

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:

ADVERTISEMENT

A. COUNTY PUBLIC SERVICE BOARD

1. POSITION: SENIOR ACCOUNTANT, JG 'L' (1 POST)

Duties and Responsibilities

- i. Heading the Accounts Unit of the Board;
- ii. Ensuring planning, directing, coordinating, supervising the Unit's areas of control;
- iii. Managing the training and development and function of the Unit;
- iv. Undertaking ad hoc assignments relating to accounting services;
- v. Preparing activity based budgeting, procurement plan, management reports and final accounts on timely basis;
- vi. Ensuring safe custody of Board assets and records;
- vii. Authorizing approved payments and signing of cheques;
- viii. Managing staff performance in line with set policies and procedures;
- ix. Providing professional leadership and guidance to staff in the Unit;
- x. Performing any other lawful duties that may be assigned;

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelors Degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;
OR
Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii. Relevant working experience of at least five (5) years;
- iv. Certificate in Computer Applications;
- v. Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable

2. POSITION: HUMAN RESOURCE MANAGEMENT OFFICER I, JG 'K' (2 POSTS)

Duties and responsibilities

- i. Analyzing and reporting on requests for recruitment of staff from various Departments;
- ii. Preparation and presentation of job application data;

- iii. Scheduling of interviews and inviting shortlisted candidates;
- iv. Preparing briefs and providing secretarial services to the relevant Committee of the Board;
- v. Receiving, checking, filing and returning rejected Annual Staff Appraisal Reports;
- vi. Dealing with all correspondence related to employment in the County;
- vii. Establishing and maintaining a website to facilitate recruitment and selection;
- viii. Conducting Human Resource Audit;
- ix. Assisting in performance management;
- x. Compiling discipline cases and appeal;
- xi. Assisting in addressing County Staff welfare and grievances;
- xii. Performing any other lawful duties that may be assigned;

Requirements for Appointment

- i. Bachelors Degree in Human Resource Management or other relevant field from a recognized institution;
- ii. Certificate in Computer Application from a recognized institution;
- iii. Three (3) years' experience in a Human Resource position in the public or private sector;
- iv. Demonstrate understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- v. Be a good team player with excellent interpersonal, communication and collaborative skills.

Terms of Service: Permanent and Pensionable

3. POSITION: MONITORING AND EVALUATION OFFICER I, JG 'K' (1 POST)

Duties and Responsibilities

- i. Collecting, collating and analyzing data in the various aspects of compliance as per Board's mandate;
- ii. Co-coordinating PC related surveys; identifying resources needed and related cost;
- iii. Maintaining the complaints mechanism, related processes and procedures to ensure that the Board has access to and is able to respond to feedback;
- iv. Undertaking research/benchmarks on best practice on implementation of Human Resource Management policies;
- v. Assisting in the development of the overall M&E framework for the Board;
- vi. Assisting in the coordination of the Performance Contract System reports;
- vii. Assisting in the preparation of progress reports for the Board including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations;
- xiii. Performing any other lawful duties that may be assigned;

Requirements for Appointment

- i. Bachelor's Degree in Statistics or Economics;
- ii. Certificate in Monitoring and Evaluation course of not less than three (3) months;
- iii. Certificate in Computer Application from a recognized institution;
- iv. Relevant working experience in the public/private service for a minimum period of three (3) years;
- v. Good Analytical and Organizational skills;
- vi. Leadership and supervisory skills

Terms of Service: Permanent and Pensionable

4. POSITION: RECORDS MANAGEMENT OFFICER I, JG 'K' (1 POST)

Duties and Responsibilities

- i. Heading the records management function of the Board;
- ii. Overseeing the daily operations of the registry;
- iii. Implementing Board decisions in the Unit;
- iv. Maintaining compliment control on behalf of the Board;
- v. Planning appropriate office accommodation for registry services;
- vi. Initiating appraisal and movement of files, documents and records in accordance with government regulations;
- vii. Ensuring proper, secure & computer based storage of files for ease of retrieval;
- viii. Performing any other lawful duties that may be assigned;

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's degree in Information Science/Library Sciences/ Record Management or equivalent qualifications from a recognized institution;
- iii. Diploma in ICT;
- iv. Certificate in Computer Applications from a recognized institution;
- v. Relevant working experience in the public/private sector for a minimum period of three (3) years;
- vi. Shown outstanding professional competence and administrative ability in the management of record functions.

Terms of Service: Permanent and Pensionable

B. IMARISHA AFYA YA MAMA NA MTOTO PROGRAM (OPARANYACARE)

5. POSITION: SOCIAL POLICY OFFICER , JG 'K' (1 POST)

Duties and Responsibilities

- i. Reports to the Program Manager;
- ii. Constituting and coordinating compliments/complaints & grievances of teams at Ward levels in the County;
- iii. Linking the program with other social protection institutions in the County and Nationally;
- iv. Ensuring that relevant program with other social protection is disseminated to the primary beneficiaries and the general public in liaison with the Communication Officer;
- v. Employing all available communication channels to ensure that relevant information on social protection reaches all concerned parties;
- vi. Procuring relevant social protection communication material and airtime on timely basis;
- vii. Collaborating with various social protection officers in the County to ensure relevant social protection information is disseminated accurately to the vulnerable groups;
- viii. Coordinating an elaborate referral system to other existing social protection services;
- ix. Performing any other lawful duties that may be assigned by the Program Manager.

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Be in possession of a Bachelors Degree in Social Science from a recognized university;
- iii. Certificate in Computer Applications from a recognized institution;

- iv. At least one year working experience with cash transfer programs will be added advantage;
- v. Must be proficient in both English and Swahili. Working knowledge of Luhya language will be an added advantage;
- vi. Have good communication and computer skills;
- vii. Demonstrate a good understanding of the County Government's mandate, health policies, vision, mission as well as Vision 2030;
- viii. Demonstrate understanding and commitment to the national values and principles of Public Service and Governance as espoused in the Constitution of Kenya, 2010, Article 10 and 232.

Terms of Service: One (1) year Contract

RE - ADVERTISEMENT

C. TAX COLLECTION AGENCY

1. POSITION: CHIEF REVENUE ADMINISTRATOR (1 POST)

The Chief Revenue Administrator will be responsible to the Board for strategic, effective and efficient management of the Kakamega Tax Collection Agency.

Duties and Responsibilities:-

- i. Secretary/Chief Executive Officer of the Agency;
- ii. In charge of programs directly linked to the attainment of the Agency's strategic objective;
- iii. Responsible for implementation of overall strategic and policy direction and leadership
- iv. Overseeing placement and welfare of Agency staff;
- v. In charge of day-to-day running of the Agency;
- vi. Implementing policy direction of the Agency as directed by the Board;
- vii. In charge of tax determination/assessment, collection and enforcement under the Act;
- viii. Coming up with the innovative programs that will grow the Revenue base for the County;
- ix. Performing any other lawful duties that may be assigned;

Requirements for Appointment:-

- i. Masters of Business Administration Degree (Finance or Accounting) or its equivalent;
- ii. Certified Public Accountants of Kenya (CPA-K) or its equivalent;
- iii. Certificate in Computer Application from a recognized institution;
- iv. Over ten years relevant working experience, five of which must have been at a senior managerial level;
- v. Must have attended a Management Course of not less than four weeks;
- vi. Relevant knowledge of revenue regimes will be desirable.

Terms of Service: Negotiable

N.B: Those who had earlier applied before need not to apply.

2. POSITION: DEPUTY CHIEF REVENUE ADMINISTRATOR (ADMINISTRATIVE AND SUPPORT SERVICES)- (1 POST)

Duties and Responsibilities:-

- i. Deputize the Chief Revenue Administrator in performing duties of the office;
- ii. Human Resource Management;

- iii. In charge of Finance, Procurement, Internal Audit and Legal Services;
- iv. Oversee matters of Sub-County and outpost offices, administration and logistics;
- v. Information, Communication and Technology;
- vi. Assist the Chief Revenue Administrator of the Agency in strategic operations/functioning and policy implementation;
- vii. Performing any other lawful duties that may be assigned from time to time by the Chief Revenue Administrator.

Requirements for Appointment:-

- i. Bachelor of Commerce Degree or its equivalent;
- ii. Be a holder of Certified Public Accountants of Kenya (CPA-K) or a specialization in management discipline;
- iii. Over 7 years of working experience, five of which must have been in senior managerial level;
- iv. Have experience in management of Human Resources and Administration services;
- v. Must have attended a Management Course not less than four weeks;
- vi. Relevant knowledge of Revenue regimes will be desirable

Terms of Service: Negotiable

N.B: Those who had earlier applied before need not to apply.

3. POSITION: DEPUTY CHIEF REVENUE ADMINISTRATOR (TECHNICAL SERVICES) –(1 POST)

Duties and Responsibilities:-

- i. Deputize the Chief Revenue Administrator in performing duties of the office;
- ii. In charge of revenue collection operations;
- iii. Supervise compliance, enforcement and quality assessment;
- iv. Dispute resolution;
- v. Technical Training, Ethics and Integrity;
- vi. Assist the Chief Revenue Administrator of the Agency in strategic operations/functioning and policy implementation;
- vii. Train and supervise staff in the section: and
- viii. Performing any other lawful duties that may be assigned by the Chief Revenue Administrator of the Agency.

Requirements for Appointment:-

- i. Bachelor of Commerce Degree or its equivalent;
- ii. Be a holder of Certified Public Accountants of Kenya (CPA-K) or its equivalent;
- iii. Certificate in Computer Application from a recognized institution;
- iv. Over 7 years of working experience, five of which must have been at senior managerial level;
- v. Must have attended a Management Course not less than four weeks;
- vi. Relevant knowledge of Revenue regimes will be desirable.

Terms of Service: Negotiable

N.B: Those who had earlier applied before need not to apply.

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:-

- Kenya Revenue Authority;
- Higher Education Loans Board;

- Ethics and Anti-Corruption Commission;
- Criminal Investigation Department.

Copies of these clearances **MUST** be attached to the applications.

HOW TO APPLY

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

*Online applications are available on the County Website.

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

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

Kakamega County residents will be required to indicate their Sub-County and Ward of residence in the application.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2nd Floor on or before 9th May, 2017.**

All applications should reach this office on or before 5th May, 2017.

County Government of Kakamega is an equal opportunity employer

Persons with Disabilities are encouraged to apply

Canvassing will lead to automatic disqualification

NOTE: Only Shortlisted candidates will be contacted

SECRETARY/CEO