

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF BOMET**

**PUBLIC SERVICE BOARD**

**PUBLIC SERVICE BOARD SECRETARIAT VACANCIES**

**FEBRUARY, 2020**

## VACANT POSITIONS AT BOMET COUNTY PUBLIC SERVICE BOARD

The **County Public Service Board** (CPSB) is charged with the responsibility of developing and implementing human resource policies and framework for the **County** Government in line with the relevant laws.

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

### 1. LEGAL OFFICER I: CPSB 07 (JOB GROUP 'M')-VACANCY NUMBER 11

The officer will be reporting to the County Public Service Board Secretary/CEO.

#### **Duties and Responsibilities:**

- Undertaking research on assigned legal issues.
- Analyzing research data and compiling reports.
- Preparing preliminary legal documents/instruments and liaising with the County Attorney.
- Advising on various legal policy issues.
- Coordinating the Court activities of the Board including drawing of charge sheets, bonding of witnesses, application for warrants and application for witness summons.
- Developing County legislation including review of drafts bills, research on various pieces of legislation and departmental advisory on the legislative drafting.
- Attending court to represent the Board in both civil and criminal litigation.
- Undertaking conveyancing duties.
- Preparing legal opinions and reviewing County legislation.
- Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity and organizing stakeholders' consultations.
- Any other duties as may be assigned from time to time

#### **Qualifications; -**

For appointment to this position, one must;

- Be a Kenyan citizen;
- Bachelor of Laws (L.L.B) degree from a university recognized in Kenya;
- Post graduate Diploma in Law from the Kenya School of Law;
- Must be an advocate of the High Court of Kenya with a current practicing License

- Must have served in the grade of Legal Officer II or in a comparable and relevant position in the Public Service for a minimum period of two (2) years or if from private legal practice must have served for at least three (3) years;
- Certificate in relevant Computer Applications;
- Meet the requirements prescribed in Chapter Six (6) of the Constitution on leadership and integrity;
- Demonstrate understanding of National values and principles of governance and Public Service as stipulated in Articles 10, 232 of the Constitution of Kenya, 2010

## **2. ASSISTANT DIRECTOR HUMAN RESOURCE AND ADMINISTRATION: CPSB 05 (JOB GROUP 'P') - VACANCY NUMBER 10**

The officer will be reporting to the County Public Service Board Secretary /CEO.

### **Duties and Responsibilities:**

- Analyzing and reporting on requests for recruitment from various Departments;
- Preparation and presentation of job application data;
- Preparing briefs and providing secretarial services to the relevant Committees of the Board;
- Handling routine HR correspondences;
- Implementing best-practice policy on Human Resource matters in compliance with labour laws and applicable county laws and policies;
- Implementing human resource services in areas of recruitment, induction, promotion, job placement, leave scheduling, leave liability, welfare and benefits management;
- Facilitating dissemination of information relating to changes in the prevailing HR policies;
- Facilitate County Staff welfare issues;
- Performing any other lawful duties that may be assigned from time to time.

### **Qualifications:**

- Be a Kenyan Citizen;
- Bachelor's Degree in Human Resources Management or any other relevant qualification from a recognized university/institution;
- Diploma in HR will be an added advantage;
- Knowledge of relevant legislations and labour laws;
- Ten (10) years' experience in a Human Resource position three of which he/she must have served in Job Group M in the public sector;
- Be a member of the Institute of Human Resource Management (IHRM) Kenya of good standing;

- Be a good team player with excellent interpersonal, communication and collaborative skills.
- Meet the requirements prescribed in Chapter Six (6) of the Constitution on leadership and integrity;
- Demonstrate understanding of National values and principles of governance and Public Service as stipulated in Articles 10, 232 of the Constitution of Kenya, 2010.

### **3. ACCOUNTANT I: CPSB 09 (JOB GROUP 'K') - VACANCY NUMBER 12**

The officer will be reporting to the County Public Service Board Secretary /CEO.

#### **Duties and Responsibilities:**

- Assisting the Board develop sound financial and accounting policies in line with Public Finance Management Act, 2012;
- Developing and executing financial and accounting management and control systems in line with the Public Finance Management Act, 2012;
- Issuing financial management instructions and maintaining effective internal control systems;
- Coordinating the budget formulation, preparation, execution, accounting and reporting;
- Maintaining cash books;
- Filling of vouchers in an orderly way for ease of retrieval;
- Safe custody of cash, cashbooks, paid vouchers, and bank statements;
- Doing monthly bank reconciliation and clearance of all outstanding items in the bank reconciliation;
- Spending in accordance with the available funds or AIE;
- Cash management including management of imprest according to regulations;
- Sectional budget preparation;
- Processing LPOs, payment and payment vouchers;
- Preparing monthly financial reports for consolidation;
- Ensuring payments are in conformity with the existing government financial regulations and procedures;
- Ensuring implementation of internal controls;
- Ensuring the budget is fully implemented;
- Ensuring efficient use of financial resources and county public service board assets;
- Performing any other lawful duties that may be assigned;

#### **Qualifications**

- Must be a Kenyan citizen
- Holder of a Bachelor's degree in Commerce (Accounting or Finance option)
- Must be a Certified Public Accountant CPA (K)

- Must be fully Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- Must have served in the public/private sector for a minimum period of three (3) years
- Be able to demonstrate familiarity with Government operations and general accounting systems
- Demonstrate understanding of Public Finance Management Act
- Ability to interpret Government policy, procedures and data
- Must have excellent communication and interpersonal skills;
- Must be self-driven with a lot of initiative and drive;
- Proficiency in relevant accounting computer applications;
- Satisfy the requirements of Chapter 6 of the Constitution;
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.

## TERMS OF SERVICE:

### Permanent and Pensionable

## HOW TO APPLY:

1. Applications can only be **submitted online** on or before **19<sup>th</sup> March, 2020** through Bomet County Public Service Board recruitment portal, [www.cpsbbomet.net](http://www.cpsbbomet.net) or from **a link** in **Bomet County website** [www.bomet.go.ke](http://www.bomet.go.ke). **Manual applications will not be accepted.** Bomet County residents will be required to indicate their **Sub-County and Ward** of origin.
2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required for those shortlisted and **MUST** submit Copies of the following clearances **during the interview:**
  - Kenya Revenue Authority;
  - Higher Education Loans Board;
  - Ethics and Anti-Corruption Commission;
  - Criminal Investigation Department (Certificate of Good Conduct);
  - Credit Reference Bureau (CRB); and

- For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission for University Education.

**3. Only Shortlisted candidates will be contacted.**

**Please Note:**

Bomet County Public Service Board does not charge **ANY FEE** at any stage of the recruitment. Our official email is [cpsb@bomet.go.ke](mailto:cpsb@bomet.go.ke) or [info@cpsbbomet.net](mailto:info@cpsbbomet.net)

**The Secretary /C.E.O  
Public Service Board  
P.O Box 605-20400  
Bomet.**

*“The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification”*

**Dated: 27<sup>th</sup> February, 2020**