

BARINGO COUNTY GOVERNMENT



DECLARATION OF VACANCIES IN COUNTY PUBLIC SERVICE

Pursuant to Article 183 of the Constitution of Kenya and Section 35, 36, 44, 45 & 46 of the County Government Act No. 17 of 2012, the Baringo County Public Service Board wishes to recruit qualified and suitable persons to fill the following vacant positions in Baringo County Public Service:

A. COUNTY CHIEF OFFICERS JG 'S'- (19 POSTS) – New/Re-Advertisement

Terms of Service: Contract (pegged on the tenure of the Governor)

Salary: As per SRC

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

The vacant posts are as follows (*Applicants MUST specify the portfolio they wish to head in the application letter and on top of the envelop*);

1. Agriculture.
2. Livestock Development, Fisheries and Blue Economy.
3. Tourism and Wildlife Management.
4. Environment, Climate Change Management, Natural Resources and Mining.
5. Medical Services.
6. Lands and Physical Planning.
7. Housing and Urban Development.
8. Industry, Commerce, Cooperative and Enterprise Development.
9. Roads and Transport.
10. Public Works and Infrastructure.
11. Water, Sanitation and Irrigation.
12. Education and Vocational Training.
13. Youth Affairs, Sports and Gender.
14. Culture, Social Services and Heritage.
15. Finance and Revenue Management
16. Devolution and Special Programs.
17. Public Service, Administration, ICT & E-Government.
18. Economic Planning.
19. Public Health Services.

Duties and responsibilities

- a. Administration of County Department.

- b. Formulation and implementation of programs to attain Vision 2030 and Departmental goals.
- c. Implementation of policies and regulations.
- d. Development and implementation of strategic plans and departmental development plans.
- e. Providing strategic policy direction for effective service delivery.
- f. Ensuring compliance with National Values and Principles of Good Governance.

Requirements for Appointment:

For appointment to this position the person should be;

- a. A Kenyan Citizen
- b. Have a Bachelor's degree in a relevant field from a recognized university in Kenya
- c. Possession of Master's degree in a relevant field will be an added advantage
- d. Must be a member of a professional body relevant to the position applied for and in good standing
- e. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.
- f. Have knowledge and experience of not less than 5-years in the relevant field, 3 of which should be in a **managerial position** to the portfolio one is seeking to be considered for appointment
- g. Be conversant with the Constitution of Kenya and Devolution related legislations
- h. Demonstrate thorough understanding of County development plans
- i. Have ability to build a strong team
- j. Must be computer literate
- k. Have the ability to work in multi-cultural and diverse environment

B. CHAIRPERSON - COUNTY AUDIT COMMITTEE - JG 'S' - (1POST)

Terms of Service: Contract (Part-Time)

Salary: Allowance as per SRC

Duties and responsibilities

- a. Set the agenda for each meeting with the committee members
- b. Provide oversight on risk management, controls and governance processes and audit affairs of the County Government and make appropriate recommendations to the County Executive Committee regarding internal control and audit matters; and follow up on the implementation of the recommendations of internal and external auditors
- c. Arrange for a periodic review of the effectiveness of the audit committee alongside its mandate.

- d. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement
- e. Provide clarification to members on the audit committee's responsibilities.

Requirements for appointment

- a. Be a citizen of Kenya
- b. Should have a minimum of a degree from a recognized University in the following fields: Accounting, Finance, Auditing, Economics, Risk management or other related fields.
- c. Have knowledge and experience of not less than ten (10) years in audit and financial management/ Accounting or any related job.
- d. Have a good understanding of the County operations, financial management and reporting or auditing.
- e. Have a good understanding of the objects, principles and functions of the County Government.
- f. Must be a member of professional bodies e.g., ICPAK, ACFE IIAK or other relevant body and must be in good standing.
- g. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.
- h. Should possess strong interpersonal skills.
- i. Shall not be a holder of a political office.

C. MEMBER - COUNTY AUDIT COMMITTEE JG 'R' - (3POSTS)

Terms of Service: Contract (Part-Time)

Salary: Allowance as per SRC

Duties and Responsibilities for the Audit Committee

- a. Evaluate whether processes are in place to address key roles and responsibilities in relation to risk management.
- b. Evaluate the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended.
- c. Perform an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process.
- d. Monitor the effectiveness of the County Government's performance information and compliance with the performance management framework and performance reporting requirements.
- e. Evaluate the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting.
- f. Engage with external audit and assessing the adequacy of management response to issues identified by audit.

- g. Review the effectiveness of how the County Government monitors compliance with relevant legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.

Requirements for Appointment

- a. Be a Kenyan citizen
- b. Should have a minimum of a degree from a recognized University in the following fields: Accounting, Finance, Auditing, Economics, Risk management or other related fields.
- c. Have at least Seven (7) years relevant working experience
- d. Should possess strong interpersonal skills
- e. Have a good understanding of the County operations, financial management and Reporting or auditing
- f. Have a good understanding of the objects, principles and functions of the County Government
- g. Must be a member of professional bodies e.g., ICPAK, ACFE IIAK or other relevant body and must be in good standing.
- h. Meet the requirements of Chapter Six of the Constitution of Kenya 2010.
- i. Shall not be a holder of a political office.

Terms and Conditions of Service for Audit Committee

- a. Members of Audit Committee (AC) shall be appointed for a term of 3 years on part time basis and shall be eligible for reappointment for a further one term only after review of their performance.
- b. The members shall be paid allowance at rates determined by the Salaries and Remuneration Commission (SRC)
- c. The Chairperson shall not serve concurrently as a member of any other Audit Committee of the County Government of Baringo
- d. Members appointed to the Audit Committee shall not be past or present employees of the County Government of Baringo or have served as an employee or agent of a business organization which has carried out any business with the County Government of Baringo for the last 2 years.

D. DEPUTY DIRECTOR ENFORCEMENT AND SECURITY SERVICES - JG 'Q'- (1 POST)

Terms of Service:3-year Contract

Salary: As per SRC

Duties and responsibilities

- a. Development and implementation of strategies, policies, guidelines, and programs related to security and enforcement within the county.
- b. Planning, mapping and administration of security service divisions.
- c. Coordinate operations, drills, trainings, parade matters, disciplinary matters and welfare of the enforcement unit.
- d. Ensure compliance with county laws, by laws, rules and regulations established in respect to VIP protection, property protection, construction, waste disposal and management, revenue collection, disasters and traffic control among others.
- e. Establish collaborative system with the Judiciary, National Security Agencies, County Policing Authority, Security Advisory Committee and other Stakeholders.
- f. Promotion of National Values, Principles of good governance as espoused in Article 10 of 232 of the constitution.
- g. Supervising and guiding enforcement officers in the county.
- h. Submission of regular progress reports to the relevant Chief Officer
- i. Assessment of County Government Security System, risks intelligence reports and give timely appropriate recommendations
- j. Assist in the prosecutions of non-compliant individuals to the county laws, by laws, rules and regulations.

Requirements for Appointment

For appointment to this position the person should be;

- a. Bachelor's degree in any of the following disciplines; Security Management, Social Work and Social Administration, Governance & Political Science, Criminology and Fraud Management or its equivalent from a university recognized in Kenya;
- b. A Master's degree in the relevant field will be added advantage;
- c. At least 15 years continuous experience in security management or must have 10 years working experience in a senior position in paramilitary;
- d. Demonstrate practical experience in prosecution;
- e. Demonstrated knowledge of constitutional provisions related to law enforcement;
- f. Demonstrated exemplary services, high degree of professional and technical competence,
- g. Possess good interpersonal relationship and thorough understanding of policy formulation and implementation;

- h. Paramilitary training from a recognized institution is an added advantage;
- Demonstrated a high degree of professional competence and administrative capability in the management of (vacancy) service functions;
- Demonstrated a thorough understanding of County and National goals, policies, objectives and ability to relate them to (position) service functions;

E. FLEET MANAGER - JG "N" – (1 POST)

Terms of service:3-year contract

Salary: as per SRC

Duties and responsibilities;

- a. Compile monthly fuel report and Coordinate County transport;
- b. Ensure vehicles have the requisite documents for operation;
- c. Ensure efficient use and accurate accounting of all county vehicles;
- d. Advise on procurement specifications of vehicles and training needs of drivers;
- e. Prepare regular and comprehensive reports for the section;
- f. Supervise staff in the transport section, arrange and ensure in-service training and recertification of drivers;
- g. Registration of county vehicles and equipment;
- h. Assist in monthly work ticket analysis;
- i. Collaborate with other managers and staff members in order to formulate and implement policies, procedures, goals, and objectives;
- j. Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules and government regulations; and
- k. Promote safe work activities by conducting safety audits, attending county safety meetings and meeting with individual staff members.

Requirements for appointments

- a. Hold a degree or higher National Diploma in mechanical engineering from a recognized institution;
- b. Relevant working experience of not less than five (5) years, three (3) of which on fleet management;
- c. Have qualifications and knowledge in administration or management;
- d. Knowledge on road vehicle standards;
- e. Valid driving license;
- f. Demonstrate a thorough understanding of County development objectives;
- g. Demonstrate a thorough understanding and commitment to values and principles as Outlined in Articles 10 and 232 of the Constitution;
- h. Ability to work in a multi-ethnic environment, sensitivity and respect for diversity;

- i. Have good inter-personal and communication skills;
- j. Proficiency in computer application

HOW TO APPLY

- Applicants are asked to visit the County Website www.baringo.go.ke for details of the above advertised positions.
- Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport.
- The application should be contained in a sealed envelope indicating the position applied for on top and submitted (*hand delivered or by post*), to the undersigned on or before **5th January, 2023 at 5.00pm.**

**THE SECRETARY /CEO
BARINGO COUNTY PUBLIC SERVICE BOARD
MWALIMU PLAZA – 2nd FLOOR
P.O BOX 585- 30400
KABARNET**

NOTE;

- Applicants are required to indicate their County, Sub -County and Ward of residence.
- Youth, women, and persons living with disabilities are encouraged to apply.
- Baringo County Government is an equal opportunity employer that is committed to diversity and inclusion in the workplace.