

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

ADVERTISEMENT OF VACANCIES

Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being “*appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.*”

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the positions listed below in the County.

1. DIRECTOR, FINANCE – JOB GROUP CPSB 03 (R) – 1 POST

Reports to: Chief Officer Finance and Economic Planning

Purpose of the Job:

This position is responsible to ensure control of expenditure in the county and ensuring that the department has enough funds to carry out its mandate efficiently and effectively.

Duties and Responsibilities

- Main Responsibilities of the Job:
- Managerial/Supervisory Responsibilities
- Control and manage expenditure in the county.
- Supervise department Finance Officers working under him.
- Undertake creditor/liability management activities.
- Plan, prepare and recommended policies, guidelines and instructions.

- Compile departmental accounting/ budget implementation reports.
- Responsible for preparation of consolidated financing reports.
- Perform analysis of financial reports for consistency with laid down principles.
- Involved in budget preparation.
- Any other relevant duty as may be assigned by the relevant Chief Officer.

Requirements for Appointment

Minimum level of academic qualifications required to perform effectively in the role:

- Master's Degree in Finance, Accounting, Commerce or its equivalent from a recognized institution.
- Bachelor's Degree in Finance, Accounting, or Commerce from a recognized institution.
- Certificate in a Strategic Leadership Course/Senior Management Course lasting not less than four (4) weeks from a recognized institution .
- Certified Public Accountant of Kenya (CPA-K) OR Association of Chartered Certified Accountant (ACCA) OR Chartered Financial Analyst (CFA) or its equivalent.
- Membership to Professional Bodies (e.g. ICPAK, ACCA etc.)
- Computer literacy
- Knowledge of the budgeting process
- Knowledge of the Public Finance Management Act (PFMA)
- Knowledge of the relevant legislation
- Extensive experience with managing financial reporting and accounting systems (e.g. SAP)
- Must meet the requirements of chapter 6 of the constitution.
- Must have served in the grade of Deputy Director Finance or a comparable and relevant position in the Public Service for at least three years (3);
OR
- A Minimum of ten (10) years of relevant experience in Finance, with five years at a senior management position.

2. DIRECTOR ICT. JOB GROUP CPSB 03 (R) – 1 POST

This position is responsible for provision of general administration and technical ICT support to the County.

Duties and Responsibilities

This position is responsible to plan, monitor and evaluation programs activities ensuring ICT goals and objectives are met. Specific duties and responsibilities at this level shall include: -

- Influences or changes broad practices or policies affecting a whole department or division
- Has a strong influence on the strategic direction of the Directorate
- Provide leadership, vision and management of ICT
- Prepare strategic and operational plans for the ICT directorate
- Oversee the implementation and maintenance of technology infrastructure in line with county development plans
- Ensure ICT systems comply with regulations and legal requirements
- Oversee development, design and implementation of new system and maintenance of old systems.
- Maintains the integrity and continual operation of ICT network including wireless networks. Serve as primary contact with outside vendors in the generation of RFRS, bids, contracts and agreements.
- Responsible for ordering, acquisition, inventorying and disposition of computer hardware and software.
- Develops, review and certify all back –up and disaster recovery procedures and plans.
- Oversee the implementation and maintenance of technology infrastructure in line with county development plans
- Ensure ICT systems comply with regulations and legal requirements
- Oversee development, design and implementation of new system and maintenance of old systems.

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- Responsible for ordering, acquisition, inventorying and disposition of computer hardware and software.
- Develops, review and certify all back –up and disaster recovery procedures and plans.
- Prepare strategic and operational plans for the ICT directorate.
- Participate in Budgeting process.
- Manage performance of staff within the Directorate of ICT.
- Develop ICT governance framework.
- Ensure adherence to principles of good governance within the Directorate.
- Represent the Directorate in Committees of Management.

Requirements for Appointment

- Bachelor's degree in Computer Science, Information Technology, Information Science or any other ICT related discipline from a recognized institution;
- Master's degree in Computer Science, Information Technology, Data Communication or any other ICT related discipline from a recognised institution;
- CCNA
- Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution.
- Demonstrated a high level of competence and outstanding management qualities in computerised information systems; and
- A thorough understanding of the County goals and objectives and the ability to interpret and apply them to the computing management concepts.
- Troubleshooting skills,
- Knowledge of relevant legislation (e.g., Computer misuse and cybercrime act, 2018, Data Protection act etc.)
- Knowledge of professional standards (e.g., COBIT, ITIL)

- Ten (10) years of service three (3) of which must have Served in the grade of Deputy Director, ICT or in a Comparable position in the Public Service for at least three (3) years.

3. DIRECTOR BUDGET, JOB GROUP CPSB 03 (R) – 1 POST

This position is responsible to undertake review, analysis and evaluation and recommend long and short-range budget plans for the county.

Duties and Responsibilities

- Provide overall leadership, direction technical advice and assistance in budgeting formulation analysis, review and control process.
- Coordinate budgetary making process and implementation for the county
- Responsible for all related budget preparation documents budgets paper, medium terms, expenditure framework and the program-based budget.
- Provide guidance and advice regarding budget matters to the executive.
- Review, analyze, recommend and implement resource allocations and budget requirement for the execution of the approved operating budget.
- Evaluate expenditure partners to assure all critical needs are met and the budget is balanced
- Ensure effective utilization of budget resources
- Prepare and circulate budget reports
- Prepare and submit annual measures of effectiveness and variance reports
- Analyze economic indicators and budget variances in the budget process
- Prepare and update revenue forecasts
- Develop budget process policies and procedures for the county.

Requirements for Appointment

- Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- Bachelor's Degree in any of the following: Economics, Commerce (Finance Option) Business Administration, Business Management, Finance, Accounts; or any other equivalent qualification from a recognized university

- Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA)
- Attended Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution.
- shown exemplary leadership qualities; and
- shown outstanding capability in Financial Management.
- Computer literacy
- Knowledge of the budgeting process
- Knowledge of the Public Finance Management Act (PFMA)
- Knowledge of the relevant legislation
- Extensive experience with managing financial reporting and accounting systems (e.g. SAP)
- Must meet the requirements of chapter 6 of the constitution.
- Served in the grade of Deputy Director of Budget for at least three (3) years;
- Ten (10) years of relevant experience.

4. DIRECTOR LEGAL SERVICES, JOB GROUP CPSB 03 (R) – 1 POST

This position is responsible for leading the Legal team, performs complex legal work for the Office of the County Secretary, and involves close association and coordination with senior management. The position holder is the primary person responsible for managing legal issues and giving advice to the County Secretary and Head of Public Service.

Duties and Responsibilities

- Overseeing development, implementation and review of legal policies and procedures in the Office of the County Secretary and head of Public Service;
- Providing leadership and policy direction on legal issues;
- Overseeing the preparation of legal opinions and processing of legal notices and any other Gazettement;
- advising the County Secretary on all legal matters that may arise in the County's operations;
- Reviewing of Contracts, agreements and other legal documents;

- assisting in developing, implementing and reviewing legal policies and procedures to ensure that they are in tandem with the existing legislation;
- Negotiating for contracts;
- undertaking legal research;
- Advising the County Secretary and Head of Public Service on the legislation that affect the operations of the County Government.
- Preparing Cabinet Files and Executive notes for cabinet meetings
- preparing Minutes of the County Executive Committee in a timely manner and ensuring their circulation;
- Keeping custody of the records of the cabinet and the preservation of original documents;
- monitoring compliance with regulatory and legislative requirements;
- providing of day to day legal and regulatory support to the functional areas
- Managing and directing the activities of the Legal Services Unit within the Office of the County Secretary.
- Planning, directing, and coordinating the work of professional legal staff and legal support staff.
- Handle legal services, liaise with other government bodies, analyze and advise on legal aspects of government policies and programs, and perform other functions as County Secretary.
- Interpreting and advising the County Secretary on all matters relating to the law;
- Ensuring compliance with the applicable laws and regulations, agreements, MOUs and contracts;
- Liaising with the County Attorney, other law enforcement agencies and MDAs on all legal matters;
- Overseeing legal research on emerging issues;
- Overseeing the administering of alternative dispute resolution mechanism when directed by courts;
- Coordinating the preparation and processing of legal notices and any other gazettelement;
- Overseeing mentorship and coaching of staff in the Directorate.

- Legal expertise, strategic decision-making, and effective communication within government structures.

Requirements for Appointment

- Bachelor of Laws Degree (LLB) from a recognized institution
- Postgraduate Diploma in Law from the Kenya School of Law
- Advocate of the High Court of Kenya
- Member of the Law Society of Kenya;
- Current practicing certificate
- Cumulative service period of Eight (8) years in the legal field and with at least five (5) years post admission Experience.
- Senior Management course lasting not less than four (4) weeks from a recognized institution;
- Proficiency in computer applications; and
- Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into compliance and performance management policies and programmes.

5. DEPUTY DIRECTOR, ACCOUNTING SERVICES, JOB GROUP CPSB 04 (Q) – 1 POST

This position is responsible to ensure control of expenditure in the county and ensuring that the department has enough funds to carry out its mandate efficiently and effectively.

Duties and Responsibilities

- Oversee the implementation of the approved accounting standards, policies and concepts to ensure compliance
- Oversee the accounting operations of the Sub-Counties and wards to ensure they are compliant to the accounting policies and procedures.
- Ensure proper banking arrangements are in place between the county government, Central Bank of Kenya and control in the county exchequer account.
- Manage Operations at the IFMIS Unit.

- Ensure expenditures are within voted allocations to avoid misuse of funds and ensure the department meets its financial obligations.
- Assist in developing financial regulations and procedures to enhance controls.
- Implement approved government accounting standards by the County Executive Committee Member.
- Design and develop county accounting systems to facilitate availability of accurate, reliable and updated financial information for decision making by the county.
- Develop guidelines for county accounting staffing levels and training to ensure technical competence.
- Ensure proper accounts are maintained and other records for the finance department and the county.
- Provide financial returns for the preparation of annual financial reports.
- Implement the approved work plans and budget for the county treasury.
- Oversee the timely and accurate preparation of financial statements including statement of financial position, statement of comprehensive budgeting flows process.
- Any other relevant duty as may be assigned by the relevant Chief Officer.

Requirements for Appointment

- Master's Degree in Finance, Accounting, Commerce or its equivalent from a recognized institution.
- Bachelor's Degree in Finance, Accounting, or Commerce from a recognized institution.
- Certificate in a Strategic Leadership Course/Senior Management Course lasting not less than four (4) weeks from a recognized institution
- Certified Public Accountant of Kenya (CPA-K) **OR** Association of Chartered Certified Accountant (ACCA) **OR** Chartered Financial Analyst (CFA) or its equivalent.
- Membership to Professional Bodies (e.g. ICPAK, ACCA etc.)
- Computer literacy
- Knowledge of the budgeting process

- Knowledge of the Public Finance Management Act (PFMA)
- Knowledge of the relevant legislation
- Extensive experience with managing financial reporting and accounting systems (e.g. SAP)
- Must meet the requirements of chapter 6 of the constitution.
- Served in the grade of Assistant Director Accounting Services or a comparable and relevant position in the Public Service for at least three years (3);

OR

- Minimum Eight (8) years of relevant experience in accounting, with three (3) years at a senior management position.

6. DEPUTY DIRECTOR FINANCE – JOB GROUP CPSB 04 (Q) – 1 POST

This position is responsible to Deputize Director Finance to ensure control of expenditure in the county and ensuring that the department has enough funds to carry out its mandate efficiently and effectively.

Duties and Responsibilities

- Implementing developed financial management policies to guide in finance operations, reporting and strategy, in order to attain high quality standards and facilitate compliance with the relevant regulations;
- Participating in the undertaking of organization risk management in the to ensure pro-activeness in the management of risk at the county for minimal disruption to the delivery of public services
- Ensuring prepares and submits to the county Treasury annual work plans, procurement plans and cash flow to assist in the implementation of the finance strategy along quality standards and timelines;
- Systematically schedule expenditures consistent with the work plans to support successful implementation of programmes;
- Participating in the Preparing of the County Annual Report, chapter on Finance;

- Coordinating the preparation of expenditure schedules to ensure resources are availed in a timely manner;
- Monitoring the implementation of the financial management strategies, policies and standards to ensure the delivery of quality financial services that are compliant with the set regulations;
- Monitoring the cash flow forecasts for county government to ensure the availability of funds for the capital activities of the institution;
- Reviewing reports on monthly utilization of budgets and make recommendations on the budget variances to ensure efficiency in utilization of the county resources;
- Monitoring county compliance with all statutory requirements on finance management, to safeguard county from penalties and any other risks associated with non – compliance;
- Coordinating expenditure and performance management through the analysis of wok plans
- Reviewing reports on monthly utilization of budgets, monitoring WIP on projects and making recommendations on the budget variances to ensure efficiency in utilization of the county resources including project monitoring and
- Management of the fixed asset registers and debt schedules
- Plan, prepare and recommended policies, guidelines and instructions.
- Compile departmental accounting/ budget implementation reports.
- Responsible for preparation of consolidated financing reports.
- Perform analysis of financial reports for consistency with laid down principles.
- Involved in budget preparation.
- Any other relevant duty as may be assigned by the relevant Chief Officer.

Requirements for Appointment

- Master's Degree in Finance, Accounting, Commerce or its equivalent from a recognized institution.
- Bachelor's Degree in Finance, Accounting, or Commerce from a recognized institution.
- Certificate in a Strategic Leadership Course/Senior Management Course lasting not less than four (4) weeks from a recognized institution
- Certified Public Accountant of Kenya (CPA-K) **OR** Association of Chartered Certified Accountant (ACCA) **OR** Chartered Financial Analyst (CFA) or its equivalent.
- Membership to Professional Bodies (e.g. ICPAK, ACCA etc.)
- Computer literacy
- Knowledge of the budgeting process
- Knowledge of the Public Finance Management Act (PFMA)
- Knowledge of the relevant legislation
- Extensive experience with managing financial reporting and accounting systems (e.g. SAP)
- Must meet the requirements of chapter 6 of the constitution.
- Served in the grade of Assistant Director Finance or a comparable and relevant position in the Public Service for at least three years (3);

OR

- Minimum Eight (8) years of relevant experience in Finance, with five years at a senior management position.

Salary: As set by the Salaries and Remuneration Commission (SRC).

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

**Secretary/CEO
County Public Service Board
County Government of Kiambu
P O Box 2362 - 00900
KIAMBU**

NOTE:

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m. and 5.00 p.m. on weekdays.
2. Applications should reach the Board on or before **Friday 24th January, 2025**.
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - **Kenya Revenue Authority (KRA)**
 - **Ethics and Anti-Corruption Commission (EACC)**
 - **Directorate of Criminal Investigations (DCI)**
 - **Higher Education Loans Board (HELB)**
 - **Credit Reference Bureau (CRB)**
4. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.
5. The Board and the County Government of Kiambu is a corruption free zone. We caution candidates not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.