

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: Cpsbvihiga@yahoo.com

“Transforming Public Service”

CAREER OPPORTUNITIES

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 Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. Director Internal Audit Job Group R –(1 Post)

Duties and responsibilities

- i. Head the day- to-day activities of the internal audit directorate of the County Government;
- ii. Co-ordinate the implementation of the Internal Control Framework to streamline Internal Control Framework to streamline Internal Control and Risk Management systems in the County Government;
- iii. Review the internal control framework and consistently ensure its compliance;

- iv. Co-ordinate and facilitate the development and implementation of the formal Risk Management Framework;
- v. Co-ordinate departmental audits, document audit procedures, developing criteria, review and analyze evidence and document processes and procedures;
- vi. Identify, develop and document audit issues and recommendations;
- vii. Co-ordinate and liaise with external auditors to ensure external audits and financial reporting processes are efficient and effective;
- viii. Conduct appropriate governance and performance assessment exercises so as to streamline the County's performance and governance processes;
- ix. Lead in the development of the County Audit Charter and Annual Audit Work plan;
- x. Perform any other related duties as may be assigned from time to time.

Core Competencies

- a. Have excellent report writing skills;
- b. Have excellent communication and interpersonal skills;
- c. Have a practical knowledge of computer systems, including internet navigation, CAATs and various Microsoft office applications;
- d. Be a team player and strategic thinker;
- e. Have sound leadership and management skills;
- f. Be self – driven and able to work within tight deadlines.

Minimum Requirements

- i. Served for cumulative ten (10) years, three (3) of which should have been at the grade of Principal Internal Auditor,

- 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 disciplines; Commerce (Accounting or Finance option), Business Management, Business Administration, Economics or any other relevant field;
 - iii. Must be in possession of CPA(K)/ACCA and registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and the Institute of Internal Auditors Kenya (IAA-K) in good standing;
 - iv. A certified Senior Management Course from a recognized institution will be an added advantage;
 - v. Must have a relevant Master's Degree;
 - vi. Well conversant with Public Financial Management Laws and Regulations;
 - vii. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

2. County Director Budget, Expenditure and Policy Job Group R -(1 Post)

Duties and responsibilities

- i. Head the day- to-day activities of the directorate of Budget, Expenditure and Policy;
- ii. Coordinating the development of Budget Policy, Budget Systems and reforms;
- iii. Coordinating the overall County Resource Allocation in line with the County Policy, Annual Development Plan and County Integrated Development Plan (CIDP);
- iv. Advising the accounting officers on budgetary requirements for departments, budget planning and implementation;
- v. Coordinating capacity building in the Budget Department;

- vi. Preparing and compiling Annual and Supplementary Budget Estimates, County Fiscal Strategy Paper, BROP, Budget Execution Report, Revenue Estimates and other budgetary reports;
- vii. Undertaking risk assessment and management of the Budget;
- viii. Ensuring the county departments adhere to program- based budgeting and capturing the same in IFMIS using plan to budget module;
- ix. Coordinating the preparations of the county departments' Public Expenditure Reviews and the Sectorial reports;
- x. Coordination of public reforms to ensure the public participates fully in the Budget making process.

Core Competencies

- a. Have excellent report writing skills;
- b. Have excellent communication and interpersonal skills;
- c. Have a practical knowledge of computer systems including internet navigation, Excel Spreadsheets and various Microsoft Office applications;
- d. Must be familiar with IFMIS Hyperion Budget Module;
- e. Be a team player and a strategic thinker;
- f. Have sound leadership and management skills especially necessary in handling of the County Assembly;
- g. Be self- driven and able to work within tight deadlines.

Minimum Requirements

- i. Served for cumulative ten (10) years, three (3) of which should have been at the grade of Principal Budget Officer, 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 disciplines; Commerce (Accounting or Finance option), Business Management, Business Administration, Economics or any other relevant field;

- iii. Must be in possession of CPA(K)/ACCA Part II of the Accountancy Profession;
- iv. A certified Senior Management Course from a recognizes institution will be an added advantage;
- v. Must have a relevant Master's Degree;
- vi. Well conversant with Public Financial Management Laws and Regulations;
- vii. Demonstrated understanding of National and County development goals, policies and objectives, national values and principle of governance;
- viii. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

3. Procurement Officers Job Group K – (2 Posts)

The Procurement Officer shall report to the County Director Supply Chain Management and shall be responsible for implementing procurement processes in the county government.

Duties and Responsibilities

- i. Assist in the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch;
- ii. Assist the Director Supply Chain Management 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. Assist in management of the administrative process throughout the duration of the preparation of all documentation until the award of the contract;
- vii. Preparation of management information and statistical reports;

- viii. Check and classify the precedence of the requisition and process as priority setting of the goods/services needed;
- ix. Coordinate with departments and make sure the right goods/ services are acquired;
- x. Provide purchased goods/services to the responsible receiving office and do all actions for completing the process;
- xi. Maintain appropriate records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose;
- xii. Perform other duties related to the field as assigned by the DSCM.

Core competencies

- a. Able to uphold and respect procurement ethics and to conduct activities with integrity.
- b. A team player who demonstrates patience, flexibility and honesty.
- c. Be willing and able to meet tight deadlines and work long hours when required.
- d. A self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines.
- e. Be able to work in a multicultural environment.
- f. Good understanding of the Public Procurement and Asset Disposal Act, 2015 and regulations thereof.
- g. Familiar with IFMIS – E-procurement system.

Minimum Requirements

- i. Degree in Procurement in Procurement/Supply Chain Management.
- ii. Proficiency in computer.
- iii. Must be familiar with use of IFMIS e- procurement.
- iv. Must have at least one (1) year experience in relevant field.
- v. Registered by the relevant professional body.

1. Director of Administration Job Group R – 1 Post

Roles and Responsibilities

- i. Organization, direction, control and coordination of the functions of administration and public service in the county;
- ii. Initiating development of the appropriate County Departmental policies, legal and institutional frameworks for the implementation of the mandate of administration and public service;
- iii. Ensuring operationalization of service delivery in all the devolved units in the County, Sub-Counties and Wards;
- iv. Handling administrative matters, human resource issues and manages inventories of the administrative tools, equipment and other required assets related to the department;
- v. Preparation of departmental plans and budgets;
- vi. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- vii. Ensuring timely, efficient communication and coordination of administration and public service departmental affairs;
- viii. Interpreting and applying National and County laws and other related statutes in line with the County goals and Objectives;
- ix. Any other duties as may be assigned from time to time.

Requirements for Appointment

- i. Must have a Bachelor's Degree in Public Administration or Business Administration or Social Sciences from a University recognized in Kenya;
- ii. Must have a Master's degree in Public Administration, Public Policy, Business Administration or Development Management from a recognized Institution;
- iii. Have at least ten (10) years working experience, five (5) of which must have been in a Senior Managerial position in the Public Sector;
- iv. Must have done a Senior Management Course lasting not less than one (1) month from a recognized institution in Kenya;

- v. Demonstrate a high degree of professional and technical competence in work performance and results;
- vi. Must be computer literate.

OFFICE OF THE COUNTY ATTORNEY

1. County Legal Counsel Job Group N (3 Posts)

Roles and Responsibilities

- i. Advising on legal policy issues and legal documents.
- ii. Reviewing legal documents.
- iii. Representing the county Government (the Executive and its agencies/ entities) in court.
- iv. Assist in preparing contracts documents and initiating contracts negotiations
- v. Provide technical support to the County Department
- vi. Provide legal audit services to ensure compliance with County and National legislations as well as the constitution.
- vii. Analyzing research data and compiling reports.
- viii. Preparing legal opinions and undertaking law reviews.
- ix. Legislative drafting, interpretation and advisory on county legislation.
- x. Handle pro-bono cases and facilitate public participation as directed by the county attorney.
- xi. Perform any other duties that may be assigned by the County Attorney.

Requirements for Appointment

- i. Have a bachelor's of law degree from a university recognized in Kenya;
- ii. Have been admitted as an advocate of the High court of Kenya;
- iii. Membership to law society of Kenya or any equivalent professional body;
- iv. Knowledge of civil and criminal court procedures;

- v. Have at least three (3) years' experience;
- vi. Be in possession of a valid practicing certificate;
- vii. Show merit and ability as reflected in work performance and results;
- viii. Be proficient in computer applications
- ix. Be a team player and work well under minimum supervision.
- x. Meet requirements of Chapter Six (6) of the Constitution of Kenya 2010.

2. County Legal Researcher Job Group L (1 Post)

Roles and Responsibilities

- i. Prepare legal briefs and legal opinions on diverse range of legal matters pertaining to county governments
- ii. Conducting extensive legal research on case law and other matters relevant to the operations of the county government.
- iii. Conducting research on comparative laws and regulations by other county governments
- iv. Providing general administrative and other support to the office of the County Attorney.
- v. Prepare progress reports and updates for management from time to time.
- vi. Any other duties as may be assigned by the County Attorney, the County Solicitor or Supervisor.
- vii. Shall assist in advising the County Government on all matters relating to the Constitution, National legislations, international law, human rights, consumer protection and legal aid;
- viii. Any other functions as delegated by the County Attorney or County Solicitor.

Requirements for Appointment

- i. Bachelor's Degree in Law or its equivalent and related qualification from a recognized institution in Kenya;

- ii. A diploma in Law from Kenya School of Law;
- iii. Be an advocate of the High Court of Kenya;
- iv. Must have a valid practicing certificate;
- v. Proficiency in ICT;
- vi. At least two (2) years of relevant experience;
- vii. Strong organizational and interpersonal skills with the ability to prioritize, multi-task and work under pressure amidst competing demands.
- viii. Meet requirements of Chapter six of the Constitution of Kenya, 2010.

Salary Scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

Terms of Service: All the above posts shall be on a three (3) year contract term renewable based on satisfactory performance.

How to Apply

Interested and qualified candidates should submit their application with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **30th day of November, 2022.**

Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be notified.

SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD

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