

COUNTY GOVERNMENT OF VIHIGA



**COUNTY PUBLIC SERVICE BOARD
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MARAGOLI**

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“Transforming Public Service”

INTERNAL ADVERTISEMENT

DECLARATION OF VACANCIES IN THE VIHIGA COUNTY PUBLIC SERVICE

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitution and Legal provisions Vihiga County Public Service Board invites applications from qualified persons for the following positions.

1. SENIOR BUDGET OFFICER- JOB GROUP “L” (1 POSITION)

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time

The Budget Officers shall be assigned duties by the Secretary/CEO County Public Service Board and shall be responsible for carrying out budget related duties in the County Public Service Board in liaison with the County treasury.

Duties

1. Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of County Public Service Board:
2. Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested.

3. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds.
4. Reviews operating budgets periodically to analyse trends affecting budget needs.
5. Consults with County treasury to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
6. Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.
7. Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to County Public Service Committee on Finance and Planning with recommendations for budget revisions.
8. Testifies regarding proposed budgets before examining and fund-granting authorities to clarify reports and gain support for estimated budget needs.
9. Administers personnel functions of budget department, such as training, work scheduling, promotions, transfers, and performance ratings.

Core Responsibilities

- i.** Control of expenditure commitments in the County Public Service Board;
- 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 estimates budget; and
- iv.** Taking initial action for the budgeting of financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures.
- v.** Gathering, compiling and analysing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- vi.** Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- vii.** Initial processing of reallocations within the budget.

Core Competencies

- i. At least 3 years working Experience in government accounting and working knowledge of IFMIS system

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

Minimum qualification

- i. Must be a Kenyan citizen
- ii. Bachelor's degree in Economics, Finance, Accounting or statistics
- iii. Expert knowledge in Microsoft excels spread sheets.
- iv. Master's degree in relevant field is an added advantage
- v. Minimum Three (3) years' experience in a busy budget office.
- vi. Must have knowledge on IFMIS operations.
- vii. Satisfy chapter six of the constitution of Kenya, 2010.

2. ACCOUNTANT - JOB GROUP 'K' (1 POSITION)

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time

The accountants shall be assigned duties by the Secretary/CEO County Public Service Board and shall be responsible for carrying out accounting services in the County Public Service Board in liaison with the County treasury

Duties and Responsibilities

- i. Controlling of expenditure commitments in the County Public Service Board
- 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 financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures;
- v. Reviewing Programme based budget performance indicators, reports and facilitate finalization of the County Public Service Board 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 budget proposals for the County Public Service Board
- 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. Ensuring safe custody of government assets and records
- xi. Ensuring timely and accurate preparation of quality management reports

Core Competencies

- i. At least 3 years working Experience in government accounting and working knowledge of IFMIS system
- ii. Able to work under minimum supervision, meet set deadlines
- iii. Innovative, selfless, high level of integrity and confidentiality in handling government records.
- iv. Must have good report writing skills and be a team player.

Minimum qualifications

- i. Bachelor's degree in any of the following discipline: Commerce (Accounting or Finance option) and Passed CPA II **OR** its equivalents.(CCP II)
- ii. Proficiency in computer application
- iii. Must have undergone an IFMIS course from Kenya School of Government
- iv. Must have at least a three (3) years' experience in public or private sector two (2) of which must have worked in a similar organization.

3. ADMINISTRATIVE OFFICER II - JOB GROUP 'J'(1 POST)

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time

Duties and Responsibilities

- i. Providing administrative support.
- ii. Working closely with office administrator to ensure smooth running of administrative services.
- iii. Assist in planning ,Organising and coordinating County Public Service Board functions
- iv. Protect the confidentiality of personnel and individual information.
- v. Maintaining records and filing of County Public Service Board documents.
- vi. Perform any other lawful duties that may be assigned from time to time.

Minimum Requirements

- i. Be a Kenyan Citizen
- ii. Bachelor's degree in Business administration ,community development ,agriculture, Social Sciences or any related field or its equivalent from a recognised institution in Kenya
- iii. Certificate in computer applications from a recognised institution.
- iv. Have at least two (2) years working experience in a similar position.
- v. Good interpersonal skills and possess the ability to interact with all Levels of staff
- vi. Proven ability to organise, prioritize and complete work under tight deadline.

4. HUMAN RESOURCE MANAGEMENT OFFICER II. JOB GROUP "J" (1POSTION)

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time

An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior officer within the County Public Service Board.

Specific duties and responsibilities

1. verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
2. processing cases for the CPSB Committee on Human Resource Management;
3. assisting in the implementation of the decisions thereof and
4. Supervising and guiding clerical staff in the Section.

(b) Requirements for Appointment

For appointment to this grade, a candidate must;

1. have a degree in Social Sciences such as Education, Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution
2. Be a member of the Institute of Human Resource Management in good standing with a current practicing license
3. Knowledge and understanding in basic HR issues like payroll management, performance management etc.
4. Relevant experience of at least three (3) years in a busy Human Resource office
5. Good knowledge in Labor Laws & other related legislation
5. **HUMAN RESOURCE MANAGEMENT ASSISTANT III. JOB GROUP “H” (1POSTION)**

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time

Responsibilities

- a. Assisting in handling and researching on Human Resource matters as directed.
- b. Implementation of human resource policies, rules and regulations.
- c. Recruiting and staffing logistics
- d. Keeping records efficiently and usefully
- e. Report writing

Qualifications

- a. Be in possession of a Diploma in Human Resources or equivalent from a recognized university.
- b. Be a member of the Institute of Human Resource Management in good standing.
- c. Knowledge and understanding in basic HR issues like payroll management, performance management etc.
- d. Relevant experience of at least two years in a busy Human Resource office
- e. Good knowledge in Labor Laws & other related legislation

6. ASSISTANT ADMINISTRATIVE OFFICER II JOB GROUP ‘H’ (1 POST)

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time

Duties and Responsibilities

- a) Assist in planning ,Organising and coordinating County Public Service Board functions
- b) Management of distribution of office communication to staff.
- c) Prepare and distribute any MEMO related to the personnel.
- d) Ensure all documents are kept in files and maintained properly.
- e) Protect the confidentiality of personnel and individual information.
- f) Maintaining records and filing of County Public Service Board documents.
- g) Perform any other duties as assigned by the CEO/Secretary County Public Service Board.

Minimum Requirements

- a) Be a Kenyan Citizen
- b) A Diploma in Business Management or equivalent.
- c) Must have served at least two (2) years in a related field
- d) Proficiency in computer.
- e) Good interpersonal skills and possess the ability to interact with all Levels of staff
- f) Proven ability to organise, prioritize and complete work under tight deadline.
- g) Meet the provisions of chapter six of the constitution of Kenya 2010.

7. PROCUREMENT ASSISTANT - JOB GROUP “H” (1 POSTION)

Terms of Service: Permanent& Pensionable

Other Allowances are as issued by SRC from time to time

An officer at this level will be deployed in a supply chain management unit and to transact services on behalf of the County Public Service Board.

Job Responsibilities

- i. Issuing and receiving items and documents at the stores
- ii. Assisting in stock taking periodically
- iii. Preparing monthly reports
- iv. Ensuring proper reconciliation

- v. Any other duties as may be assigned

Job Requirements

- i. Be a Kenyan citizen with KCSE C-with C- in mathematics, English or Kiswahili
- ii. Served for at least 3 years in grade of Supply Chain Management Assistant
- iii. A Diploma certificate in supply chain management from Chartered Institute of Purchasing and Supplies or its equivalent from a recognized institution.
- iv. Shown merit and ability as reflected in work performance and results.

Personal qualities

- i. Ability to get on with diverse workforce.
- ii. Must have excellent communication and interpersonal skills.
- iii. Ability to take instructions.
- iv. Good organizational skills.
- v. Team playing skills
- vi. Accuracy
- vii. Care of resources
- viii. Manual dexterity
- ix. Execution of instructions
- x. Interpersonal skills
- xi. Analytical and record management skills

8. ENFORCEMENT OFFICER JOB GROUP F (4 POSTS)

Terms of Service: Permanent & Pensionable

Other Allowances are as issued by SRC from time to time.

Reporting to the Administrative Officer and will have the following;

Main Duties

- a. Identifying, developing, implementing and maintaining security processes, protocols and programs to reduce risk, respond to incidents, and limit exposure.

- b. Overseeing the physical security and safety of County Government staff and assets.
- c. Enforcement of county Legislation

Principal Responsibilities

- a. Enforcement of County Government laws
- b. Guarding County Public Service Board/Government Property
- c. Reporting Security incidents/breaches
- d. Carrying out and reporting security risks.
- e. Managing the operations of the contracted security service providers.
- f. Managing access control systems and employee and Visitors' identification

Requirements for all applicant

1. A Kenyan citizen,
2. KCSE certificate with a mean grade D(Plain)
3. Certificate in Security Study and Criminology will be an added advantage.
4. Have at least one (1) year experience working in a similar or relate position
5. Willing to work for long hours
6. Medical fitness;
7. Good vision, hearing and physique;
8. Pass in the aptitude test; and
9. No previous criminal conviction or record.
10. Computer literate is an added advantage.

9. SUPPORT STAFF JOB GROUP E (1 POST)

Terms of Service: Permanent& Pensionable

Other Allowances are as issued by SRC from time to time

Job Duties & Responsibilities

Reporting to the Administrative Officer in charge, he/she will: –

- a) Maintain office files
- b) Ensure Cleanliness of the office.
- c) Prepare tea in the office
- d) Collect and clean utensils
- e) Collect and deliver document
- f) Any other duty that may be assigned

Job Requirement

For appointment to this grade and officer must;

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its approved equivalent;

- ii. Proficiency in computer applications.

REQUIREMENTS FOR ALL APPLICANTS

1. National Identity card
2. Academic certificates.
3. Professional certificates
4. Any other relevant testimonials
5. Comply with Chapter Six of the Constitution by providing the following current clearances:
 - i. Police Clearance Certificate from CID
 - ii. Tax compliance Certificate from Kenya Revenue Authority
 - iii. Ethics and Anti-Corruption Commission Form
 - iv. Clearance Certificate from HELB (where applicable)
 - v. Clearance from any Credit Reference Bureau

HOW TO APPLY

The applicants should download “the application for Employment form **VCPSB/APP.01-2018(rev.02-019)**” on the official county website, complete it and submit in a **sealed envelope** with the position applied for clearly marked on the left side and sent by post or **hand delivered** to the Office of the Secretary/CEO, County Public Service Board, Governors Building Room 3, on or before **Friday 8th March 2019. At 5pm.**

The position applied for should be clearly indicated on top of the envelope

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

**County Government of Vihiga is an equal opportunity employer
Women and persons living with disabilities are encouraged to apply
Canvassing will lead to automatic disqualification
Only shortlisted Candidates will be notified.**

Those with certificates from foreign institutions must have them