

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

Department of Finance and Economic Planning

1. Principal Accountant J/G N (3 Positions) REF:CG/KLF/CPSB/ADVRT/01/01/20

The Principal Accountant will be deployed to head the departmental accounting unit or deployed to the accounting unit.

Duties and Responsibilities

- Advise the department on all financial matters
- Interpretation and implementation of financial regulation and procedures, circulars, letters and instructions.
- Spearheading preparations of departmental annual and supplementary budgets estimates
- Ensuring departmental budget implementation as per the Appropriations Act
- Authorization of payment
- Preparation of timely and quality management financial reports which include monthly bank reconciliation statements and quarterly financial reports
- Preparation of annual financial statements
- Preparation of responses to external audit reports on departmental financial matters
- Supervision, deployment, setting targets and appraisal of departmental accounts staff
- Ensuring safe custody of assets and record management of the department
- Ensuring effective internal control system in the department

Requirements for Appointment

- A Bachelors degree in Commerce (Accounting or Finance option)
- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the Public Service or private Sector for a minimum period of three (3) years;

- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
- Attended a management course lasting not less than four (4) weeks from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:

- Integrity and commitment to produce results;
- Creative and innovative, technical problem solving, transformative and resource management skills;
- Ability to work with minimum supervision;
- Good organization and supervisory skills.

Terms of Service: - Permanent

Salary Scale: 55,150 - 82,330 p.m.

Other Allowances are as issued by SRC from time to time.

2. Senior Accountant J/G L (2 Positions) REF:CG/KLF/CPSB/ADVRT/02/01/20

Duties and Responsibilities

- An Officer in this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her sections
- Work at this level will also include planning, directing, coordinating, supervising areas of control, training and development of staff under him/her and setting targets for the section(s)
- The officer may occasionally be required to undertake ad hoc assignments relating to accounting services
- He may be assigned responsibilities to authorize payments and sign cheques subject to limit set
- He will certify and verify return, documents, vouchers, monitor collection of revenue including inspection and responsible for government assets, records and custody of accountable documents under his/her section.

Requirements for Appointment

- Be Kenyan Citizen
- served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

- A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- Certificate in Computer Applications

Terms of Service: - Permanent

Salary Scale: 41,770 - 57,900 p.m.

Other Allowances are as issued by SRC from time to time.

3. Accountant J/G K (10 Positions) REF:CG/KLF/CPSB/ADVRT/03/01/20

Duties and Responsibilities

- Preparation and verification of vouchers as per laid down standard payment procedures;
- Conducting routine accounting works using Intergrated Financial Management Information System (IFMIS) such as data capture, invoicing, validation, payments and production of related reports
- Maintenance of primary records such as cashbooks and registers
- Preparation of monthly bank reconciliation statements
- Preparation of financial management reports such as monthly, quarterly and annual reports
- Ensuring safe custody of County Government records and assets under custody.

Requirements for Appointment

Be Kenyan Citizen

Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

- Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

Terms of Service: - Permanent

Salary Scale: 37,030 - 49,950 p.m.

Other Allowances are as issued by SRC from time to time.

**4. Principal Records Management Officer J/G N (1 Position)
REF:CG/KLF/CPSB/ADVRT/04/01/20**

Duties and Responsibilities

- Responsible for planning of appropriate office accommodation for registries;
- Preparation and submission of budget estimates for registry services
- Initiating appraisal and disposal of files, documents and records in accordance with Government regulations
- Supervision, guidance and development of officers working under him.

Requirements for Appointment

- Be Kenyan Citizen
- Served in the grade of Chief Records Officer or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- Bachelor's degree in Information Sciences /Records Management or equivalent qualifications from a recognized.

- Attended a management course lasting not less than four (4) weeks from a recognized institution.

Terms of Service: - Permanent

Salary Scale: 55,150 - 82,330 p.m.

Other Allowances are as issued by SRC from time to time.

5. Principal Economist J/G N (1 Position) REF:CG/KLF/CPSB/ADVRT/05/01/20

The holder of this position is responsible for provision of support in formulation of economic plans, policies and measurement of execution of the plans.

Duties and Responsibilities

- Analyzing, formulate and oversee the measurement of economic plans and policies;
- Participate in the preparation of the economic plans to ensure sectoral plans and other strategies are budgeted for.
- Strong report writing skills on public economics, financial economics and sector specific economic issues
- Align sector plans to the midterm plan and measure contribution of the plans to the sustainable development goals
- Analyze and interpret economic data to develop county economic development policies.
- Lead capacity building of departments on formulation of economic plans and measurement of their implementation.
- Develop and maintain active engagement with other development partners and local think tanks and researchers.

Requirements for Appointment

- Be Kenyan Citizen
- Served in the grade of Chief Economist or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- Bachelor's degree in Economics, Macroeconomics and Mathematics.
- Technical Proficiency: Skills and experience in working on economic policy issues and data analysis. Strong conceptual, analytical and evaluative skills in these areas.
- Member of the chartered Financial Analyst (CFA) or certified investment and Financial Analyst (CIFA) or relevant proficiency body.
- Experience in statistical software (STATA, SAS, E-views, and R&MATLAB).
- Advanced skills in the usage of MS – Excel).
- Attended a management course lasting not less than four (4) weeks from a recognized institution.

Terms of Service: - Permanent

Salary Scale: 55,150 - 82,330 p.m.

Other Allowances are as issued by SRC from time to time.

6. Economist J/G L (3 Positions) REF:CG/KLF/CPSB/ADVRT/06/01/20

The holder of this position will participate in the process of formulation of economic plans, policies and measurement of execution of the plans.

Duties and Responsibilities

- Participate in analyzing , formulating, and overseeing the measurement of economic plans, policies and measurement of execution of the plans;·
- Participate in the preparation of the economic plans to ensure sectoral plans and other strategies are budgeted for.
- Participate in writing reports on public economics, financial economics and sector specific economic issues.
- Participate in capacity building of departments on formulation of economic plans and measurement of their implementation.
- Participate in the analysis and interpretation of economic data that is used for decision making in the County.

Requirements for Appointment

- Be Kenyan Citizen
- Served in the grade of Economist I or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- Bachelor's degree in Economics, Macroeconomics and Mathematics.
- Technical Proficiency: Skills and experience in working on economic policy issues and data analysis. Strong conceptual, analytical and evaluative skills in these areas.
- Member of the chartered Financial Analyst (CFA) or certified investment and Financial Analyst (CIFA) or relevant proficiency body.
- Experience in statistical software (STATA, SAS, E-views, and R&MATLAB).
- Advanced skills in the usage of MS – Excel)

Terms of Service: - Permanent

Salary Scale: 41,770 - 57,900 p.m.

Other Allowances are as issued by SRC from time to time.

7. Principal Fiscal Analyst J/G N (1 Position) REF:CG/KLF/CPSB/ADVRT/07/01/20

The holder of this position coordinates resource requirement review, rationale of allocation and links them to sectoral plans and policies. Will also lead in initiating proposals for additional expenditure, reallocation and monitoring expenditure and projects.

Duties and Responsibilities

- Coordinate implementation of advisories to departments on all budgeting and financial matters to support the achievement of the County's strategic objectives.
- Assess financial viability of department investments/projects

- Formulate the development budget of the department in line with the Medium Term Expenditure Framework
- Coordinating the departmental resource allocation in line with the County's development agenda
- Coordinating the linkage of the departmental budget to cash flow plans by providing programme/project implementation status reports to initiate requests for withdrawal of funds
- Coordinating the capacity building in the Budget function.
- Coordinating the development of budget policy, budget systems and reforms
- Oversee the revenue raising measures of the department and present revenue shortfalls and remedial actions plans
- Develop financial and non-financial reports for the department

Requirements for Appointment

- Be Kenyan Citizen
- Served in the grade of Chief Economist/Chief Fiscal Analyst or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- Bachelor's degree in Economics, Macroeconomics, Mathematics and Finance.
- Technical Proficiency: Skills and experience in working on economic policy issues and data analysis. Strong conceptual, analytical and evaluative skills in these areas.
- Member of the chartered Financial Analyst (CFA) or certified investment and Financial Analyst (CIFA) or relevant proficiency body.
- Attended a management course lasting not less than four (4) weeks from a recognized institution.

Terms of Service: - Permanent

Salary Scale: 55,150 - 82,330 p.m.

Other Allowances are as issued by SRC from time to time.

8. Fiscal Analyst J/G L (3 Positions) REF:CG/KLF/CPSB/ADVRT/08/01/20

The holder of this position will participate in initiating proposals for additional expenditure and relocation and monitoring expenditure and projects including programme implementation on a regular basis.

Duties and Responsibilities

- Preparing Budgets for recurrent and development votes;
- Preparing quarterly expenditure forecasts as a basis for release of funds;
- Monitor expenditure and projects including programme and project implementation on a timely basis and ensuring timely disbursement of funds.
- Determining performance indicators for programmes
- Assisting the departments in on costing of programmes

Requirements for Appointment

Be Kenyan Citizen

Served in the grade of Economist I/ Fiscal Analyst I or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;

Bachelor's degree in Economics, Macroeconomics, Mathematics and Finance.

Technical Proficiency: Skills and experience in working on economic policy issues and data analysis. Strong conceptual, analytical and evaluative skills in these areas.

Member of the chartered Financial Analyst (CFA) or certified investment and Financial Analyst (CIFA) or relevant proficiency body.

Terms of Service: - Permanent

Salary Scale: 41,770 - 57,900 p.m.

Other Allowances are as issued by SRC from time to time.

9. Public Investment Management Specialist J/G N (2 Positions)

REF:CG/KLF/CPSB/ADVRT/09/01/20

The holder of the position will to work together with the team of economists in the division of economic planning on the tasks related to improve the efficiency of public investment management process.

Duties and Responsibilities

- Assess the existing model of public investment management and conduct an efficiency assessment of the public investment model with a particular focus on evaluating the strength and efficiency of public investment management;
- Recommend and implement measures aimed at improving the efficiency of and streamlining the public investment management process.
- Analyze the legal framework governing the processes of the public investment management system and produce a list of measures to bring them up to the level where they would become univocal, easy to understand and implement.
- Assess the existing project appraisal and selection process with particular focus on the portfolio of projects available for investment and public private partnership.
- Undertake transaction advisory procedures necessary to project public investment project returns to investors.

Requirements for Appointment

• Be Kenyan Citizen

• Served in the grade of Chief Economist/Chief Fiscal Analyst or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;

• Bachelor's degree in Economics, Macroeconomics, Mathematics and Finance.

• Technical Proficiency: Skills and experience in working on economic policy issues and data analysis. Strong conceptual, analytical and evaluative skills in these areas.

- Member of the chartered Financial Analyst (CFA) or certified investment and Financial Analyst (CIFA) or relevant proficiency body.
- Attended a management course lasting not less than four (4) weeks from a recognized institution.

Terms of Service: - Permanent

Salary Scale: 55,150 - 82,330 p.m.

Other Allowances are as issued by SRC from time to time.

10. Project Management Specialist J/G N (3 Positions)

REF:CG/KLF/CPSB/ADVRT/10/01/20

The holder of this position will lead the development and management of monitoring, evaluation frameworks and learning system for projects and service delivery.

Duties and Responsibilities

- Coordinate, develop and strengthen County Integrated Monitoring and Evaluation Systems.
- Lead formulation and measurement of the Monitoring and Evaluation Frameworks.
- Lead formulation of measurement tools.
- Lead proposal writing for sector specific partnership projects.
- Prepare County Annual Progress Reports on implementation of the County Integrated Development Plan.
- Review the project implementation activities to assess results and impact
- Design and implement systems to track program progress against indicators
- Collect and verify information and maintain performance monitoring plans, reports, work plans and periodic reports.
- Monitor program implementation and make recommendations on adjustments and modifications where necessary.
- Develop and maintain systems to collect and analyze information on inputs, outputs, outcomes and impact of the program.
- Promote learning and knowledge sharing of best practices and lessons learnt both internally and externally.
- Coordinate regular update of data and information on project implementation and service delivery to facilitate planning, budgeting and resource mobilization
- Lead training and development to the department on Monitoring and Evaluation.

Requirements for Appointment

- Be Kenyan Citizen
- Bachelor's degree in Monitoring and Evaluation, Development studies, Project Planning and Management.
- 7 years of relevant work experience
- Strong conceptual, analytical and evaluate skills in these areas

- Conversant and certified member of Project Management Standards Body
- Experience of statistical software
- Advance MS Suite skills.
- Attended a management course lasting not less than four (4) weeks from a recognized institution.

Terms of Service: - Permanent

Salary Scale: 55,150 - 82,330 p.m.

Other Allowances are as issued by SRC from time to time.

11. Project Assistant J/G H (3 Positions) REF:CG/KLF/CPSB/ADVRT/11/01/20

The holder of this position will support the project management specialist in the day to day running of the project management work particularly monitoring and evaluation.

Duties and Responsibilities

- Coordinating, regular updates of the project status reports and production of the progress reports.
- Coordinate review of the project status reports, progress reports and data to inform monitoring and evaluation.
- Create and manage electronic and manual filing systems, and maintain and updates files and records, archiving and storage of the collected project data and reports
- Undertake compilation of progress reports/training reports/meeting minutes
- Undertake project specific data collection to inform evaluation decisions
- Contribute to proposal writing for sector specific partnership projects
- Support the project management team in follow-up of action points
- Support in planning and organizing internal and external meetings, archiving of meeting proceedings and minutes workshops and other events.
- Establish and maintain a key contact database and email list of all project teams and partners, collaborators and other stakeholders

Requirements for Appointment

Be Kenyan Citizen

Diploma in Development studies, Project Planning and Management.

Strong conceptual, analytical and evaluative skills in these areas.

Advance MS Suite skills

Terms of Service: - Permanent

Salary Scale: 24,580 - 32,760 p.m.

Other Allowances are as issued by SRC from time to time.

12. Statistician I J/G L (3 Positions) REF:CG/KLF/CPSB/ADVRT/12/01/20

The holder of this position will lead the design and implementation of surveys and regular data collection meant to provide data necessary for statistics to inform planning and budgeting as well as review of the service delivery strategy.

Duties and Responsibilities

- Undertake research design, sampling design, data collection, processing and analysis and report writing;
- Assessment of statistical infrastructure including the quality and use of appropriate sampling frames and sample methodology, geographical information systems, use of information and communication technology.
- Assessment of quality and availability of key indicators in the main statistical domains.
- Consolidation of sector/topic assessments into a full, up to date assessment report/ compendium
- Take lead in the production of the county statistical abstracts.
- Experience in research tool design, data collection and analysis.
- Demonstrated ability and experience in conducting and coordinating surveys (households, business/establishments), data analysis and training professional statisticians.

Requirements for Appointment

- Be Kenyan Citizen
- Served in the grade of Statistician II or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
- A Minimum of an Upper Second Class Honors Degree in Statistics.
- Experience in statistical software (STATA, SAS, E-views, and R&MATLAB).
- Advanced skills in the usage of MS – Excel.

Terms of Service: - Permanent

Salary Scale: 41,770 - 57,900 p.m.

Other Allowances are as issued by SRC from time to time.

Department of Devolution, Public Service and Disaster Management

1. Deputy Sub County Administrator – Magarini Sub County J/G P (1 Position) REF:CG/KLF/CPSB/ADVRT/13/01/20

The Sub County Officer shall be responsible/report to the County Chief Officer in charge of Devolution, Public service Management & Special Programmes (Disaster management).

Duties and Responsibilities

- Coordinating, managing and supervising the general administrative functions in the Sub-County unit;
- Developing policies and plans;
- Facilitating and coordinating citizen participation in the development of policies and delivery of services;
- Providing and maintaining infrastructure and facilities of public service;
- Coordinating developmental activities to empower the local community;
- Ensuring effective service delivery;
- Promotion and coordination of peace building and conflict resolution

- Coordination of disaster management and emergency response activities in the sub-county in collaboration with other government agencies
- Exercising any functions and powers delegated by the County Public Service Board under section 86.

Requirements for Appointment

- Be Kenyan Citizen
- Served in the grade of Principal Administrator/Principal Ward Administrator for a minimum period of three (3) years or in a comparable position in the public service or private Sector
- Bachelor degree in any of the disciplines: Public Administration, Business Administration/Management, Community Development or any of the Social Sciences from a recognized institution.
- Masters degree in any of the disciplines: Public Administration, Business Administration/Management, Community Development or any of the Social Sciences from a recognized institution.
- Senior Management Course lasting not less than four (4) weeks

Required skills

- Ability to coordinate
- Management of financial resources
- Interpersonal communication
- Office administration, management
- Supervision
- Project management

Terms of Service: - Permanent

Salary Scale: 85,110 - 119,730 p.m.

Other Allowances are as issued by SRC from time to time.

2. Senior Ward Administrator – Sokoke and Shela Wards (2 Positions) – Job Group “L” REF CG/KLF/CPSB/ADVRT/14/01/20

The Ward Administrator will be responsible for the coordination, management and supervision of the general administrative functions of the ward unit.

Duties and Responsibilities

- Developing and implementing policies and plans
- Ensuring effective service delivery
- Coordinating developmental activities to empower the community
- Provision and maintenance of infrastructure and facilities of public services
- Managing the County Public Service
- Facilitating and coordinating citizens’ participation in the development of policies and plans and delivery of service.

Requirements for appointment

- Be a Kenyan citizen

- Bachelor degree in any of the disciplines: Public Administration, Business Administration/Management, Community Development or any of the Social Sciences from a recognized institution.
- Have knowledge of administration or management
- Working experience of not less than 5 (five) years
- Satisfy the requirements of Chapter Six of the Constitution.

Terms of Service: - Permanent

Salary Scale: 41,770 - 57,900 p.m.

Other Allowances are as issued by SRC from time to time.

3. Deputy Director Administration - Enforcement J/G Q (1 Position)

REF:CG/KLF/CPSB/ADVRT/15/01/20

Duties and Responsibilities

- Operationalization of the County's enforcement policies and guidelines to ensure effective implementation of the County laws
- Deputizing the Director Enforcement.
- Ensuring safety and protection of the county's property installations
- Providing security and maintaining order in public place under the management of the County Government.
- Acting as a liaison with all stakeholders and other external parties in matters of enforcement
- Facilitating provision of staff development and refresher programs, in conjunction with the Human Resource Department.
- Collaborating and co-operating with national enforcement agencies to maintain law and order within the County
- Carrying on inspections within Kilifi County and enforcing county legislation and applicable national laws
- Responding to alleged violations of regulations, policies, procedures and standards by evaluating or recommending the initiation of investigation procedures.
- Performing any other duty that may be assigned to you from time to time by the Director Enforcement

Requirements for appointment

Be a Kenyan citizen

A Bachelor's Degree in Social Sciences (Sociology, History, Philosophy, Anthropology, Criminology) from a recognized university

Approved Security Course at Administration Police Training College (A.P.T.C) Criminal Investigation Department (C.I.D.) Training School, Military Training Institute or other similar institutions.

Minimum of Fifteen (15) years of work experience

Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution.

Valid Basic First Aid Certificate.

Terms of Service: - Permanent

Salary Scale: 98,500 - 132,000 p.m.

Other Allowances are as issued by SRC from time to time.

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct (DCC)
- (e) Credit Reference Bureau clearance

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 13th day of February, 2020.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

Note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.