

COUNTY GOVERNMENT OF NANDI



PUBLIC SERVICE BOARD

JOB VACANCIES

A) SUB-COUNTY ADMINISTRATORS (6 POSTS) JOB GROUP “Q”

The Sub-county Administrator will be in-charge of one the following sub-counties: Emgwen, Chesumei, Nandi-Hills, Tindiret, Aldai and Mosop.

Terms of of Service:Contract

Salary: As Provided By SRC

a) Duties and responsibilities

The sub-county administrator shall be responsible for the coordination, management, and supervision of the general administrative functions in the sub-county units, including;

1. The development of policies and plans
2. Ensuring effective service delivery
3. Developmental activities to empower the community
4. The provision and maintenance of infrastructure and facilities of public service
5. Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services
6. Exercise any function and powers delegated by the County Public Service Board.

b) Qualifications/Requirements

1. Be a Kenyan citizen
2. Be a holder of a first Bachelors degrees from a university recognized in Kenya. Those with a Master’s degree have an added advantage.
3. Working experience of not less than five (5) years
4. Have qualifications and knowledge in administration or management.

DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT JOB GROUP „Q“ 1 POST

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- a) Responsible for the day to day management of the entire supply chain department;
- b) Issue/provide administrative guideline on implementation and interpretation of public procurement and Disposal Act 2005 and the supporting regulations;
- c) Develop county annual procurement plan and ensure its full implementation.
- d) Advise the entire county government on matters relating to supply chain management
- e) Prepare tender documents in accordance with public procurement Act 2005 and implementing regulations and coordinate the entire tendering process.
- f) In liaison with other finance functions, provide guidelines on matters of procurement, contract design and contract implementations;
- g) Secretary to the Tender committee;
- h) Ensure that support-staff keep county records and key information in a timely, accurate and complete manner.

Requirement for appointment

- a) Served as procurement officer for at least 5 years.
- b) Bachelor`s degree in economics ,accounts or finance
- c) Post graduate diploma in procurement / supplies management.
- d) A registered member of Kenya institute of supplies management.
- e) Show merit in job management.
- f) Be a Kenya Citizen.
- g) Ability to work under pressure to meet strict deadlines.
- h) Good organizational, communication and interpersonal skills.
- i) Must demonstrate a high degree of honesty, integrity and responsibility.
- j) Demonstrated professional competence in work performance and result.

ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT JOB GROUP “P” 1 POST

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- i) Assist in day to day management of the entire supply chain department;
- j) Assist in providing administrative guideline on implementation and interpretation of public procurement and Disposal Act 2005 and the supporting regulations;
- k) Assist in developing county annual procurement plan and ensure its full implementation.
- l) Advise the entire county government on matters relating to supply chain management
- m) Prepare tender documents in accordance with public procurement Act 2005 and implementing regulations and coordinate the entire tendering process.

- n) Assist in providing guidelines on matters of procurement, contract design and contract implementations;
- o) Ensure that support-staff keep county records and key information in a timely, accurate and complete manner.

Requirement for appointment

- k) Served as procurement officer for at least 5 years.
- l) Bachelor`s degree in economics ,accounts or finance
- m) Post graduate diploma in procurement / supplies management.
- n) A registered member of Kenya institute of supplies management.
- o) Show merit in job management.
- p) Be a Kenya Citizen.
- q) Ability to work under pressure to meet strict deadlines.
- r) Good organizational, communication and interpersonal skills.
- s) Must demonstrate a high degree of honesty, integrity and responsibility.
- t) Demonstrated professional competence in work performance and result.

A. DEPUTY DIRECTOR, NATURAL RESOURCES – JOB GROUP „Q“ (1 POST)

Duties & Responsibilities

- i. Directing, coordinating and implementing the operations and overall administration of the Environment Department.
- ii. Formulating and implementing the Departmental work plan.
- iii. Reporting of possible natural resources management issues and mitigation measures.
- iv. Research on and mapping of natural resources.
- v. Organization of stakeholders’ fora to identify needs, monitor and evaluate implementation.
- vi. Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets.

Requirements

- i. Be a Kenya Citizen.
- ii. Be a holder of degree in Civil Engineering or Analytical Chemistry or Water Engineering or Environmental Engineering or any other relevant degree from a recognized University.
- iii. Demonstrate a high degree of professional and technical competence as reflected in work performance & results.
- iv. Be conversant with Environmental laws and water Sector Reforms.
- v. Knowledgeable in environmental conservation and gainful exploitation of forest resources.
- vi. Practical skills in designing & execution of community based water & sanitation projects.
- vii. Demonstrate merit and ability as reflected in work performance and results.

- viii. Must have 5 years work experience in the relevant field.

B. ASSISTANT DIRECTOR, NATURAL RESOURCES – JOB GROUP „P“ (1 POST)

Duties & Responsibilities

- vii. Assist in directing, coordinating and implementing the operations and overall administration of the Environment Department.
- viii. Assist in Formulating and implementing the Departmental work plan.
- ix. Assist in organization of stakeholders’ fora to identify needs, monitor and evaluate implementation.
- x. Assist in formulation & implementation of the Departmental strategic plan, policies & annual operating budgets.
- xi. Reporting of possible natural resources management issues and mitigation measures.
- xii. Research on and mapping of natural resources.

Requirements

- i. Be a Kenya Citizen.
- ii. Be a holder of degree in Civil Engineering or Analytical Chemistry or Water Engineering or Environmental Engineering or any other relevant degree from a recognized University.
- iii. Demonstrate a high degree of professional and technical competence as reflected in work performance & results.
- iv. Be conversant with Environmental laws and water Sector Reforms.
- v. Knowledgeable in environmental conservation and gainful exploitation of forest resources.
- vi. Practical skills in designing & execution of community based water & sanitation projects.
- vii. Demonstrate merit and ability as reflected in work performance and results.
- viii. Must have 5 years work experience in the relevant field.

DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT, JOB GROUP „Q“ (1 POST)

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- i. Oversee all human resource management matters of the county.
- ii. Establish human resource systems structures and procedures
- iii. Coordinate matters and systems relating to human resource strategy and deployment in the county

- iv. Provide direction on strategic human resource planning and development
- v. Coordinate training and capacity development for the County staff
- vi. Provide guidance on human resource policies and procedures
- vii. Liaise with county departments on issues of human capital development and management.
- viii. Provide overall guidance on personnel contracts benefit schemes and welfare management.
- ix. Represent the department in relevant meetings on human resource matters.
- x. Any other relevant duties that may be assigned.

Requirements and competencies for appointment:-

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelors Degree in Human Resource or any other equivalent qualifications.
- iii. Have knowledge, experience and distinguished career of not less than (5) years in H.R department.
- iv. A member of IHRM
- v. Good knowledge of labor laws and handling of industrial relations matters.
- vi. Strong management and negotiation skills

A. DEPUTY DIRECTOR FINANCE (1 POST) JOB GROUP “Q”

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- i. Directing, coordinating and implementing the operations and overall administration of the Finance Department.
- ii. Formulating and implementing the Departmental work plan.
- iii. Undertaking review of accounting systems and recommending necessary changes
- iv. Compiling reports on non compliance by accounting units with standards and other financial regulations for action by the department.
- v. Authorize payments and set limits as appropriate
- vi. Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets.

Qualifications/Requirements for appointment

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelors Degree in Commerce, Finance, Accounting, Business Administration or any other equivalent qualifications.
- iii. Passed part III of Certified Public Accountants (CPA) or its recognized equivalent
- iv. Registered with the institute of certified Public Accountants (ICPAK)
- v. Have knowledge, experience and distinguished career of not less than (5) years in Finance department.
- vi. Good knowledge of Public Finance Management Act and any other laws related to handling of finance matters.
- vii. Strong management and negotiation skills

B. ASSISTANT DIRECTOR FINANCE (1 POST) JOB GROUP “P”

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- i. Assist in Directing, coordinating and implementing the operations and overall administration of the Finance Department.
- ii. Assist in Formulating and implementing the Departmental work plan.
- iii. Undertaking review of accounting systems and recommending necessary changes
- iv. Compiling reports on non compliance by accounting units with standards and other financial regulations for action by the department.
- v. Assist in Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets.

Qualifications/Requirements for appointment

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelors Degree in Commerce, Finance, Accounting, Business Administration or any other equivalent qualifications.
- iii. Passed part III of Certified Public Accountants (CPA) or its recognized equivalent
- iv. Registered with the institute of certified Public Accountants (ICPAK)
- v. Have knowledge, experience and distinguished career of not less than (5) years in Finance department.
- vi. Good knowledge of Public Finance Management Act and any other laws related to handling of finance matters.
- vii. Strong management and negotiation skills

viii. Shown merit and ability as reflected in work performance and results.

A. DEPUTY DIRECTOR AUDIT (1 POST) JOB GROUP “Q”

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- i. Directing, coordinating and implementing the operations and overall administration of the Audit Unit.
- ii. Enhancing internal controls
- iii. Formulating and implementing the Departmental work plan.
- iv. Undertaking review of Audit systems and recommending necessary changes
- v. Compiling reports on non compliance by departments with standards and other financial regulations for action by the relevant departments.
- vi. Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets for Audit unit.

Qualifications/Requirements for appointment

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelors Degree in Commerce, Finance, Accounting, Business Administration or any other equivalent qualifications.
- iii. Passed part III of Certified Public Accountants (CPA) or its recognized equivalent
- iv. Registered with the institute of certified Public Accountants (ICPAK)
- v. Have knowledge, experience and distinguished career of not less than (5) years in Finance department..
- vi. Good knowledge of Public Finance Management Act and any other laws related to audit matters.
- vii. Understanding of Government Operations, Financial Reporting and Auditing

B. ASSISTANT DIRECTOR AUDIT (1 POST) JOB GROUP “P”

Terms of service: Permanent and Pensionable

Salary: As provided by SRC

Duties and responsibilities

- i. Assist in Directing, coordinating and implementing the operations and overall administration of the Audit Unit.
- ii. Assist in Enhancing internal controls
- iii. Assist in Formulating and implementing the Departmental work plan.
- iv. Undertaking review of Audit systems and recommending necessary changes
- v. Compiling reports on non compliance by departments with standards and other financial regulations for action by the relevant departments.
- vi. Assist in Formulation & implementation of the Departmental strategic plan, policies & annual operating budgets for Audit unit.

Qualifications/Requirements for appointment

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelors Degree in Commerce, Finance, Accounting, Business Administration or any other equivalent qualifications.
- iii. Passed part III of Certified Public Accountants (CPA) or its recognized equivalent
- iv. Registered with the institute of certified Public Accountants (ICPAK)
- v. Have knowledge, experience and distinguished career of not less than (5) years in Finance department..
- vi. Good knowledge of Public Finance Management Act and any other laws related to audit matters.
- vii. Understanding of Government Operations, Financial Reporting and Auditing

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 clearance certificates indicating the position applied for on the envelope and addressed to:

**The Secretary
Nandi County Public Service Board
P.O. Box 802-30300
Kapsabet**

Hand delivered applications can be submitted at the Public Service Board offices.

Applications should be received on or before Friday 3rd November 2017.

Women and the physically challenged are encouraged to apply.

Nandi County is an equal opportunity employer.