



# COUNTY GOVERNMENT OF BUNGOMA

## COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: [cpsb.bungoma50200@gmail.com](mailto:cpsb.bungoma50200@gmail.com)



COMMITMENT TO SERVE WITH INTEGRITY

### VACANCIES (No. 4)

The County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the following vacant positions as per the *Constitution of Kenya 2010 Cap 11 Section 235*, and the *County Government Act 2012, Section 45 and 59*.

### GOVERNOR'S OFFICE

#### COUNTY CHIEF OFFICERS, JOB GROUP "S" [7 POSTS]

No	Department
1.	Finance
2.	Water
3.	Economic Development
4.	Cooperative Development
5.	Trade, Energy & Industrialization
6.	Public Service Management & Administration
7.	Lands, Urban, Physical Planning & Housing

#### Duties and Responsibilities

The Chief Officer shall be the authorized officer in a specific department and shall be responsible to the respective County Executive Committee Member.

#### Specific Duties and Responsibilities

- Administration of a County Department
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals
- Development and implementation of strategic plans
- Implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
- Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya
- Performing any other duties as may be assigned by the County Executive Committee Member

#### Requirements for Appointment

For appointment to this grade, one must;

- Be a Kenyan citizen
- Have a bachelor's degree from a University recognized in Kenya
- Possession of a Master's degree in a relevant field will be an added advantage
- Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position

- e) Have demonstrated thorough understanding of County Development objectives and Vision 2030
- f) Be results oriented and a strategic thinker
- g) Have excellent communication, organizational and interpersonal skills
- h) Have capacity to work under pressure to meet strict deadlines
- i) Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- j) Satisfy the requirements of Chapter Six of the Constitution
- k) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya
- l) Be computer literate

**Terms of Service - 5 years contract**

*Note: applicants should specify the department for which they wish to head*

*The County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the under mentioned positions*

**DEPARTMENT OF TRADE, ENERGY & INDUSTRIALIZATION**

**SECRETARY INVESTMENTS, RESOURCE MOBILIZATION & PARTNERSHIPS, JG 'S' [1 POST]**

**The duties and responsibilities of the post will include:**

- a) Mobilize potential investors both locally and internationally to partner with the County Government to implement a number of development projects.
- b) Marketing the myriad of economic potential areas which will lead to transformation of Bungoma County by the year 2020.
- c) Prepare sectorial investment plans for County against the County integrated Development plan.
- d) Maintain updated records for filing systems on the investment opportunities, plans and priority areas.
- e) Research on viable investments
- f) Ensure compliance to laws and regulations on investments and
- g) Prepare annual reports on the social and economic impact of Investments undertaken.

**Requirements for appointment**

For appointment to this grade, a candidate must:

- a) Be a Kenyan citizen.
- b) Have vast knowledge and experience of not less than 10 years in the relevant field, 5 years of which should be in a management position.
- c) Have a bachelor's degree in Economics or any other related field from a University recognized in Kenya.
- d) Demonstrate thorough understanding of County Development objectives and Vision 2030.
- e) Be result oriented and a strategic thinker.
- f) Have excellent communication, organizational and interpersonal skills.
- g) Have capacity to work under pressure to meet strict deadlines.
- h) Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- i) Satisfy the requirements of Chapter Six of the Constitution.

- j) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.
- k) Be computer literate.

**Note: Candidates with Master's degree in a relevant field will have an added advantage**  
**Terms of Service: 5 years Contract**

## **DEPARTMENT OF FINANCE**

### **COUNTY DIRECTOR ACCOUNTING SERVICES, JOB GROUP "R", [1 POST]**

#### **Duties and responsibilities**

- a) Planning, organizing, coordinating and administration of all accounting activities within the accounting unit;
- b) Acting as liaison officer between the accounting unit and the Accountant General
- c) Provision of advisory services to the Accounting officer and other stakeholders on all financial and accounting matters in an accounting unit
- d) Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions
- e) Developing supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures
- f) Provision of quality and timely accounting services in the accounting unit including maintenance of accurate accounting records and preparation of management and statutory financial reports
- g) Ensuring conformity to the law
- h) Participate fully in departmental committees' especially tender, planning, audit, training, etc
- i) Authorizing payments, sign cheques, identify suitable cheques signatories and set limits as appropriate
- j) Maintain an inventory on all bank accounts in the accounting unit and their approved signatories
- k) Ensuring safe custody of government assets and records

#### **Requirements for the appointment**

For appointment to this grade, one must;

- a) Be a Kenyan citizen
- b) Have served for a minimum period of twelve (12) years, three years of which at the grade of Deputy Director Accounting Services Job group "Q" or in a comparable or relevant position in a public service or private sector
- c) Have passed part III of Certified Public Accountants (CPA) or its recognized equivalent
- d) Have a Masters degree in any of the following disciplines; Accounting, Finance, Business Administration, Commerce or their equivalent from a recognized institution
- e) Be registered with the institute of Certified Public Accountants of Kenya (ICPAK) and registration of Accountants Board (RAB)
- f) Have shown merit and ability as reflected in work performance and results

**Terms of Service -5 years contract**

## **COUNTY DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP “R”, [1 POST]**

### **Duties and Responsibilities**

- a) Introduction of systems that will facilitate effective and efficient management of supply chain management function
- b) provision of guidance on supply chain management policy matters to departments
- c) developing a regulatory framework and standards
- d) updating the existing rules and regulations in line with the changing environment such as laws and related statutes
- e) coordination of the administration of the scheme of service for supply chain management personnel

### **Requirements for the appointment**

For appointment to this grade, one must;

- a) Be a Kenyan citizen
- b) Have served for a minimum period of twelve (12) years, three years of which at the grade of Deputy Director Supply Chain Management Job group “Q” or in a comparable or relevant position in a public service or private sector
- c) Have a diploma in Supply Chain Management or its approved equivalent from a recognized institution
- d) Be in possession of a Bachelor’s degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies management, Marketing, Law or their equivalent qualifications from recognized institution
- e) Have a masters degree in any of the following; Procurement and Supply management, Business Administration, Commerce, Logistics and supply chain management or their equivalent qualifications from recognized institution
- f) Valid practicing license from Kenya Institute of Supplies Management
- g) Have attended strategic leadership development program from a recognized institutions
- h) Have demonstrated professional competence, administrative capabilities and initiative in the general organization and management of supply chain management functions

### **Terms of Service -5 years contract**

## **DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT JG “Q” [1 POST]**

### **Duties and Responsibilities**

- a) Analyzing Supply Chain Management structures and systems ;
- b) Determining and proposing methods and strategies of handling supply chain management function;
- c) Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology and;
- d) Coordinate the development of strategic plans for the County Departments.

### **Requirements for the appointment**

For appointment to this grade, one must:

- a) Be a Kenyan citizen
- b) Have served for a minimum period of ten (10) years, three years of which at the grade of Assistant Director Supply Chain Management Job group “P” or in a comparable or relevant position in a public service or private sector.
- c) Have a diploma in Supply Chain Management or its approved equivalent from a recognized institution

- d) Be in possession of a Bachelor's degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent qualifications from recognized institution
- e) Have a masters degree in any of the following; Procurement and Supply management, Business Administration, Commerce, Logistics and Supply Chain Management or their equivalent qualifications from a recognized institution
- f) Valid practicing license from Kenya Institute of Supplies Management
- g) Have attended Strategic Leadership Development Program from a recognized institutions
- h) Have demonstrated professional competence, administrative capabilities and initiative in the general organization and management of supply chain management functions

**Terms of Service -5 years contract**

**PRINCIPAL SUPPLY CHAIN MANAGEMENT JG "N" [2 POSTS]**

**Duties and Responsibilities**

- a) In- charge of schedule of duties consisting of a number of departments;
- b) Compilation, collation and analysis of supply chain management date/issues from departments;
- c) Monitoring the implementation of supply chain policies, guidelines and procedures issued by the directorate of supply chain management from time to time and recommending action where necessary

**Requirements for appointment**

For appointment to this grade, an officer must;

- a) Be a Kenyan citizen
- b) Have served in the grade of **Chief Supply Chain Management Officer Job group "M"** for a minimum period of **three (3) years** or in a comparable or relevant position in a Public Service or private sector
- c) Have a diploma in Supply Chain Management or its approved equivalent from a recognized institution
- d) Be in possession of a Bachelor's degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualifications from recognized institution
- e) Valid practicing license from Kenya Institute of Supplies Management
- f) Demonstrated general professional competence, administrative capabilities and initiative in the general organization and management of supply chain management functions

**Terms of Service -5 years contract**

**PRINCIPAL PROGRAMMES OFFICER, JOB GROUP "N" [2 POSTS]**

**Duties and Responsibilities**

- a) Design strategies, plans and performance indicators to successfully implement the approved programmes in order to realize desired objectives.
- b) Ensure proper development and custody of programme documentation throughout the programme life cycle.
- c) Design mechanism and ensure effective Engagement and Communication with all stakeholders for effective stakeholder support.
- d) Proactively monitor, evaluate and follow up to ensure that the programmes are implemented within time and within desired quality.
- e) Prepare regular actionable reports to measure performance against agreed target as required by the programme stakeholders.
- f) Oversee post implementation evaluation to ascertain the programme impact.

### **Requirements for appointment**

For appointment to this grade, an officer must;

- a) Be a Kenyan citizen
- b) Served at the grade of **Chief Administrative Officer** or in a comparable position for a minimum period of **three (3) years**
- c) Be in possession of a Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- d) Have a Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution
- e) Have training in Programme management and preferably certification in project management, experience in stakeholder management and demonstrate practical experience in managing a multi-sectoral programmes.
- f) Shown merit and ability as reflected in work performance and results

### **Terms of Service - 3 years contract**

#### **How to Apply**

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub-county and ward of residence to reach the undersigned by

**6<sup>th</sup> January, 2020 at 5 p.m**

Hand delivered applications should be submitted to the County Public Service Board Offices located next to the Governor's Office.

Please **NOTE** that all applicants will be required to provide copies of clearance certificates from the following institutions:

- i. The Criminals Investigations Department (**CID**)
- ii. The Higher Education Loans Board (**HELB**),
- iii. The Kenya Revenue Authority (**KRA**)
- iv. The Ethics and Anti- Corruption Commission (**EACC**) and
- v. Credit Reference Bureau (**CRB**)

Bungoma County is an Equal Opportunity Employer. Youth, Women, Persons with Disabilities, Minority and Marginalized groups are particularly encouraged to apply.

The Secretary  
County Public Service Board  
**P.O BOX 2489-50200**  
**BUNGOMA**