

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANT POSITIONS

The 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;

1. OFFICE OF THE COUNTY EXECUTIVE

DEPUTY COUNTY SECRETARY - JOB GROUP (S) - (CPSB 02)

Number of Posts : One (1)
Terms of Service : Contract
Salary Scale : As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Deputy County Secretary shall assist the County Secretary to execute duties of the said office in the County Public Service.

Requirements and Competencies for Appointment

For appointment to this post a candidate must;-

- (i) Be a Kenyan Citizen
- (ii) Be a holder of a first degree in a relevant field e.g. Business Management, Business Administration, Public Administration or relevant Social Sciences from a recognized university in Kenya;

- (iii) A Master's degree in the relevant area from a recognized university.
- (iv) Have a relevant knowledge and experience of not less than (10) years in public or private sector.
- (v) Demonstrate a high degree of professional and technical competence as reflected in work performance and result
- (vi) Have a thorough understanding of Devolution, the County development objectives and vision 2030.
- (vii) Be a strategic thinker and result oriented
- (viii) Satisfy the requirement of chapter six of the constitution of Kenya.
- (ix) Shown outstanding capability in Financial Management.
- (x) Ability to articulate and implement Departmental Mandates.
- (xi) Organizational, analytical, managerial and decision-making skills.
- (xii) Resource management skills.
- (xiii) Leadership, advocacy, relationship building and collaboration, result oriented and self-driven, Integrity and commitment to producing results.
- (xiv) Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Deputizing for the county secretary during his absence.
- ii. Liaison activities between the county secretary's office and the other departments
- iii. Coordinating and managing logistics for the county forums
- iv. Arranging the business and keeping the minutes of the executive committee subject to the directions of the County Secretary
- v. Conveying decisions of the County Executive Committee to the appropriate persons or authorities as delegated by the County Secretary
- vi. Ensuring efficient management of resources and co-ordination of County Government resources
- vii. Providing strategic policy direction for improved service delivery
- viii. Developing and implementing an effective performance management system
- ix. Maintaining effective collaboration and partnerships with other organs of the County Government, the National Government, the private sector and other stakeholders
- x. Promoting values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the County

- xi. Ensuring achievement of the goals and objectives of Kenya Vision 2030 and of other County and Inter-Governmental programs and projects
- xii. Any other duties as may be assigned by the Governor and County Secretary from time to time.

2. DEPARTMENT OF FINANCE, ICT & ECONOMIC PLANNING

DIRECTOR SUPPLY CHAIN MANAGEMENT – JOB GROUP ‘R’ - (CPSB 03)

Number of Posts : One (1)

Terms of Service : Contract

Gross Salary Scale : As per SRC Guidelines

Job Purpose & Reporting Responsibility

The Director Supply Chain Management shall be In-charge of the County Procurement & Supply Chain Functions and will report directly to the Chief Officer Finance, ICT & Economic planning

Requirements and competencies for Appointment

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen.
- ii. Served in the public or private sector for a minimum period of ten (10) years.
- iii. Bachelor’s degree in any of the following disciplines; Procurement, Supply Chain Management, Supplies Management, Purchasing and Supplies Management or a related field from a recognized university.
- iv. A holder of a Master’s degree in any of the following disciplines; Logistics and Supply Chain Management, Supplies Management, Purchasing and Supplies Management or a related field from a recognized university.
- v. Certified Institute Purchasing and Supplies Management (CIPS) Section IV or Certified Procurement and Supply Professional CPSP K will be an added advantage.
- vi. A Member of the Kenya Institute of Supplies Management (KISM) and in good standing.
- vii. Demonstrated professional competence in the field of Procurement and shown merit and ability as reflected in work performance and results.

- viii. Knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
- ix. Considerable knowledge of laws, policies and procedures governing public procurement.
- x. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- i. Advise the County Treasury on Policy matters related to Supply Chain Management;
- ii. Responsible for policy development and interpretation on Supply Chain Management laws and regulations;
- iii. Provide guidance in the overall Supply Chain Management;
- iv. Issue administrative guidelines on the interpretation and implementation of the Supply Chain Management laws and other statutes as they relate to the County Government;
- v. Introduction of modern management techniques and approaches in the field of Supply Chain Management in public sector;
- vi. Ensures that the public sector implements e-government strategies;
- vii. Provide guidance on research and development as relates to Supply Chain Management;
- viii. Represent the Chief Officer Finance, ICT & Economic Planning in meetings in organizations dealing in procurement matters;
- ix. Advice on procurement reviews filed against departments at the Public Review and Advisory Board and facilitate implementation of the decisions thereof in consultation with PPOA.
- x. Responsible for planning, co-ordination, designing and implementation of supply chain systems in Government;
- xi. Advise on Personnel Establishment of Procurement Staff and Handling of Inter-departmental Postings of Supply Chain Management Personnel;
- xii. Carry out Monitoring, Evaluation and Supplies Management inspections in Procuring Entities;

- xiii. Implementation of the Procurement Module in the IFMIS systems in Government;
- xiv. Co-ordinate activities of supplies with respect to consultation buying and framework contracting for common user items;
- xv. Implementation of inventory management information system; and
- xvi. Any other duties as assigned from time to time

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 9th May, 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.

The Board and the County Government of Kiambu is committed to Zero tolerance to Corruption. We CAUTION applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.