

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade an officer must have:

- i. Served in the grade of Senior Assistant Director of Agriculture ,or in a comparable and relevant position in the Public Service for at least three(3)years;
- ii. A Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture ,Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. Demonstrate a high degree of professional and technical competence as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES:-

Implementing strategic plan and objectives of the Department; handling technical, administrative, human resource, budgetary and assets management issues; team building and setting performance targets and standards in consultation with the Chief Officer; addressing stakeholders concerns and instituting operational accountability; and incorporating new initiatives into the Department schemes of work.



4. DEPARTMENT OF HEALTH AND SANITATION

VACANCY NO 5/2020

CHIEF HEALTH ADMINISTRATIVE OFFICER. JOB GROUP 'CPSB 04'-ONE (1) POST

Salary Scale Kshs 98,500-132,000 p.m

House Allowance Kshs 16,800 p.m

Commuter Allowance Kshs 14,000 p.m

Leave Allowance (once yearly) Kshs 10,000 p.m

Terms of service Permanent

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade an officer must have:

i. Served in the grade of Senior Deputy Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;

- ii. A Master's degree in any of the following fields: Health Management, Hospital Administration, Health Planning, Public Health, Health Economics and Business Administration or equivalent qualification from a recognized Institution;
- iii. Demonstrated outstanding professional competence and administrative ability in the management of health service in a large health institution;
- iv. Membership of a recognized professional body.

DUTIES AND RESPONSIBILITIES:-

Providing administrative support services to health related projects; co-ordination of Government Health Programmes and Non-Governmental Organizations (NGOs) involved in the delivery of health care services or in health related services; reviewing , formulating and implementing of health and administrative policies, procedure and programmes; and effective supervision, deployment, discipline, training and development of staff in the health administrative service.



5. DEPARTMENT OF ECONOMIC PLANNING AND BUDGETING

VACANCY NO 6/2020 PRINCIPAL ECONOMIST/PRINCIPAL STATISTICIAN/ASSISTANT ACCOUNTANT GENERAL, JOB GROUP 'CPSB 05'-ONE (1) POST:

Salary Scale Kshs 85,110-119,730 p.m

House Allowance Kshs 16,800 p.m

Commuter Allowance Kshs 12,000 p.m

Leave Allowance (once yearly) Kshs 10,000 p.m

Terms of service Permanent

REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade, the officer must have:-

i. Served in the grade of Senior Economist I/Senior Statistician I/Principal Accountant, Job Group 'N' or in a comparable and relevant position in the public service for a minimum period of three (3) years;

ii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;

iii. Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, Economics, Statistics or their equivalent qualification from a recognized institution;

iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).

v. Demonstrated professional competence and managerial capability coupled with appreciation of the County's economic development needs and strategies of statistical data;

vi. Demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- •Technical problem solving;

THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
ELGEYO MARAKWET COUNTY
P. O. Box 665-30780, ITEN

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Page 6 of 8

- · Resource management skills;
- Interpersonal and communication skills;
- Integrity and commitment to producing results;
- •Leadership, advocacy, relationship building and collaboration, result oriented, self-driven;
- •Appreciation and application of technology in the work environment.
- Passion for continuous professional development;
- •Initiative to achieve expected results.

Core Skills

- People management;
- Financial management;
- Policy implementation;
- •Planning;
- Coordinating;
- Strategy implementation

DUTIES AND RESPONSIBILITIES:-

Economic planning; production and compilation of statistical data; initiation of County economic planning policy; collection and presentation of statistical data in the formof survey reports and bulletins; and performing the role of head of planning or statistical division in the Department responsible for County Economic Planning; monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations; follow up on Audit matters including compilation of Treasury memorandum in respect of ministries/districts allocated to the officer; follow up implementation of Public Accounts Committee recommendations for the ministries/districts allocated to officer; preparation of Bi-annual Accounts; consolidation of cash flow projections submitted by ministries; and maintaining a check-list of returns and reports received from ministries/districts to ensure compliance with law and Treasury circulars. In an Accounting Unit duties will entail assisting in the administration of the Accounting Unit; assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stake holders on all financial and accounting matters in the Ministry; preparation of management and statutory reports including final accounts; assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; setting targets for the accounts staff and evaluating achievements; overseeing the processing of funding arrangements to districts in the ministry and ensuring compliance with





Treasury regulations and procedures; authorization of payments and signing of cheques subject to set limits; supervision, training, development and deployment of accounts staff in the accounting unit; handling disciplinary matters for the head of accounting unit; and any other relevant duties assigned by the head of accounting unit. As Head of District Treasury, the officer will be responsible forproviding advisory services to the district departmental heads and other stakeholders on all financial and accounting matters; participating and advising in Tender Committees, District Executive Committees, District Development Committees etc.; interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions; ensuring expenditures are within the allocations; and developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures. The officer will also be responsible for provision of quality and timely accounting services in the district including maintenance of appropriate and up to date accounting records; preparation of management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits etc.; safeguarding Government Assets and records under him/her; submission of a monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the Accountant General and respective ministries; authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate; and supervision, training, development and deployment of accounts staff.

Details of the job description, requirements, terms of service and application procedure can be obtained by logging onto www.elgeyomarakwet.go.ke > EMC ONLINE RECRUITMENT or by the link

http://recruitment.elgeyomarakwet.go.ke/hrsyspro_marakwet/index.php/site/allJobs

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. All applications to be submitted on or before **TUESDAY 14TH JULY, 2020.**
- ii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010.
- iii. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, and HELB and obtain a certificate of good conduct from the police.
- iv. Only shortlisted candidates will be contacted.
- v. Note that it is a criminal offence to submit fake/forged papers.
- vi. Elgeyo Marakwet County is an equal opportunity employer.

THE SECRETARY
ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD.

