



**THE COUNTY GOVERNMENT OF TAITA TAVETA
COUNTY PUBLIC SERVICE BOARD**

ADVERTISEMENT

The Taita Taveta County public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

VACANCY IN THE DEPARTMENT OF FINANCE AND PLANNING

1. INTERNAL AUDITOR I JG 'K' (2 POSTS – PERMANENT & PENSIONABLE DUTIES AND RESPONSIBILITIES

- i. Reviewing the Governance mechanisms of the entity and mechanisms for transparency and accountability with regard to the finances and assets of the County Government;
- ii. Conducting risk-based, value for money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objective of the County Government;
- iii. Verifying the existence of assets administered by the County Government and ensuring that there are proper safeguards for their protection;
- iv. Providing assurance that appropriate institutional policies and procedures and good business practices are followed by the entity,
- v. Evaluating the adequacy and reliability of information available to management for making decision with regards to the entity and its operations;
- vi. Any other duties assigned by the Head of Treasury (Audit).

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan Citizen;

- ii. Bachelor's degree in Commerce(Accounting, Finance Operations Management options) from a recognized university;

OR

- iii. Passed Part III of the Certified Public Accountants(K) CPA examination or attained an equivalent professional qualification such as ACCA;

OR

- iv. Passed Part I of the Certified Internal Auditor (CIA) examination administered by the Institute of Internal Auditors(IIA) or equivalent professional examination;
- v. Must be Computer literate;
- vi. Results driven and a team player;
- vii. Demonstrate good communication and analytical skills;
- viii. Satisfy the requirements of Chapter Six of the Constitution of Kenya
- ix. Those working in the County Government are encouraged to apply.

2. ACCOUNTANT II JG 'J'(6 POSTS – PERMANENT & PENSIONABLE DUTIES AND RESPONSIBILITIES

Working under the supervision and directions of the Head of Treasury (Accounts), successful candidates shall be involved in performing the following duties:

- i. Preparation and verification of vouchers;
- ii. Data entry;
- iii. Balancing of cash books, imprest and advances etc;
- iv. Safe custody of records and Government assets;
- v. Processing of payments in the IFMIS system.

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan Citizen;
- ii. A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications;

OR

- iii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

OR

- iv. Worked as an Accounts Assistant I JG 'H' for a minimum period of three(3) years;
- v. Ability to use IFMIS system will be an added advantage;
- vi. Satisfy the requirements of Chapter six of the Constitution of Kenya;
- vii. Those working under the County Government are encouraged to apply.

**3. ACCOUNTANT I JG 'K' (5 POSTS – PERMANENT & PENSIONABLE
DUTIES AND RESPONSIBILITIES**

- i. Verification of vouchers and committal documents;
- ii. Data capture in the IFMIS system;
- iii. Maintenance of primary records such as cash books, ledgers, vote books and preparation of management reports;
- iv. Safe custody of Government records and assets under him/her;
writing cheques and posting payments and receipt vouchers in the cash books;
- v. Balancing and ruling of the cash book on daily basis;
- vi. Payments in the IFMIS system.

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan Citizen;
- ii. Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

OR

- iii. Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

OR

- iv. Served as Accountant II, Job Group 'J' for a minimum period of three (3) years;
- v. Have certificate in Computer applications;
- vi. Ability to use IFMIS system will be an added advantage;
- vii. Satisfy the requirements of Chapter six of the constitution of Kenya;
- viii. Those working under the County Government are encouraged to apply.

**4. SENIOR ACCOUNTANT JG ‘L’ (2 POSTS – PERMANENT & PENSIONABLE
DUTIES AND RESPONSIBILITES**

- i. Preparation of Financial Management Report;
- ii. Planning, directing, co-ordinating and supervising staff under him/her;
- iii. Authorization of payments and signing cheques;
- iv. Certification and Verification of returns, documents and vouchers;
- v. Responsible for Government assets, records and custody of Accountable documents.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:-

- i. Served in the grade of Accountant I, Job Group ‘K’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
 - ii. Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification;
- OR**
- iii. A Bachelor’s Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent;
 - iv. Must be a Kenyan Citizen;
 - v. Certificate in Computer Applications;
 - vi. Ability to use IFMIS system will be an added advantage,
 - vii. Satisfy the requirements of Chapter six of the Constitution of Kenya;
 - viii. Those working under the County Government are encouraged to apply.

**5. SUPPLY CHAIN MANAGEMENT OFFICER II JG ‘J’ (3 POSTS – PERMANENT
& PENSIONABLE**

DUTIES AND RESPONSIBILITES

- i. Preparation of procurement plans for the financial year;
- ii. Ensuring timely supply of quality goods and services;
- iii. Managing suppliers effectively;
- iv. Making recommendations for disposal of idle and obsolete assets;

- v. Enforcement of Government procurement regulations, systems and procedures;
- vi. Market surveys and research;
- vii. Stores management and stock control;
- viii. Management of inventory.

REQUIREMENTS FOR APPOINTMENT

- i. Post graduate Diploma in Purchasing and Supplies Management from a recognized institution;

OR

- ii. Has served in Job Group 'H' in Public Service or in a comparable position in the private sector for a minimum period of three (3) years.
- iii. Must be a Kenyan Citizen;
- iv. Results driven and a team player;
- v. Candidate must be computer literate;
- vi. High degree of integrity and honesty;
- vii. Demonstrate knowledge and experience in Public Procurement;
- viii. Satisfy the requirements of Chapter six of the Constitution;
- ix. Computer literate in packages used in Supply Chain Management;
- x. Have a thorough understanding of Public Procurement and Disposal Act 2005 and its regulations;
- xi. Must be registered with Kenya Institute of Supplies Management;
- xii. Those working under the County Government are encouraged to apply.

6. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER JG 'L' (1 POST – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- i. Planning and coordinating of Supply Chain Management activities in areas such as Procurement Fleet Management Distribution;
- ii. Disposal of idle stores and equipment;
- iii. Market Surveys and Research;
- iv. Preparation of procurement planning;
- v. Co-ordination and monitoring of all projects in the County;

- vi. Maintaining and updating of bi-annual contract list;
- vii. Enforcement of Government procurement regulations, systems and procedures.

REQUIREMENTS FOR APPOINTMENT

- i. Must be a Kenyan Citizen;
- ii. A Bachelor's degree in Procurement and Supply Chain Management;
- iii. Must have served in the grade of Supply Chain Management Officer I JG 'K' or a comparable and relevant position in the Public and Private sector for a minimum period of three(3) years;
- iv. Show merit and ability as reflected in work performance;
- v. Candidates must be Computer literate;
- vi. High degree of integrity and honesty;
- vii. Demonstrate knowledge and experience in Public Procurement;
- viii. Satisfy the requirements of Chapter six of the Constitution of Kenya;
- ix. Have a thorough understanding of the Public Procurement and Disposal Act 2005;
- x. Must be registered with the Kenya Institute of Supplies Management;
- xi. Those working under the County Government are encouraged to apply.

7. POSITION: DIRECTOR OF BUDGET AND EXPENDITURE JOB GROUP 'R'

Number of Posts: One (1)

Terms of Service: 4 Years Renewable Contract

Overall Responsibility

The Officer will be the Head of County Budgeting Function Policy Unit and will be responsible to the Chief Officer Finance and Planning for the efficient management of Budget Policy Services at the County.

Duties and Responsibilities will include:

1. Consolidating and prioritizing of areas for allocation of public resources for the County.
2. Identifying programmes at the County at the County at and in consolidating programs at the sub-county level for inclusion in the project bases budget.
3. Issuing guidelines of the budget process to be followed by all County offices;
4. Preparing and submitting the County Budget Fiscal Strategy Paper (CFSP) in line with the County objectives in the Budget Policy Strategy to the County Executive.
5. Preparing and submitting the County Budget Review and Outlook Paper (CBROP)

6. Publishing and publishing the CBROP
7. Preparing and submitting the relevant draft bills to the County Assembly
8. Ensuring the systems in place are adopted and used as required
9. Coordinating allocation of resources among sectors through the sector process
10. Provide leadership in budget management in the county
11. Taking charge of matters pertaining to the budget including preparation, printing and submission of the estimates to County Assembly
12. Undertake capacity building of staff at the County level
13. Advising the County Secretary on Budget Management, and
14. Asses the risks involved in new and existing budget policies

Requirements for Appointment

1. Served in the grade of Deputy Director of Budget and Expenditure Job Group 'Q' for a minimum period of three (3) Years or comparable and relevant position in the Public Service or relevant working experience of not less than five years in a comparable relevant position in the Private sector.
2. Bachelor Degree in Finance, Accounting, Business Administration, Commerce, or in a relevant equivalent.
3. Must be a holder of CPA (K)
4. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (IFE).
5. A Master's Degree with a bias in Accounting or Finance will be an added advantage
6. Have very good Microsoft Excel and IFMIS management skill.
7. Must have attended a course in Strategic Leadership

8. POSITION: DIRECTOR OF INTERNAL AUDIT JOB GROUP R

Number of Posts: One (1)

Terms of Service: 4 Years Renewable Contract

Overall Responsibility

The officer will be the head of Internal Audit and will be responsible to the Chief Officer Finance for the efficient management of Internal Audit Services in the County

Duties and Responsibilities will include:

1. Planning, organizing, directing, coordinating and controlling of Internal Audit Services;
2. Playing a key role in maintain a strong control environment and supporting initiatives that improve performance;
3. Undertaking capacity building for staff at the County level;
4. Establishing the risk based audit plans consistent with County objectives;
5. Developing leading capabilities in terms of resources methodology and technology and

6. Communicating plans of engagement and resource requirements for internal audit functions.

Requirements for Appointment

1. Served in the grade of Deputy Director of Audit Job Group 'Q' for a minimum period of three (3) Years or comparable and relevant position in the Public Service or relevant working experience of not less than five years in a comparable relevant position in the Private sector.
2. A Bachelor's Degree in Finance, Accounting, Business Administration, Commerce or in a relevant equivalent.
3. Be a holder of CPA (K) or its recognized equivalent.
4. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (IFE).
5. Must have attended a course in Strategic Leadership.
6. A Master's Degree with a bias in Accounting or Finance will be an added advantage.
7. Have very good Microsoft Excel and IFMIS management skills.

All applications should be submitted in a sealed envelope addressed to:

The Secretary/CEO

County Public Service Board

Private Bag

Voi

Or hand delivered at the Board offices located at Maghamba Plaza, Ground Floor, Opposite Kenya Power offices, Voi Taita Taveta County.

Important information

- Candidates Must attach a clear copy of their national identity card or valid passport
- All candidates should satisfy the requirements of chapter six. In their applications, they should attach **valid** Clearance Certificates from the Ethics and Anti-Corruption Commission(**EACC**), Kenya Police Service (**Certificate of Good Conduct**),Kenya Revenue Authority tax Clearance(**KRA tax clearance certificate**)Higher Education Loans Board(**HELB**) and the Credit Reference Bureau(**CRB**)
- All applications with copies of academic, professional and all other relevant testimonials should reach the County Public Service Board on or before **Friday 11th November , 2016**
- Only shortlisted candidates will be contacted

- Youth, women and persons with special needs are encouraged to apply
Candidates found canvassing will automatically be disqualified.

SECRETARY/CEO

COUNTY PUBLIC SERVICE BOARD

21st October 2016