

COUNTY GOVERNMENT OF LAIKIPIA



COUNTY PUBLIC SERVICE BOARD

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VACANCIES

Laikipia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions:-

DEPARTMENT OF FINANCE, PLANNING AND COUNTY DEVELOPMENT

1. ASSISTANT DIRECTOR OF BUDGET, JOB GROUP 'P' – 1 (ONE) POST.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH.77,527x3,877-81,404x4,070–85,474x4,947–103,894x5,195–109,089x5,454-114,543x5,727-120,270 p.m.

Duties and responsibilities

Duties and responsibilities at this level will entail: assisting in the management of the County budget function; coordinating the preparation of the annual and revised estimates; consolidating and prioritizing areas for allocation of public resources in consultation with the County departments.; consolidating the identified programs at the County level for inclusion in the program based budget; communicating of approved annual estimates to County departments; ensuring compliance with legal budgetary requirements; facilitating departments funding as per the approved requests by the County Treasury; consulting with division heads to ensure budget adjustments are made in accordance with program changes to facilitate long-term planning and comply with the law and preparing County budget implementation reports.

Requirements for Appointment

For direct appointment to this grade, a candidate must have:

- (i) A Bachelor Degree in any of the following Commerce(Finance Option), Economics, Finance, Business Administration, Business Management or their equivalent and relevant qualification from a recognized institution
- (ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognised university
- (iii) Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- (iv) Served as a Principal Budget Officer or in a comparable and relevant position for a minimum period of eight (8) years;

Promotion

Served in the grade of Principal Budget Officer for a minimum period of three (3) years;

OR

Served in the Public Service for a period of six (6) years, Three (3) of which should be at the grade of Senior Budget Officer (Job Group 'M') or in a comparable and relevant position

OR

Served in the Public Service for a period of eight (8) years, Three (3) of which should be at the grade of Budget Officer I (Job Group 'L') or in a comparable and relevant position

- (v) Attended four (4) weeks Senior Management Course from Kenya School of Government (KSG) or any other recognized institution
- (vi) Certificate in computer application skills from a recognized institution; and,
- (vii) Shown merit and ability as reflected in work performance and results

2. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'N'

1 (ONE) POST.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 48,190x2,400-50,590x1,550-53,140x2,700-55,840x3,000-58,840x3,150-61,990x3,300-65,290 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail: assist in compilation, collation and analysis of Supply Chain Management data/issues from County Departments, monitoring the implementation of the Supply Chain Management policies, guidelines and procedures recommending appropriate action, assisting in planning, coordinating, organizing and controlling Supply Chain Management Division; assisting in ensuring correct interpretation and implementation of Procurements laws, statutes, regulations, policies, guidelines and circulars

Requirements for Appointment

For direct appointment to this grade, a candidate must have:

- (i) A Bachelor Degree in any of the following Business Administration (Supply Management Option), Procurement and Supplies Management, or their equivalent and relevant qualification from a recognized institution.
- (ii) Served as a Supply Chain Management Officer or in a comparable and relevant position for a minimum period of ten (10) years;
- (ii) A member of a recognized Purchasing and Supplies Management Professional Body.

Promotion

Served in the grade of Chief Procurement Officer for a minimum period of three (3) years;

OR

Served in the Public Service for a period of Twelve (12) years, Three (3) of which should be at the grade of Senior Procurement Officer (Job Group 'L') or in comparable and relevant position

OR

Served in the Public Service for a period of Ten (10) years, Three (3) of which should be at the grade of Supply Chain Management Officer I (Job Group 'K') or in a comparable and relevant position

OR

Served in the Public Service for a period of eight (8) years, Three (3) of which should be at the grade of Procurement Officer II (Job Group 'J') or in a other comparable and relevant position

(iii) A Bachelor Degree in any of the following Business Administration (Supply Management Option), Procurement and Supplies Management, or their equivalent and relevant qualification from a recognized institution

(iv) A member of a recognized Purchasing and Supplies Management Professional Body;

(v) Attended four (4) weeks Management Course from Kenya School of Government (KSG) or any other recognized institution

(vi) Certificate in computer application skills from a recognized institution; and,

(vii) Shown merit and ability as reflected in work performance and results.

NB:

POSSESSION OF A MASTERS DEGREE IN COMMERCE, BUSINESS ADMINISTRATION, ECONOMICS, PROCUREMENT AND SUPPLY CHAIN MANAGEMENT, MARKETING, LAW OR ANY OTHER RELEVANT AND RECOGNISED QUALIFICATION WILL BE AN ADDED ADVANTAGE

3. PRINCIPAL INTERNAL AUDITOR (JOB GROUP 'N') – 1 (ONE) POST.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 48,190x2,400-50,590x1,550-53,140x2,700-55,840x3,000-58,840x3,150-61,990x3,300-65,290 p.m.

Duties and Responsibilities

Duties and responsibilities entails: participating in evaluation and improvement of the effectiveness of risk management, controls and governance processes of a public entity; undertaking audit verification assignments; vouching transactions in audit investigation; reviewing audit findings and audit working papers for assignments; leading a team of auditors; preparing assignment work/engagement plan; monitoring implementation of recommendations raised after review of internal audit reports; preparing training and budget projections; coaching and mentoring of staff.

Requirements for Appointment

For direct appointment to this grade, a candidate must have:

(i) A Bachelor's Degree in commerce (Accounting or Finance option) from a recognised university and Certified Internal Auditor (CIA) II/ Certified Public Accountant (CPA) II;

OR

Certified Internal Auditor (CIA) /Certified Public Accountant (CPA) Finalist or its equivalent qualification from a recognized institution;

- (ii) Served as an Internal Auditor or in a comparable and relevant position for a minimum period of ten (10) years;
- (iii) Registered with the Institute of Certified Public Accountant of Kenya (ICPAK)/ Institute of Internal Auditors (IIA), Registration of Accountants Board (RAB) or Equivalent and must be in good standing.

Promotion

Served in the grade of Chief Internal Auditor for a minimum period of three (3) years or in a comparable and relevant position

OR

Served in the Public Service for a period of Ten (10) years, Three (3) of which should be at the grade of Senior Internal Auditor (Job Group ‘L’) or in a comparable and relevant position

OR

Served in the Public Service for a period of Eight (8) years, Three (3) of which should be at the grade of Internal Auditor I (Job Group ‘K’) or other comparable and relevant position

Registered with the Institute of Certified Public Accountant of Kenya (ICPAK)/ Institute of Internal Auditors (IIA), Registration of Accountants Board (RAB) or Equivalent and must be in good standing.

- (ii) Attended four (4) weeks Senior Management Course from Kenya School of Government (KSG) or any other recognized institution
- (iii) Certificate in computer application skills from a recognized institution; and,
- (iv) Shown merit and ability as reflected in work performance and results

NB:

POSSESSION OF A MASTERS DEGREE IN COMMERCE, FINANCE BUSINESS ADMINISTRATION OR ANY OTHER RELEVANT AND RECOGNISED QUALIFICATION WILL BE AN ADDED ADVANTAGE.

4. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP ‘L’
2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 35,910x1,800-37,710x1,890–39,600x1,990–41,590x2,070–43,660x2,220-45,880 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will include; planning and coordination of Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market surveys and, research, procurement planning, and inventory and stock control. The officer may also be called upon to head a Supply Chain Management section or unit in a Department.

Requirements for Appointment

For direct appointment to this grade, a candidate must have:

- (i) A Bachelor Degree in any of the following Business Administration (Supply Management Option), Procurement and Supplies Management, Marketing or their equivalent and relevant qualification from a recognized institution
- (ii) Served as a Supply Chain Management officer or in a other comparable and relevant position for a minimum period of five (5) years;
- (iii) A member of a recognised Supplies Management professional body.

Promotion

- (i) Served in the grade of Supply Chain Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
OR
Served in the Public Service for a period of eight (8) years, Three (3) of which should be at the grade of Supply Chain Management Officer II (Job Group 'J') or in a comparable and relevant position
- (ii) Shown merit and ability as reflected in work performance and results

5. ACCOUNTANT I, JOB GROUP 'K' – 3 (THREE) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY:KSH. 31,020x1,560-32,580x1,620–34,200x1,710–35,910x1,800–37,710x1,890–39,600x1,990-41,590 p.m.

Duties and responsibilities

An officer at this level will be deployed in the department of Finance, Planning and County Development. Duties and responsibilities at this level will involve:- verification of vouchers, and committal documents in accordance with laid down rules and regulations; data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers, and preparation of management reports e.g. imprests and expenditure returns etc. You will be responsible for the safe custody of Government records and assets under you, analysis of below the line accounts. You may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash book; balancing and ruling of the cash books on daily basis; arranging withdrawal of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books; preparation of expenditure and Authority to Incur Expenditure(AIE) funding returns on quarterly basis; preparation of Appropriation In Aid (AIA) returns on quarterly basis ; paying personal and merchants claims guided by cash balances in the cash book and treasury regulations; and receipting money due and payable to Government.

Requirements for Appointment:

For direct appointment to this grade, a candidate must have a Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) examination

OR

Passed Part II of the Certified Public Accountants (CPA) examination or its equivalent qualification.

Promotion

- (i) Served as Accountant II (Job Group ‘J’) for a minimum period of three (3) years or in a comparable and relevant position;
- (ii) Passed Part II of the Certified Public Accountants (CPA) examination or a Bachelor’s degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) from a recognised institution or any other relevant equivalent qualification.
- (iii) Certificate in Computer Applications
- (iv) Shown merit and ability in work performance and results.

6. ACCOUNTANT II, JOB GROUP ‘J’ – 2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 24,662x1,233-25,895x1,285–27,180x1,340–28,520x1,398–29,918 p.m.

Duties and responsibilities

An officer at this level will be responsible for performing variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him/her.

Requirements for Appointment:

For direct appointment to the grade of Accountant II (Job Group ‘J’) a candidate must have the following qualifications:-

- (i) A pass in Part II of the Certified Public Accountants (CPA) Examination or its recognised equivalent qualification.

OR

Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option from a recognised institution or any other relevant equivalent qualification.

- (ii) Certificate in Computer Applications

For promotion

- (i) Served as a Senior Clerical Officer (Job Group ‘H’) for a minimum period of three (3) years
- (ii) A pass in part II of the Certified Public Accountants (CPA) Examination or its recognised equivalent qualification.

7. IFMIS SUPPORT OFFICER III, JOB GROUP 'H' – 2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 19,323 x 966-20,289x1,015–21,304x1,065–22,369x1,120–23,489x1,173 – 24,662 p.m.

Duties and Responsibilities:

An officer at this level will be responsible for assisting in integrating budget and budget execution data; assisting in providing information for data planning; facilitating in production of financial statements; providing audit trail documents; assisting in providing timely, accurate, and consistent data for management and budget decision making; assisting in staff training and support services and assisting in research, troubleshooting and supporting IFMIS systems.

Requirements for Appointment:

- i. A diploma in any of the following disciplines: Information Communication Technology (ICT), Computer Science, Business Management; Human Resource Management or any other relevant and equivalent qualification from a recognised institution
- ii. Certificate in Computer Applications.

PROVEN EXPERIENCE OF WORKING WITH IFMIS or ORACLE E-BUSINESS SUPPORT SERVICES WILL BE AN ADDED ADVANTAGE

8. SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'J'
2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 24,662x1,233-25,895x1,285–27,180x1,340–28,520x1,398–29,918 p.m.

Duties and responsibilities

An officer at this level will be deployed in specialized area such as warehousing, distribution, stock control logistics or market survey. The officer will assist in preparation of annual procurement plans and supply chain management reports.

Requirements for Appointment:

For direct appointment to this grade, a candidate must have:

- (i) A Bachelor Degree in any of the following Business Administration (Supply Management Option), Procurement and Supplies Management or their equivalent and relevant qualification from a recognized institution
- (ii) A member of recognised Supplies Management professional body

Promotion

- (i) Served as a Supply Chain Management Assistant III (Job Group 'H') for a minimum period of three (3) years or in a comparable and relevant position;
- (ii) A Diploma in Supply Chain Management) or its equivalent and relevant qualification from a recognized institution

OR

An advanced certificate in Supply Chain Management from Chartered Institute of Purchasing and Supply (CIPS) or its equivalent and relevant qualification from a recognized institution

- (iii) Certificate in Computer Applications
- (iv) Shown merit and ability in work performance and results.

9. FINANCE OFFICER II, JOB GROUP 'J' – 2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 24,662x1,233-25,895x1,285–27,180x1,340–28,520x1,398–29,918 p.m.

Duties and responsibilities

Duties and responsibilities at this level will entail: assisting in identification and compiling of programmes at the department level; compiling and formatting of financial estimates; compiling and preparing departmental budget monitoring reports; preparing reports and briefs on departmental budgetary policy issues; preparing initial proposals seeking funding/ expenditure proposals and Compiling of information required for sector budget monitoring.

For appointment to this grade, a candidate must have:

- (i) A Bachelors Degree in any of the following; Commerce (Finance Option), Economics, Finance, Business Management (Accounting Option) or their equivalent and relevant qualification from a recognized institution

OR

Any other Bachelors Degree with Certified Public Accountant II (CPA II) qualification

- (ii) Certificate in computer applications.

10. INTERNAL AUDITOR I, JOB GROUP 'K' – 3 (THREE) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 31,020x1,560-32,580x1,620–34,200x1,710–35,910x1,800–37,710x1,890 – 39,600x1,990-41,590 p.m.

Duties and responsibilities

Duties and responsibilities entails: vouching sample transactions in audit investigation and verification; participating in preparing engagement and work plans; recording proceedings of entry and exit meetings; collecting and analysing data and statistics; and preparing audit working papers.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in Commerce (Accounting or Finance option) and Certified Public Accountants (CPA) II/ Certified Internal Auditor (CIA) II

OR

Certified Public Accountant (CPA)/ Certified Internal Auditor (CIA) Finalist or its equivalent from a recognized institution.

(ii) Certificate in Computer Applications.

11. ASSISTANT OFFICE ADMINISTRATOR III, (JOB GROUP 'H') – 7 (SEVEN) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 19,323 x 966-20,289x1,015–21,304x1,065–22,369x1,120–23,489x1,173 – 24,662 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- taking oral diction; word and data processing; managing e-office, operating office equipment; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, a candidate must have

- i. Diploma in Secretarial studies from Kenya National Examinations Council (KNEC)
OR
Business Education Single and Group Certificates(BES & GC) from Kenya National Examinations Council(KNEC)
 - (a) Typewriting III (50 w.p.m)/ \Computerised Document Processing III;
 - (b) Shorthand II (80 w.p.m)
 - (c) Business English II/Communications I
 - (d) Office Practice II
 - (e) Secretarial Duties II
 - (f) Commerce II
 - (g) Office Management III/Office Administration and Management III
- ii. Certificate in computer application from a recognized institution.

RE-ADVERTISEMENT

DEPARTMENT OF EDUCATION, GENDER, SPORT, YOUTH & ICT

1. EARLY CHILDHOOD DEVELOPMENT COORDINATOR [3], JOB GROUP 'J'
(3 POSTS)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH.24,662X1,233-25,895X1,285-27,180X1,340-28,520X1,398-29,918 p.m.

Duties and responsibilities

Duties and responsibilities at this level will entail: maintaining Early Childhood Development Education(ECDE) standards and records in the area of jurisdiction; Assessment of ECDE trainees during the term; mobilization, sensitization and capacity building on ECDE to stakeholders; training of Certificate ECDE courses during school holidays; developing localized curriculum by interpreting the national curriculum to suit the local environment; networking with ECDE partners and participating in ECDE caregivers meetings

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- or other recognized equivalent qualification;
- (ii) Be in possession of a Diploma in Early Childhood Development Education (ECDE) certificate or its approved equivalent.

NB: Qualified persons from non-dominant communities in Laikipia County are encouraged to apply.

DEPARTMENT OF TOURISM, TRADE & CO-OPERATIVE DEVELOPMENT

1. SENIOR TRADE DEVELOPMENT OFFICER, JOB GROUP 'L' – (1 POST)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY:KSH.24,662X1,233-25,895X1,285-27,180X1,340-28,520X1,398-29,918

Duties and Responsibilities

Work at this level will mainly involve: collecting, compiling and analyzing economic and trade related data; disseminating business information; facilitating trade promotion activities; participating and organizing trade interactive forums; promoting entrepreneurial ventures creation and growth; facilitating the growth and development of Micro, Small and Medium Enterprises(MSMEs); undertaking market intelligence for County trade development; providing business counseling, training and providing extension services on trade matters; preparing background papers and briefs on trade issues; conducting surveys and mapping various business activities; vetting of Joint Loans Board (JLB) applicants; sensitizing the business community on sources of credit available Micro, Small and Medium Enterprises(MSMEs); recover loans owed to Joint Loans Board (JLB) books of account and participate in the management of business information and solutions centres.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Served in the grade of Trade Development officer I for a minimum period of three (3) years.
OR
Served in the Public Service for a period of six (6) years three (3) of which should be at the Middle management level.
- ii. Bachelor's Degree in any of the following disciplines: Commerce; Marketing; Business Administration; Business Management; Entrepreneurship; Economics; International Trade/Business/Relations or any relevant and equivalent qualification from a recognized institution
- iii. Certificate in Computer Applications from a recognized institution
- iv. Demonstrated merit and ability in work performance and results.

NB

Practical and proven experience in Trade Development Function or related career/profession will be an added advantage.

DEPARTMENT OF COUNTY ADMINISTRATION & PUBLIC SERVICE

1. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GROUP 'P'
(1 POST)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY:KSH.77,527X3,877-81,404X4,070-85,474X4,274-89,748X4,487-94,235X4,712-98,947X4,947-103,894p.m.

Duties and Responsibilities

An officer at this level will be reporting to the Head, Human Resource Management. Specific duties and responsibilities will entail:- assisting in planning, organizing administration and control of activities in Human Resource Management division; initiating formulation of Human Resource Management policies; initiating preparation of Divisions strategic plans; assisting in Human resource planning and succession management; analyzing staff performance and career progression and making appropriate recommendations; ensuring correct interpretation and implementation of Human Resource Management policies, rules and regulations including those relating to pensions, salary administration, labour laws, leave, Collective Bargaining Agreement and other statutes relating to Human Resource Management.

Requirements for appointment

For direct appointment to this grade, a candidate must have:-

- (i) Served in the Public Service for a period of not less than fifteen (15) years, three (3) of which should be at the grade of Chief Human Resource Management Officer.
- (ii) Masters degree in Human Resource Management
OR
- (iii) Masters degree in Social Sciences with a diploma in Human Resource Management/Part I of Certified Public Secretaries (K) Examination.

Promotion

For Promotion, a candidate must have:-

- (i) Served in the Public Service for a period of not less than fifteen (15) years, three (3) of which should be at the grade of Senior Human Resource Management Officer or in a comparable and relevant position in the Public Service
 - (ii) Masters degree in Human Resource Management
OR
 - (iii) Degree in Social Sciences with a diploma in Human Resource Management/Certified Public Secretaries (K) Examination
 - (iv) Shown merit and ability as reflected in work performance and results.
2. HEAD OF LEGAL SERVICES, JOB GROUP 'R' – (1 POST)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE
SALARY: KSH.109,089X5,454-114,543X5,727-120,270X5,902-26,172X6,077X132,249X
6,252-138,501X6,427-144,928p.m.

Duties and Responsibilities

The Head of Legal Services will be reporting to the County Secretary. Specific duties will include:-

- i. Ensuring development and implementation of strategic objectives in respect of the legal function
- ii. Providing legal advice and legislative support to the County
- iii. Representing the county in all matters
- iv. Drafting and enforcing contracts, leases and related legal documents
- v. Identifying and implementing strategic priority areas on legal reforms
- vi. Undertaking research on legal issues
- vii. Supervising staff in the legal division

Requirements for appointment

For appointment to this grade, an officer must:-

- i. Have a Bachelor of law degree or its equivalent and relevant qualification from a recognized institution.
- ii. Have been admitted as an advocate of the High Court of Kenya
- iii. Be in possession of a current practising licence.
- iv. Have relevant knowledge and experience of not less than six (6) years in the legal profession or in a relevant and related field.
- v. Demonstrate professional competence, managerial and administrative capability and initiative on the general functions of the legal field.
- vi. Satisfy the requirements of chapter six of the Kenya Constitution.

Possession of Masters in Law (LLM) will be an added advantage.

3. MEMBER, PUBLIC PARTICIPATION ADVISORY COMMITTEE – (3 POSTS)
TERMS OF SERVICES: THREE (3) YEARS RENEWABLE CONTRACT

Pursuant to section 12 (2) (c), (d), (e) (f) (g) (h) (I) and (j) of The Laikipia County Public Participation Act 2014, the County Government of Laikipia wishes to recruit one (1) competent and qualified person to the Public Participation Advisory Committee to represent the following:-

- a. Faith Based Organizations
- b. Youth
- c. Women

A member of the Advisory Committee will serve for a period of THREE (3) years and will be eligible for re-appointment for a further and final term of three (3) years.

Functions of the advisory committee

The Advisory Committee shall be responsible for:-

- (i) Advising the County Executive Committee on appropriate public participation processes, strategies and policy frameworks;
- (ii) Providing a platform for dialogue on county policy and service delivery processes;
- (iii) Monitoring the county public participation processes and advising the County Executive Committee on appropriate measures for enhancing the process.

Requirements for appointment

- (i) A person shall be qualified for appointment as a member of the Public Participation Advisory Committee, if the person:-
- (ii) Hold at least a diploma from a recognized institution;
- (iii) Has knowledge and experience of at least (3) years in matters relating to community development, advocacy, empowerment, social development, administration, resource mobilisation, communication, business administration, management, finance or any other relevant and related field;
- (iv) Meets the requirements of Chapter six of the constitution and,
- (v) Is a resident of the Laikipia County.

4. INTERNAL AUDIT COMMITTEE MEMBERS – (4 POSTS)
THREE (3) YEARS CONTRACT RENEWABLE FOR ONE TERM ONLY

Pursuant to the Public Finance Management (PFM) Act 2012 section 155 (5) and PFM Regulation no. 167(1), The County Government of Laikipia is inviting applications from interested persons to fill the four (4) vacancies available in the Audit Committee whose main function shall be to support the county in matters which include;

- (i) Risk, control and governance and associated assurance;
- (ii) Follow up on the implementation of the recommendations of internal and external auditors among others.

Requirements for appointment

- (a) Possess a degree from a recognized university in any field that is relevant to the operations of the County Government; a postgraduate degree e.g. MBA will be an added advantage.

- (b) Have at least 5 years' experience and conversant with Internal Audit and Risk Management matters.
- (c) Must not be past or present employee of the County Government of Laikipia, and shall not have served as an employee or agent of a business organization which has carried out any business with the County Government of Laikipia in the last two years;
- (d) Have a good understanding of County Government operating, financial reporting or auditing;
- (e) Have a good understanding of the objects, principles and functions of the County Government.
- (f) Be a highly respectable and experienced person, who possesses strong interpersonal skills. and;
- (g) Be a person with excellent working knowledge of an audit committee's functions and risk management frameworks;
- (h) Be a person of integrity and in compliance with the requirements of Chapter six of the Constitution;
- (i) Be independent and proactive.

Other requirements:

- (a) Clearance from DCI.
- (b) Clearance from Credit Reference Bureau.
- (c) Tax Compliance from Kenya Revenue Authority
- (d) Clearance from Higher Education Loans Board
- (e) Clearance from the Ethics and Anti-Corruption Commission

Remuneration:

This is not a salaried position and allowances applicable shall be determined by the Salaries and Remuneration Commission.

NOTE: Any member who intends to serve as the chairperson must have the following;

- (a) Possess a first degree in Finance/ Accounting/Auditing/Commerce or equivalent;
- (b) Be in possession of a relevant professional certificate in Accounting/Auditing or equivalent;
- (c) Be a member of a relevant professional body e.g. ICPAK, IIAK or equivalent and must be in good standing;
- (d) The chairperson shall be independent to the County Government entities, be knowledgeable of the organization, have the requisite business and leadership skills and shall not be a political office holder;
- (e) Shall not be serving concurrently as a member of any other committee of the County Government of Laikipia;
- (f) Must demonstrate characteristics of an effective chairperson which include;
 - i. Being an independent proactive leader with confidence and integrity and;
 - ii. Availability to develop and closely monitor the committee agenda.

COUNTY PUBLIC SERVICE BOARD

1. SENIOR RECORDS MANAGEMENT OFFICER (JOB GROUP 'L) – (1 POST)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 35,910x1,800-37,710x1,890–39,600x1,990–41,590x2,070–43,660x2,220-45,880 p.m

Duties and Responsibilities

An officer at this level will be reporting to the Principal Human Resource Management officer.

Specific duties will include:

- (i) Ensuring efficient and effective management of registry services;
- (ii) Assisting in initiating, developing ,interpreting and implementing of records management policies, guidelines and procedures;
- (iii)Initiating appraisals and disposal of records in liaison with National Archives Documentation Services;
- (iv)Preparing budget estimates for registry services;
- (v) Ensuring security of information , documents , files and office equipment;
- (vi)Supervising and guiding staff working under him / her;

Requirements for Appointment

For appointment of this, an officer must:

- (i) Have a Bachelors degree in Records /Information Management , Information /Library Science or relevant and equivalent qualifications from a recognized institution;
- (ii) Have relevant knowledge and experience of not less than (4) years in a related area within either the Public Service or Private Sector;
- (iii)Demonstrate understanding of National Goals , Policies and Development Objectives including the Kenya Vision 2030 , County Integrated Development Plan and County Strategic Plan; and,
- (iv)Have understanding and respect of diversity within the County.
- (v) Certificate in computer applications.

2. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER (JOB GROUP 'L) – (1 POST)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: KSH. 35,910x1,800-37,710x1,890–39,600x1,990–41,590x2,070–43,660x2,220-45,880 p.m.

Duties and Responsibilities

An officer at this level will be reporting to the Principal Human Resource Management Officer .

Specific duties will include:-

- (i) Assisting in planning, organising and coordinating the recruitment process.
- (ii) Reviewing recruitment paperwork for completeness and accuracy such as vacancy announcements, interview questions, record sheets etc.

- (iii)Assisting in maintaining advertising budget and submission of requirements for advertisement.
- (iv)Compiling, monitoring and tracking recruitment statistics and reports
- (v) Assisting in planning, controlling and coordinating human resource management and development activities, performance management, employee relations, discipline, staff welfare and implementation of policies and regulations.
- (vi)Performing any other duties that may be assigned.

Requirements for appointment

For appointment of this grade, an officer must:-

- (i) Have a Bachelors Degree in Human Resources Management or Business Management (Human Resource Management Option) or Social Sciences with a Diploma in Human Resource Management /Part 1 of CPS or equivalent and relevant qualifications from a recognized institution;
- (ii) Have relevant knowledge and experience of not less than three (3) years in Human Resource Management or related area within the Public Service;
- (iii)Demonstrate professional competence , managerial administrative capability initiative on the general organization and management of Human Resources;
- (iv)Demonstrate knowledge of the labour laws and other related legislation ;
- (v) Membership of a professional body

DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES

1. ASSISTANT AGRICULTURAL OFFICER, JOB GROUP ‘H’– 3 POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY:KSH.19,323x966-20,289X1,015-21,304X1,065-22,369X1,120-23,489x1,173-24,662 p.m.

Duties and Responsibilities

This will be the entry and training grade for Assistant Agricultural Officers’ cadre. An officer at this level will be deployed in a Division or in an Agricultural Training Center.

Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, Planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C or equivalent; and
- (ii) A Diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification form a recognized institution.

Written applications should be sent to:

**THE CEO/SECRETARY
LAIKIPIA COUNTY PUBLIC SERVICE BOARD
NYAHURURU TOWNHALL
P O BOX 52-20300
NYAHURURU**

Applications may also be hand delivered and dropped in the **Job Applications Box** at the County Public Service Board Offices, Nyahururu Town Hall on or before **Friday, 20th January, 2017**.

Laikipia County Public Service Board is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.

Qualified youth, women and persons with disability are encouraged to apply.