

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

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“Transforming Public Service”

CAREER OPPORTUNITIES

The County Government of Vihiga is seeking to recruit highly transformative and dynamic self-driven individuals with a highly degree of integrity, result oriented, demonstrable professionalism, competence and impeccable capability to fill the following positions within its staff establishment.

1. Sub- county administrator

The Sub- County Administrator will be responsible to Director Public Service, Administration and Coordination of County Affairs for the following.

Duties and Responsibilities

- i. Organizing, coordinating, managing and supervising the general administrative functions in the Sub-County;
- ii. Implementing and maintaining effective service delivery standards;
- iii. Coordinating developmental activities to empower the community;
- iv. Providing and maintaining infrastructures and facilities of Public Sector;

- v. Facilitating and coordinating citizen participation in development of policies and delivery of service;
- vi. Preparing progress reports for management in accordance with approved reporting formats and ensuring timely submission;
- vii. Ensure timely, efficient communication and coordination of all Sub-County activities;
- viii. Participating in development of the annual work plan budget and policies, ensuring strict compliance with the relevant statutes;
- ix. Ensuring compliance with National Values and Principles of Good Governance as outlined in Article 10 and 232 of the Constitution of Kenya, 2012;
- x. Ensuring operationalization of service delivery in all the devolved unit in the Sub-County;
- xi. Ensuring efficient management of resources and co-ordination of County Government resources; and ,
- xii. Performing any other functions as directed by the supervisor

Salary Scale: The salary will be in **Job Group “Q”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Contract basis

Requirements for Appointment

- i. Be a Kenyan Citizen
- ii. Have vast knowledge, experience and distinguished career of not less than of 8 year, of which at least 4 years in a senior position in Administration and Management in the Public Service or Private Sector.

- iii. Bachelor's degree in any of the following Social Sciences: Public Administration, Business Management/ Administration, Strategic management, or equivalent qualification from a recognized institution;
- iv. Master's degree in any of the following Social Sciences: Public Administration, Business Management/Administration, Human Resource Management, Strategic Management, Finance, Economics or equivalent qualification from a recognized institution;
- v. Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.
- vi. Proven communication, proficiency in computer applications and report writing skills; and have capacity to work under pressure to meet strict deadline.
- vii. Demonstrated thorough understanding of Devolution, the County Development objectives/ National Goals policies and Vision 2030.
- viii. Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration.
- ix. Have ability to work under in a multi-ethnic environment with sensitivity and respect for diversity.
- x. Leadership/ Management course lasting not less than four (4) weeks from a recognized institution.
- xi. Demonstrated high degree of professional and technical competence as reflected in work performance and results.
- xii. Membership of any relevant Professional body will have an added advantage.

2. Assistant Deputy Director – Financial Services– JG ‘P’ (Post -1)

The Assistant Deputy Director – Financial Reporting will report to the County Director Accounting Services. An officer at this level will be based at the County Headquarters and will be responsible for the coordination of activities in the Accounting Services section with key emphasis on Financial Reporting.

Duties and Responsibilities

- i. Providing advisory services to the departmental heads and other stakeholders on all financial and accounting matters;
- ii. Interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions.
- iii. Developing supplementary financial regulations and procedures to enhance internal controls.
- iv. Maintaining appropriate and up to date accounting records.
- v. Preparing management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits.
- vi. Submitting monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the chief officer.
- vii. Authorizing payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate.
- viii. Monitoring implementation of Accounting Standards and systems for compliance including Integrated financial Management Information System (IFMIS) operations;
- ix. Following up on Audit matters including compilation of Treasury memorandum in respect of all departments.
- x. Following up on implementation of the internal audit and external auditors' recommendations.
- xi. Following up on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations.
- xii. Preparing of Bi-annual accounts;
- xiii. Consolidating cash flow projections and expenditure returns submitted by departments;
- xiv. Maintaining a check-list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars.

- xv. Oversee and direct the activities of the treasury cash office, document examination section, financial and non-financial reporting unit, IFMIS payment unit, asset management and treasury registry units.

Core competencies

- i. Makes confident, fact-based, decisions and acts on decisions with a sense of calculated risk-taking.
- ii. Approaches problems from different perspectives in order to suggest and implement solutions
- iii. Forecasts issues in advance in order to prevent potential impacts; both internally and externally
- iv. Creates and manages budgets effectively
- v. Facilitates communication between team members to ensure efforts are aligned
- vi. Takes accountability for delivering on commitments; owns mistakes and uses them as opportunities for learning and development.
- vii. Demonstrated professional competence in the field of Accounting Services; and
- viii. Shown merit and ability as reflected in work performance and results;
- ix. Ability to work with IFMIS

Minimum Requirements

- i. Served for cumulative eight (8) years three (3) of which should have been at the grade of Chief Accountant, Job Group 'M' and above or in a comparable and relevant position in the Public Service;
- ii. Bachelor's degree in any of the following discipline: Commerce, (Accounting or Finance option), Business management, business administration, Economics, or any other relevant field.
- iii. Master's degree in any of the following discipline: Commerce, (Accounting or Finance option), Business management, business administration, Economics, or any other relevant field.

- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- v. Leadership/Management Course lasting not less than four weeks from a recognized institution will be an added advantage;
- 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.
- viii. Be conversant with Public Financial Management Laws and Regulations.
- ix. Proficiency in computer applications.

3. Senior Supply Chain Management Officer JG 'K' (1Post)

The officer shall report to the County Director Supply Chain Management and shall be responsible in implementing procurement processes in the County Government.

Duties and Responsibilities

- i. Assistance with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal, tender document and co-ordination of their timely dispatch.
- ii. Assist in maintaining current up to date Procurement documents and Manuals
- iii. Routing, copying and circulation of quotes, bids and proposal for evaluation;
- iv. Researching on pricing, obtaining quotes locally on low value items;
- v. Assist in coordination of the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and distribution of contract documents accordingly.
- vi. Consolidating of procurement plans and budget.
- vii. Disposal of assets in compliance with relevant statutes.

- viii. Control of the stores inventories and establishing re order level for each class of items in store.
- ix. Implementing of Government Suppliers Policy, Application of System and procedures as developed from time to time to enhance compliance.
- x. Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract.
- xi. Preparation of management information and statistical reports;
- xii. Check and classify the precedence of the requisition and process as priority setting of the goods/services needed.
- xiii. Coordinate with departments and make sure the right goods/ services are acquired.
- xiv.** Provide purchased goods/services to the responsible receiving office and do all actions for completing the process.
- xv.** Maintain appropriate records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.
- xvi.** Perform other duties related to the field as assigned.

Core competencies

- i.** Able to uphold and respect procurement ethics and to conduct activities with integrity.
- ii. A team player who demonstrates patience, flexibility and honesty.
- iii. Be willing and able to meet tight deadlines and work long hours when required.
- iv. A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines.
- v. Be able to work in a multicultural environment.
- vi.** Good understanding of the Public Procurement and Asset Disposal Act, 2015 and regulations thereof.

Minimum Requirements

- i. Must be a Kenyan citizen
- ii. Bachelor's degree in Procurement/Supply Chain Management.
- iii. Post graduate diploma in procurement/Supply Chain Management
- iv. Work experience of at least 5 Years in a senior position in public or private sector.
- v. Must be a member of the Institute of Supplies Management of Kenya.
- vi. Fulfilled the requirement of chapter six of the constitution of Kenya 2012
- vii. Familiar with IFMIS – E-procurement system.
- viii.** Proficiency in computer applications.

4. Financial Accountant JG 'K' (1 positions)

The Financial Accountant shall report to the County Director of Accounting Services and shall be responsible for carrying out accounting and payroll services in the County treasury and county departmental entities.

Duties and Responsibilities

- i. Controlling of expenditure commitments in the Ministries/Departments;
- ii. Initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. Processing of Medium-Term Expenditure Framework and revised budget estimates;
- iv. Budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures;
- v. Reviewing Programme based budget performance indicators and subsector reports and facilitate finalization of the sub sector reports;
- vi. Preparation and maintenance of monthly cashbooks, bank reconciliations, statutory returns reconciliation, imprest registers, fixed

asset register, salary and cash advance registers, and voucher examination.

- vii. Coordinating the preparation of sector budget proposals for departments
- viii. Planning, directing, coordinating, supervising accounting operations in the area of deployment;
- ix. Preparing monthly and quarterly revenue and expenditure reports and annual financial statements for audit purposes;
- x. Timely preparation and Maintenance of the County Payroll.
- xi. Ensuring safe custody of government assets and records
- xii. Ensuring timely and accurate preparation of quality management reports

Core Competencies

- i. Able to work under minimum supervision, meet set deadlines
- ii. Innovative, selfless, high level of integrity and confidentiality in handling government records.
- iii. Must have good report writing skills and be a team player.

Minimum qualifications

- i. Must be a Kenyan citizen
- ii. Bachelor's degree in any of the following discipline: Commerce, (Accounting or Finance option), Business management, business administration, Economics, or any other relevant field.
- iii. Must be a registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- iv. Be conversant with public financial management laws and regulations.
- v. At least 5 years working Experience in government accounting and working knowledge of IFMIS system
- vi. Fulfilled the requirement of chapter six of the Constitution of Kenya 2012
- vii. Proficiency in computer applications.

5. Administrative Officer – County Treasury JG ‘K’ (1 post)

The administrative officer – County Treasury shall report to the Chief Officer – Finance and Economic Planning and shall be responsible for all administrative activities of the County Treasury.

Duties and Responsibilities

- i. Providing Administrative support.
- ii. Ensuring office supplies and consumables trackers/inventory tracker of utilization is maintained.
- iii. Carrying out regular facility checks to report and document any maintenance issues that may arise on a timely manner.
- iv. In charge of safe custody and filing of all treasury documents and payment vouchers.
- v. Plan and coordinate all county treasury sectoral committee meetings.
- vi. Provide secretarial services to all county treasury sectorial committees.
- vii. Assist in preparation of various county treasury administrative reports as and when required to.
- viii. Supervise the county treasury secretarial staff.
- ix.** Perform any other duties as assigned.

Core competencies

- i.** Have excellent report writing skills
- ii. Have excellent communication and interpersonal skills;
- iii. Have a practical knowledge of computer systems, including internet navigation, and various Microsoft office applications
- iv. Be a team player and strategic thinker
- v. Have sound leadership and management skills
- vi.** Be self-driven and able to work within tight deadlines

Minimum Requirements

- i. Must be a Kenyan citizen
- ii. Bachelor's degree in Business Administration/Management, Public Administration, Social Science or any related from a recognized institution.
- iii. A certificate course in accounting shall be an added advantage
- iv. Have 5 years related working experience in a Public Service or in private sector.
- v. Meet the provisions of chapter six of the constitution of Kenya 2010.
- vi. Proficiency in computer applications.

Kindly note that:

- i. County Government of Vihiga is an equal opportunity employer; Women, People from marginalized areas and persons living with disabilities are encouraged to apply.
- ii. Please note that canvassing for these positions will lead to automatic disqualification.
- iii. Salary and other benefits attached to the above vacant positions will be as determined by SRC guidelines.
- iv. All the above vacant posts are on a 3-year renewable contract terms based on satisfactory performance.
- v. More details on the above advertised positions can be obtained on the County's website page.

How to Apply

The applicants should download the application for Employment form **"VCPSB/APP.01A-2019"** on the official County Website, complete it and submit to the undersigned on or before **Tuesday 17th April, 2020 at 5pm.**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 880-50300
MARAGOLI**

**QUEENS ARCADE BUILDING MBALE TOWN
ALONG KISUMU KAKAMEGA ROAD**

Please Note

- You **Must Attach** photocopies of your ID card, Academic, Professional or any other documents to the application form.
- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.