

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

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Queens Arcade, along Kisumu - Kakamega Road, Mbale Town.

“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 HEALTH

1. COUNTY DIRECTOR - PUBLIC HEALTH AND MEDICAL SERVICES - JOB GROUP “CPSB 03” (1 POSITION)

Reporting to the Chief Officer Health.

Supervisory responsibilities to:

- i. Deputy Director Medical Services.
- ii. Deputy Director Public Health and Sanitation.
- iii. Deputy Director Administration, Human Resource and Finance.

Minimum Qualifications;

- i. Must have a first degree in health sciences
- ii. Must have a Master's Degree in a health related field.
- iii. Must be registered with relevant regulatory bodies and have a valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments.
- v. At least 10 years of experience in Health management position.
- vi. Must fulfill the requirements of Chapter six of the constitution.
- vii. A certificate in Strategic Leadership Development Programme from the Kenya School of Government will be an added advantage

Terms of service -Permanent and Pensionable

2. MEDICAL SUPERINTENDENT - VCRH - JOB GROUP "CPSB 04" (1 POSITION)

Reporting to the County Director of Medical Services and Public Health

Supervisory responsibilities to:

- i. All Clinical and Rehabilitative sectional heads in the County Referral Hospital.
- ii. -Will be responsible for all the operations and day-to-day running of the County Referral Hospital

Minimum Qualifications;

- i. Must have a first degree in Medicine, Pharmacy or Dentistry.
- ii. Master's degree in a relevant field is an added advantage.
- iii. Must be registered with relevant regulatory bodies with a valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. At least 7 years of experience in Health management.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- vii. Must fulfill the requirements of Chapter six of the constitution.

Terms of service -Permanent and Pensionable

3. ORTHOPEDIC SURGEON - JOB GROUP "CPSB 03" (1 POSITION)

Position Summary

The Orthopedic Surgeon's job exists to activate and provide specialized orthopedic services, research and training in the hospital. The surgeon will be charged with responsibility of developing and strengthening the orthopedic and trauma department

Duties and Responsibilities.

- i. Provide orthopedic surgical services and services delivery in the orthopedic surgery unit of the hospital ensuring that they meet the expected standards and compliance in the hospital.
- ii. Provide specialized orthopedic services to both inpatient and outpatient
- iii. Coordinate orthopedic surgery referral services within and without the hospital according to the orthopedic surgery services needs in collaboration with other hospital sections and units and within the framework of the hospital and national referral policies.
- iv. Provide medical research and training within the orthopedic unit of the hospital through relevant accreditation bodies.
- v. Carrying out clinical audit, forensic and disability assessment

Minimum Qualifications and Experience

- i. Bachelor of Medicine and Bachelor of Surgery certificate from a recognized institution.
- ii. Master of Medicine degree recognized by KMPDC.
- iii. Registration with the Kenya Medical Practitioners and Dentists Council KMPDC.
- iv. Specialist certificate from KMPDC.
- v. Valid Practice License.
- vi. Trauma certification will be added advantage.
- vii. Proficiency in computer applications.
- viii. At least one (1) year of working experience as an Orthopedic Surgeon in a reputable hospital.

Terms of Service-Permanent and Pensionable

DEPARTMENT OF ACCOUNTING, REVENUE & SUPPLY CHAIN MANAGEMENT

1. PRINCIPAL REVENUE OFFICER - JOB GROUP “CPSB 06” (1 POSITION)

The Principal Revenue Officer will report to the County Director of revenue. An officer at this level will be based at the County Headquarters and will be responsible for co-ordination of the activities of the Revenue Directorate. The successful applicant will be offered a three-year renewable contract on performance.

Duties and Responsibilities

- i. Planning, formulating strategies and identifying sources of revenue.
- ii. Designing effective, efficient and secure systems of collecting revenue.
- iii. Developing Bills, policies, programs, bylaws and internal control systems that enhance own source revenue collection in the County.
- iv. Supervising collection of own source revenue in the county.
- v. Implementing county policies and regulations for revenue.
- vi. Setting up and projecting regular revenue trends for planning and decision making.
- vii. Guiding county entities in preparation of the Finance Bill/Act.
- viii. Organizing stakeholder sensitization forums on the provisions of the finance bill and other revenue collection bills and bylaws.
- ix. Ensuring posting of all revenue sources in the IFMIS system.
- x. Preparing quarterly and annual revenue reports on all own source revenue and external sources.

- xi. Submitting regular reports to county assembly, national treasury and commission for revenue allocation on matters of revenue collection.
- xii. Identifying and provide baseline data on new sources of revenue.
- xiii. Maintaining records of all the revenue sources/centres, rates and revenues collected
- xiv. Championing automation of own source revenue streams in the County.
- xv. Ensuring all own source revenue collected is accounted for and banked intact.
- xvi. Preparing the budget for the directorate.

Professional and Academic Qualifications.

- i. Have a bachelor's degree in Commerce (Accounting or Finance): or
- ii. have a bachelor's degree in Business Administration/Management (Accounting or Finance) from a recognized institution.
- iii. Proficiency in Computer Application Skills relevant to financial management from a recognized institution.
- iv. Be a qualified Certified Public Accountant of Kenya (CPA K)
- v. Membership of the Institute Certified Public Accountant of Kenya (ICPAK).
- vi. Must have served as an Accountant in the public or private sector for a minimum period of five (5) years, three (3) of which must be in a senior management position.
- vii. Be conversant with the provisions of the public Finance Management Act,2012.
- viii. Conversant with IFMIS and other revenue management accounting or Enterprise Resource Planning (ERP) packages.
- ix. Demonstrate a thorough understanding of National goals, policies and development objectives and ability to align them to the County's mandate.

Terms of Service: Contract (Three (3) year).

2. SENIOR SUB-COUNTY REVENUE OFFICERS- JOB GROUP “CPSB 08” (3 POSITIONS)

The Sub-County Revenue Officer will report to the County Director of revenue. An officer at this level will be based at the Sub-County Headquarters and will be responsible for co-ordination of the activities of the Revenue Directorate at the respective Sub-County. The successful applicant will be offered a three-year renewable contract on performance.

Duties and Responsibilities

- i. Planning, directing and coordinating activities of the revenue unit.
- ii. Developing new strategies on revenue mobilization.

- iii. Managing the training and development function of the revenue unit's staff.
- iv. Supervising and Co-coordinating collection of Revenue in line with stipulated revenue laws and regulations.
- v. Identifying and reporting untapped sources of revenue.
- vi. Preparing of relevant daily, weekly, monthly and quarterly reports on revenue collection targets, trends and variances.
- vii. Conducting revenue potential assessment and baseline surveys for existing and new streams for adoption by the county government.
- viii. Detecting, preventing and reporting fraudulent activities in revenue collections.
- ix. Ensuring only duly authorized county documents are in use in revenue collection activities.
- x. Ensuring safe custody of the Vihiga County Revenue assets and records.
- xi. Providing professional leadership and guidance to revenue collectors.
- xii. Reporting revenue defaulters.
- xiii. Ensuring all own source revenue collected is accounted for and banked intact.

Professional and Academic Qualifications,

- i. Have a bachelor's degree in Commerce (Accounting or Finance): or have a bachelor's degree in Business Administration/Management (Accounting or Finance) from a recognized institution.
- ii. Be a qualified Certified Public Accountant of Kenya (CPA K)
- iii. Membership of the Institute of Certified Public Accountant of Kenya (ICPAK).
- iv. Must have working experience of at least five (5) years in a comparable position in public or private sector.

Terms of Service: Contract (Three (3) years)

3. REVENUE CLERKS -JOB GROUP “CPSB 12” (50 POSITIONS)

The Revenue Clerks will report to the Sub-County Revenue Officers. An officer at this level will be based at the County ward and will be responsible for collection of revenue from the assigned revenue streams. The successful applicant will be offered a two-year renewable contract on performance.

Duties and Responsibilities

- i. Collecting revenue from the assigned revenue streams.
- ii. Preparing invoices and ensuring traders make payments as per the revenue laws and regulations.
- iii. Preparing daily reports on revenue collection.
- iv. Ensuring safe custody of the Vihiga County Revenue assets and records.
- v. Reporting revenue defaulters.

- vi. Reporting incidents and obstacles that may hinder smooth collection of revenue.
- vii. Creating awareness to traders on revenue payment.
- viii. Engaging and building good relationship with traders and creating a positive image of the Vihiga County Government.
- ix. Ensuring all own source revenue collected is accounted for and banked intact.
- x. Responsible for all accountable documents issued to him/her for purposes of revenue collection.
- xi. Ensuring safe custody of the revenue agency assets and records.

Academic Qualifications and Requirements.

- i. Have Kenya Certificate of Secondary Education and any post-secondary education Certificate.
- ii. Working experience in revenue or routine clerical work will be added advantage.
- iii. Basic report writing skills.
- iv. Interpersonal Skills (Communication and Organizational skills).

Terms of Service: Contract (Three (3) years)

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT & ICT

1. HEAD OF SECURITY AND ENFORCEMENT – JOB GROUP CPSB 04 (1 POSITION)

Duties and responsibilities

- i. Development and implementation of Enforcement and security practices and strategies
- ii. Planning, coordination and administration of County security service division
- iii. Implement, monitor and evaluate Training and development programmes for enforcement officers
- iv. Carrying out risk and audit assessment for the County Government security systems.
- v. Liaise with relevant security service agencies, attend senior security personnel meetings, advising the respective authority on mitigation measures;
- vi. Manage and supervise security service function including welfare and discipline of County enforcement staff
- vii. Coordination of related work on enforcement and security matters and prepares reports for consideration by the County Government Enforcement and Security Advisory Committee
- viii. Enforcement of County laws and regulations

- ix. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya
- x. Performing and other duties assigned from time to time

Requirements for appointment

- i. Bachelor of Arts degree in Criminology, Psychology, Sociology or any other related Social Science from a recognized University.
- ii. Have served for a period of at least ten (10) years in a relevant and comparable field in the Public Service, three years of which must have been in a senior management position on Kenya Police Service, Prisons Service or Kenya Defense Force at a Rank of Senior Management and above;
- iii. Leadership course from a recognized institution;
- iv. Demonstrate high integrity, good communication skills, interpersonal relationship and be a team player;
- v. Meet the requirement prescribed in Chapter Six (6) of the Constitution on Leadership and Integrity.

Terms of Service; Contract (Three (3) years)

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.

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 **20th day of February, 2023.**

Please take note that;

1. County Government of Vihiga is an equal opportunity employer.
2. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority** Communities are encouraged to apply.

3. Canvassing in any form will lead to automatic disqualification.

4. Please be informed that Vihiga County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEE** for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Clearance certificates (*Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities)*) and any other relevant documents during interviews



SECRETARY/CEO
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