

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PUBLIC SERVICE BOARD

CHIEF OFFICERS

APRIL, 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 wishes to recruit competent and qualified persons to fill the following positions in their respective Departments as listed below: -

1. DEPARTMENT OF ADMINISTRATION, ICT AND PUBLIC SERVICE

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1.	Chief Officer Public Service	"S" – CPSB 02	23	1

2. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1.	Chief Officer Finance	"S" – CPSB 02	25	1

3. DEPARTMENT OF LANDS, HOUSING AND URBAN PLANNING

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1.	Chief Officer Lands, Housing and Urban Planning	"S" – CPSB 02	26	1

DEPARTMENT OF ADMINISTRATION, ICT AND PUBLIC SERVICE

1. CHIEF OFFICER PUBLIC SERVICE –JG ‘S’ {(CPSB 02 V/NO: 23(1 POST)}

Duties and Responsibilities: -

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Administration, ICT and Public Service for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the department
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;

- Formulation and implementation of effective programmes geared towards streamlining the departments to attain county CIDP and the Governor’s Manifesto
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
- Overseeing management of finances, preparation and submission of budget estimates, annual work plans and programmes.
- Overseeing the implementation and monitoring of performance management systems.
- Mainstreaming integrity assurance in projects and programmes.
- Promoting collaboration of stakeholder participation in extension service delivery.
- Participating in M&E of projects and programmes in the County.
- Performing any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:

- 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;
- Membership of the relevant professional body will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 3 of which should be in a senior/managerial position in a large organization;
- Must have undergone continuous senior management training and/or strategic leadership development
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Be a strategic thinker and results-oriented;
- Must have self-drive and initiative to executive programs
- Must have excellent communication, organizational and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must be familiar with financial management processes including procurement, budgeting
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Have capacity to work under pressure to meet strict timelines;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya
- Proficiency in computer applications is required

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

2. CHIEF OFFICER FINANCE–JG ‘S’ {CPSB 02. V/NO: 25(1 POST)}

Duties and Responsibilities: -

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Finance and Economic Planning for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the department
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Formulation and implementation of effective programmes geared towards streamlining the departments to attain county CIDP and the Governor’s Manifesto
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
- Overseeing management of finances, preparation and submission of budget estimates, annual work plans and programmes.
- Overseeing the implementation and monitoring of performance management systems.
- Mainstreaming integrity assurance in projects and programmes.
- Promoting collaboration of stakeholder participation in extension service delivery.
- Participating in M&E of projects and programmes in the County.
- Performing any other duties as may be assigned from time to time.

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- 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;
- Membership of the relevant professional body will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 3 of which should be in a senior/managerial position in a large organization;
- Must have undergone continuous senior management training and/or strategic leadership development
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Be a strategic thinker and results-oriented;

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- Must have excellent communication, organizational and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must be familiar with financial management processes including procurement, budgeting
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Have capacity to work under pressure to meet strict timelines;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya
- Proficiency in computer applications is required

DEPARTMENT OF LANDS, HOUSING AND URBAN PLANNING

3. CHIEF OFFICER LANDS, HOUSING & URBAN PLANNING–JG ‘S’ {CPSB 02} V/NO:26(1 POST)}

Duties and Responsibilities: -

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Lands, Housing and Urban Planning for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the department
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Formulation and implementation of effective programmes geared towards streamlining the departments to attain county CIDP and the Governor’s Manifesto
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
- Overseeing management of finances, preparation and submission of budget estimates, annual work plans and programmes.
- Overseeing the implementation and monitoring of performance management systems.
- Mainstreaming integrity assurance in projects and programmes.
- Promoting collaboration of stakeholder participation in extension service delivery.
- Participating in M&E of projects and programmes in the County.
- Performing any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:

- 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;
- Membership of the relevant professional body will be an added advantage.

- Have vast knowledge and experience of not less than 10 years in the relevant field, 3 of which should be in a senior/managerial position in a large organization;
- Must have undergone continuous senior management training and/or strategic leadership development
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Be a strategic thinker and results-oriented;
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- Must have excellent communication, organizational and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must be familiar with financial management processes including procurement, budgeting
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Have capacity to work under pressure to meet strict timelines;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya
- Proficiency in computer applications is required

TERMS OF SERVICE:

3-Year Contract

HOW TO APPLY:

1. Applications can only be **submitted online** on or before **19th May, 2020** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net or from **a link** in **Bomet County website** 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 or 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: 28th April, 2020