

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

**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. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

**a) DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES – JOB GROUP ‘Q’ –
THREE (3) YEARS CONTRACT (1 POST)**

The Assistant Director Supply Chain Management Services will report to the County Director Supply Chain Management Services. An officer at this level will be based at the County Headquarters and will be responsible for management of activities in the Supply Chain Section.

Duties and Responsibilities

- i. Initiating and formulating of Supply Chain Management policies.
- ii. Assist the Director in preparation of the section’s medium-term expenditure priorities and strategic plans.
- iii. Planning, organizing, administration and control of the supply chain management unit.

- iv. Assessing the impact of the supply chain management policies and regulations to the organization.
- v. Enhancing correct interpretation and management of the Public Procurement and Asset Disposal Act 2015 and other statutes, policies, rules and regulations that may impact on the Supply Chain Management practices of the organization.

Minimum Requirements

- i. Be a Kenyan citizen;
- ii. Must have served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in the public service or private sector for a minimum of three (3) years;
- iii. Diploma in Supply Chain Management or its approved equivalent from a recognized institution;
- iv. Be a holder of Bachelor's degree in any of the following fields; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing Law or their equivalent from a recognized institution.
- v. A holder of a Master's degree in any of the following disciplines: Procurement and Supply Chain Management, Logistics and Supply Chain Management, Business Administration, Commerce, or any other relevant field from a recognized institution.
- vi. Attended a management course lasting not less than four weeks.
- vii. A member of the institute of Supplies Management of Kenya in good standing.
- viii. Shown merit and ability as reflected in work performance and results.

Personal Qualities

- i. Ability to articulate and implement the directorate's mandate
- ii. Organizational, analytical, managerial and decision-making skills.
- iii. Creativity and decision-making skills.
- iv. Creativity and innovation
- v. Technical problem solving

- vi. Interpersonal and communication skills.
- vii. Integrity and commitment to producing results.
- viii. Leadership, advocacy, relationship building in the work environment.
- ix. Passion for continuous professional development
- x. Initiative to achieve expected results.

Core Competencies

- i. People management
- ii. Financial management
- iii. Policy Implementation
- iv. Planning
- v. Coordinating
- vi. Strategy implementation
- vii. Ability to work with an ERP system – IFMIS E-Procurement an added advantage.

b) PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER – JOB GROUP ‘N’ P&P (1 Post)

The Principal Supply Chain Management Officer will report to the Assistant Director Supply Chain Management. An officer at this level will be based at the County Headquarters and will be in charge of a schedule of duties consisting of a number of county departments.

Duties and Responsibilities

- i. Assist in compiling, collation and analysis of Supply Chain Management information, data and issues from departments.
- ii. Monitoring the implementation of the supply chain management policies,

guidelines and procedures issued by the directorate from time to time and recommending appropriate action where necessary.

- iii. Develop, teach and reinforce safety guidelines and protocols
- iv. Create supply chain management strategies that increase efficiency and speed
- v. Provide operational support and guidance to ensure maximum productivity
- vi. Train and mentor Supply Chain Management officers under him/her.
- vii. Collaborate with other departments to identify vulnerabilities and close operational gaps
- viii. Focus on safety, cost management and business growth in all interactions and directives
- ix. Prepare and submit weekly, monthly and quarterly reports to the Public Procurement Oversight Authority, National treasury and the departmental Chief Officer.
- x. Assist departmental accounting officers in preparation of their respective annual procurement plans.
- xi. Handle communications and negotiations with external suppliers

Minimum Requirements

- i. Be a Kenyan citizen;
- ii. Must have served in the grade of Chief Supply Chain Management Officer or in a comparable and relevant position in the public service or private sector for a minimum of three (3) years;
- iii. Diploma in Supply Chain Management or its approved equivalent from a recognized institution;
- iv. Be a holder of Bachelor's degree in any of the following fields; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing Law or their equivalent from a recognized institution.
- v. Attended a management course lasting not less than three weeks.
- vi. A member of the institute of Supplies Management of Kenya in good standing-an added advantage.

- vii. Demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Asset Disposal Act 2015.

Personal Attributes

- i. Organizational, managerial and administrative skills
- ii. Positive working attitude and ability to give and take instructions
- iii. Creativity and innovativeness
- iv. Professionalism and integrity
- v. Interpersonal skills including being a team player
- vi. Good communication skills.

Core competencies

- i. Supervisory management
- ii. Policy implementation
- iii. Oral/Written Communication skills
- iv. Target setting
- v. Administration skills
- vi. Team leadership
- vii. Problem solving
- viii. Ability to work with an ERP system – IFMIS E-Procurement an added advantage.

c) ADMINISTRATIVE OFFICER – COUNTY TREASURY JOB GROUP 'J (1 POST) P&P

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. In charge of safe custody and filing of all treasury documents and payment vouchers.

- ii. Plan and coordinate all county treasury sectoral committee meetings.
- iii. Provide secretarial services to all county treasury sectoral committees.
- iv. Assist the CECM and Chief Officer – Finance and Economic Planning in preparation of various county treasury administrative reports as and when required to.
- v. Supervise the county treasury secretarial staff.
- vi. Perform any other duties as assigned by the CECM and Chief Officer – Finance and Economic planning

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. Be a Kenyan Citizen
- ii. A Diploma in Business Administration or Management
- iii. A Certificate in Accounting or Human Resource Management shall be an added advantage.
- iv. Minimum of 4 years' experience in a similar organization and must have served as an Administrative Officer for at least two (2) years .
- v. Meet the provisions of chapter six of the constitution of Kenya 2010.

2. COUNTY PUBLIC SERVICE BOARD

a) PRINCIPAL LEGAL OFFICER - JOB GROUP "N"- 1 POST

(Three years renewable Contract)

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

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in Law from a recognized university.
- iii. Minimum of three (3) years practice experience (post admission).
- iv. Must be a registered Advocate of the High Court with a valid practicing license.
- v. Experience in preparing policy related briefings and presenting policy proposals.
- vi. Excellent communication and interpersonal skills.
- vii. Creative, innovative and computer literate.
- viii. Must be a member of Law Society of Kenya.
- ix. Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010;

Job Responsibilities

- i. Conduct legal duties on the applicable domestic and international law.
- ii. Review and analyse different issues pertaining to Criminal, Civil, Investments and trade law.
- iii. Adjudication of causes related to the privatization process, commercial transactions between parties. Ownership claims, negotiation between parties and liquidation procedures.
- iv. Draft legal documents, letters to parties, orders, decisions, judgments and their corresponding court documents.
- v. Any other duty as assigned by County Attorney

b) ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT &

DEVELOPMENT- JOB GROUP "P" 1 POST

Terms of Service: Three (3) Year Contract

Other Allowances are as issued by SRC from time to time

Job Description

- i. The Principal Human Resource Management Officer will be responsible for effective administration and management of the Secretariat.
- ii. To support the planning, development, coordination and administration of Human Resource policies and programmes, rules and regulations in the county departments for effective performance and productivity.

Job Responsibilities

Managerial/Supervisory Responsibilities

- i. Provide guidance on and oversight of the implementation of human resource management policies, rules and regulations for county departments and county public service committees;
- ii. Supervise staff in the unit for effective work performance;
- iii. Coordinate human resource services in areas of recruitment, induction, promotion, job placement, leave scheduling, welfare and benefits management;
- iv. Any other duties as assigned by the superior

Operational Responsibilities/Tasks

- i. Implement human resource services in areas of recruitment, induction, promotion, job placement, leave scheduling, welfare and benefits management;
- ii. Maintain the work structure by ensuring job requirements and job descriptions

for all positions are updated to meet evolving County Public Service Board human capital needs;

- iii. Conduct required analysis into remuneration, salaries, bonuses and other benefits;
- iv. Coordinate training and staff development initiatives for the county human capital;
- v. Assist in ensuring maintenance of good industrial relations among employees, the organizations and various trade unions;
- vi. Facilitate in-house training to ensure employees understand the rationale underpinning policy change and monitor its successful implementation.
- vii. Prepare accurate and timely recommendations for consideration by the County Public Service Board relevant committees;
- viii. Support formulation of policy and oversight of Occupational Safety and Health (OSH) for the County Public Service Board;
- ix. Act as a link and support the management of the Integrated Payroll and Personnel Database (IPPD) system in the county.

Jobs Requirements

- i. Be a Kenyan citizen
- ii. Bachelor's degree in Human Resource Management **OR** Bachelor's degree in social science and a post graduate diploma in Human resource management and development from a recognized institution;
- iii. Membership of Institute of Human Resource Management (IHRM) and practicing certificate;
- iv. Practising licence (CHRP) will be an added advantage
- v. Evidence in computer literacy;
- vi. Knowledge in Computer Human Resource Integrated System;
- vii. Knowledge of relevant legislation;
- viii. Six (6) years relevant experience in HR or related field from a reputable

organization.

Interested serving officers are eligible to apply.

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:
 - (a) Police Clearance Certificate from CID
 - (b) Tax compliance Certificate from Kenya Revenue Authority
 - (c) Ethics and Anti-Corruption Commission Form
 - (d) Clearance Certificate from HELB (where applicable)
 - (e) Clearance from any Credit Reference Bureau

Hand Delivered applications should be submitted in a sealed envelope to the office of the Secretary County Public Service Board, on or before **7TH February, 2019, by 5: 00p.m** Governors Building ,Ground Floor Room 03.

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

**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.**