

**REPUBLIC OF KENYA**



**BARINGO COUNTY GOVERNMENT**

**COUNTY PUBLIC SERVICE BOARD**

Baringo County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 under article 176 and County Government Act No. 17 of 2012.

**1. COUNTY SECRETARY (1 POST) (Job Group "T")REF: BCPSB/01/2018**

The County Secretary shall be the head of Public Service and will be answerable to the Governor.

**Duties and Responsibilities**

1. Responsible for arranging business and keeping minutes of the County Executive Committee subject to the directions of the Executive Committee
2. Conveying decisions of the County Executive Committee to the appropriate persons or Institutions
3. Coordination of County Government activities
4. Interpret, disseminate and oversee the implementation of National and County Government policies
5. Provide direction and guidance to public service officers in the County
6. Ensure efficient management of the County Government resources and
7. Performing any other functions as directed by the Governor and County Executive Committee

**Requirements for Appointment**

1. Must be a Kenyan citizen

2. Be in possession of a Bachelors degree from a recognized University in Kenya
3. Have Masters degree or higher academic qualification from a recognised university in Kenya
4. Have at least 10 years experience in senior administration and management
5. Possess knowledge of organization and functions of Government
6. Have thorough knowledge of the structural, legislative and regulatory framework of the public service
7. Demonstrate a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
8. Be conversant with Government policies and regulations, and devolution laws
9. Be a member of a professional body
10. Must have attended a strategic leadership program course for not less than six (6) weeks from a recognised Institution
11. Must be computer literate
12. Possession of CPS (K) will be an added advantage

#### **Terms. Contract**

#### **2. ASSISTANT DIRECTOR – PROJECT MONITORING AND EVALUATION (1 POST) (Job Group “P”) REF. BCPSB/02/2018**

The Assistant Director – Monitoring and Evaluation will head the Project Monitoring and Evaluation or any other major unit of the Economic Planning Division.

#### **Duties and Responsibilities**

1. Production and compilation of statistical data
2. Initiating the County Economic Planning Policy
3. Collection and presentation of statistical data in the form of survey reports and bulletin
4. Coordination and supervision of the project monitoring and evaluation function including reporting or other roles for the head of the unit

### **Requirements for Appointment**

1. Must be a Kenyan citizen
2. Should have served at the level of Senior Economist I/Senior Statistician I for at least three (3) years
3. Demonstrated professional competence and managerial capability coupled with appreciation of County's economic development needs and strategies and production of statistical data
4. Demonstrated high administrative capability coupled with broad experience in economic planning, project monitoring and evaluation, policy analysis and research or the production of statistical data
5. Attained qualifications in Economics or Statistics of at least Master of Arts (MA), Master of Science (MSc) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.
6. Must be computer literate.

### **Terms: Permanent and Pensionable**

#### **3. BARINGO COUNTY AUDIT COMMITTEE: CHAIRPERSON (1 POST) AND MEMBERS (3 POSTS) REF: BCPSB/03/2018**

Pursuant to Public Finance Management Act 2012 sec 155(5), and Regulation no 167(1) of the PFM Regulations Act 2015, through the Kenya Gazette notice Vol. CXVIII – No. 40 of 15, April 2016 and National Treasury Public Notice dated 30<sup>th</sup> June 2016 on establishment of Audit Committees in all Public entities, the County Government of Baringo invites applications from suitably qualified persons to fill the positions of Chairperson and Members of the Audit Committee.

### **Duties and Responsibilities**

1. Provide oversight on risk management, controls and governance processes
2. Follow up on implementation of recommendations of internal and external audit
3. Prepare pertinent audit reports
4. Assist in improvement of service delivery to Baringo County citizens.

5. Assist the County Government in enhancing internal controls in order to improve efficiency, transparency and accountability in management of the County resources.
6. Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

1. Must be a Kenyan Citizen
2. Should have at least a Masters degree in relevant field
3. Have knowledge in Government affairs, have the requisite business and leadership skills and shall not be a holder of a political office.
4. Must not be a past or present employee of the entity and shall not have served as an agent of a business organization, which carried out business with the county Government of Baringo in the past two (2) years.
5. Must be a member of professional bodies e.g. ICPAK, ACFE, LSK, EBK and IIA or any other relevant body.
6. Have an understanding of Government operations, financial reporting and auditing; and knowledge of objects, principles or functions of County Governments.
7. Must have an understanding of the Public Sector and Corporate Governance and knowledge of the Public Finance Management Act 2012, Public Procurement & Asset Disposal Act 2015 and Public Officers Ethics Act 2003.

### **Terms**

1. Successful candidates will be appointed for a term of three (3) years and remunerated on account of attendance of Audit Committee meetings and shall serve on part time basis (quarterly meetings) and be eligible for re-appointment based on performance for a further one (1) term only.
2. A member shall be paid allowances as determined by Salaries and Remuneration Commission.

### **HOW TO APPLY:**

All applicants should meet the requirements of Chapter Six of the Constitution and must have the following **valid clearances** attached to the applications.

- Certificate of Good Conduct from the Criminal Investigations Department (CID)
- Clearance Certificate from Higher Education Loans Board (HELB)
- A Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- A Certificate from the Ethics and Anti-Corruption Commission (EACC)
- Certificate of Clearance from any of the Credit References Bureaus in the Country

All written applications, CVs, copies of certificates, copy of Identity Card and testimonials should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary/CEO**  
**County Public Service Board**  
**Baringo County**  
**Mwalimu Plaza 2<sup>nd</sup> Floor, West Wing**  
**P.O. Box 585-30400,**  
**KABARNET**

So as to reach the Offices mentioned above on or before **19<sup>th</sup> January 2018**. Candidates are advised against canvassing.

**NB:** Baringo County Government is an equal opportunity Government and all are encouraged to apply as provided in the advert.