

MURANG'A PUBLIC SERVICE BOARD



ADVERTISEMENT OF VACANCIES

The Murang'a County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

DIRECTOR ACCOUNTING SERVICES JG 'R' ONE (1) POST

a) Duties and Responsibilities

- i. Monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations;
- ii. Coordinate the preparation of the annual appropriation accounts and other financial statements of the county government to facilitate the availability of additional funds as per the legislations
- iii. Advice the County Government on accounting matters and reporting formats to ensure the county adhere to the accounting policies and procedures.
- iv. Implement performance contracting and management of accounting staff to enhance efficiency in resource use and effectiveness in service delivery.
- v. Monitor expenditure against the budget and processing vouchers for fund advances.
- vi. Advice project leads on possibilities and constraints to save on costs overruns by ensuring projects are delivered on time as agreed.
- vii. Make approvals as the final signatory to release payments within the allowed limit and escalate approvals for amounts above the defined limits to the Chief Officer, Finance and Economic Planning
- viii. Supervise staff including assignment of relevant duties and responsibilities and ensure performance management for section staff Finance and Economic Planning
- ix. Oversee the implementation of the approved accounting standards, policies and concepts to ensure compliance
- x. Supervise cash transactions and monitor bank balances and reconciliations to ensure resources are utilised according to the county plans.

- xi. Oversee preparation of financial reports to ensure the county is compliant to the financial reporting standards as required by the legislations.
- xii. Participate in the County Policy Making Committee to ensure the policies developed are compliant to the accounting principles and frameworks
- xiii. Liaise with external auditors to facilitate audit of final accounts and ensure that any audit queries/recommendations are adequately addressed.
- xiv. Table the County's audited final accounts to the Finance Committee for discussion and adoption
- xv. Ensure monthly/quarterly financial reports are prepared including on the status of project activities.
- xvi. Review and approve the final external (annual) report in order to ensure accuracy and completeness of all information provided (financial and non-financial) therein.
- xvii. Preparation of payments
- xviii. Supervise records and budget implementation unit.

Salary Scale: The salary will be in **Job Group "R"** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

Requirements for appointment

- i. Be a citizen of Kenya;
- ii. Be in possession of a Bachelor's degree in Accounting, Finance, Business Administration, Commerce, Economics or its equivalent from a university recognized in Kenya;
- iii. possession of a relevant Master's degree from a university recognized in Kenya will be an added advantage.
- iv. Be a member of the Institute of Certified Public Accountants of Kenya (ICPAK) or other relevant professional body and in good standing;
- v. Have at least ten (10) years relevant professional experience in financial management/ Revenue mobilization, five years of which should have been in a Senior leadership position or at a top management level in the Public Service or Private Sector; and
- vi. Meet the requirements of Chapter Six of the Kenya Constitution 2010 on Leadership and Integrity.

SUB-COUNTY ADMINISTRATOR, JOB GROUP ‘Q’ – 1 POSTS

Requirements for appointment

For appointment to this grade, one must:

- i. Be a holder of at least a first degree from a university recognized in Kenya;
- ii. Have qualifications and knowledge in administration or management;
- iii. Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.

Duties and Responsibilities

An officer at this level, will be responsible for:

- i. Coordinating the management and supervision of the general administrative functions in the Sub-County unit;
- ii. Developing policies and plans;
- iii. Ensuring effective service delivery;
- iv. Facilitating and coordinating citizen participation in the development of policies, plans and delivery of services;
- v. Providing and maintaining infrastructure and facilities of public service;
- vi. Coordinating developmental activities to empower the community;
- vii. Maintaining the Sub County public service
- viii. Exercising any functions and powers delegated by the County Public Service Board under section 86.

Salary Scale: The salary will be in **Job Group “Q”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

DIRECTOR SUPPLY CHAIN MANAGEMENT – JOB GROUP ‘R’ ONE (1) POST

Duties and Responsibilities

The duties and responsibilities at this level will entail:

- I. The management and coordination of the supply chain services in the county;
- II. Developing the County Annual Procurement Plan and ensuring adherence to it;
- III. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- IV. Analyzing supply chain management policies, rules, regulations, structures and systems;
- V. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- VI. Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- VII. Determining and proposing methods and strategies of handling the supply chain management function;
- VIII. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- IX. Ensuring high professional supply chain management standards;
- X. Offering professional opinions to the Accounting Officers. And
- XI. Any other duty assigned by the Chief Officer, Revenue and Supply Chain.

Requirements for appointment

For appointment to this grade, one must:

- i. Be a Kenyan Citizen
- ii. Have served for at least ten (10) years in Supply Chain Management three (3) of which must be in senior Management or in a comparable and relevant position in the public sector;
- iii. Possession of a Bachelor’s Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya will be an added advantage.
- iv. Have attended Senior Management course from Kenya School of Government or any other institution recognized in Kenya;
- v. Have understanding and knowledge of E- procurement;
- vi. Be a member of professional body (KISM) and possess current practicing license.
- vii. Demonstrate understanding of the Public Procurement and Disposal Act 2015 and its regulations; and
- viii. Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity;
- ix. Possession of a relevant Master’s degree will be an added advantage

Salary Scale: The salary will be in **Job Group “R”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

- **Terms of Service:** P&P Any other duty assigned by the Chief Officer, Revenue and Supply Chain.

DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT-JOB GROUP 'Q' ONE (1) POST

Duties and Responsibilities

Strategic/ Policy Responsibilities; the holder will assist the director supply chain management in the following functions;

- i. The management and coordination of the supply chain services in the county;
- ii. Developing the County Annual Procurement Plan and ensuring adherence to it;
- iii. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- iv. Analyzing supply chain management policies, rules, regulations, structures and systems;
- v. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- vi. Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- vii. Determining and proposing methods and strategies of handling the supply chain management function;
- viii. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- ix. Ensuring high professional supply chain management standards;
- x. Offering professional opinions to the Accounting Officers.
- xi. Oversee the annual and quarterly stock taking process as required to ensure optimum stock levels are maintained;
- xii. Lead key strategic procurement processes, risk analysis and mitigation, supply chain integrating, stock control, supplier evaluation and business intelligence; and
- xiii. Any other duty assigned by the Director Supply Chain Management

Requirements for appointment

- i. Bachelor's Degree in any of the following fields: Purchasing and Supply Management, Logistics, Business Administration, Commerce, Entrepreneurship, Law or any other relevant qualification from a recognized institution;
- ii. Diploma in Purchasing and Supplies Management/Chartered Institute of Supplies Management;
- iii. Registered member of Kenya Institute of Supply Management;

- iv. A Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Eight (8) years of service of which three (3) should be in a comparable position from a reputable organization; and
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya.

Salary Scale: The salary will be in **Job Group “Q”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

DIRECTOR VOCATIONAL TRAINING AND TECHNICAL TRAINING JOB GROUP ‘R’ ONE (1) POST

Duties and Responsibilities

- i. Providing leadership in the design development, implementation and evaluation of Vocational Training policies;
- ii. Promoting integration of ICT in Vocational training;
- iii. Developing policy on vocational training quality assurance and standards;
- iv. Coordinating revitalization and promotion of Vocational Training in line with the national development agenda and Vision 2030;
- v. Liaising with CDACC, TVETA, KNQA and other relevant Ministries/Departments, County Governments and other stakeholders on matters pertaining to the management of vocational training;
- vi. Facilitating Development and review of curriculum; and
- vii. Strengthening strategic partnership and collaborations among stakeholders on revitalization of vocational training.
- viii. Developing and implementing policies that enhance revenue generation to make the function self-sustaining.

Requirements for appointment

- i. Served for a cumulative period of fifteen (10) years, three (3) of which should have been in the grade of Senior Assistant Director of Vocational Education and Training, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
- ii. Bachelor’s degree in Education from a university recognized in Kenya;
- iii. Bachelor’s degree in any of the following disciplines: Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration,

- Project Management, Entrepreneurship or relevant qualifications from a university recognized in Kenya plus a Diploma in Education from a recognized institution;
- iv. Possession of Master's degree in any of the following disciplines: Business Administration, Technology, Administration, Planning and Policy, Curriculum Development, Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Entrepreneurship or equivalent qualifications from a university recognized in Kenya will be an added advantage.
 - v. Attended a strategic leadership course in a recognized institution;
 - vi. Demonstrated a high standard of professional competence and ability in management of vocational training;
 - vii. Demonstrated proven professional administrative and managerial competence in work performance and results; and
 - viii. Good understanding of national and international trends in vocational training policies and its role in the context of Vision 2030.

Salary Scale: The salary will be in **Job Group "R"** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

DEPUTY DIRECTOR EDUCATION JOB GROUP 'Q' ONE (1) POST

Duties and Responsibilities

Assist Education Director with the following functions ;

- i. strategic planning and coordination of the department's programs, activities, and budget (meet, sustain, maintain)
- ii. Develop policy for the operations of Child Care Facilities and ensure their implementation
- iii. Take an active part in strategic planning and policy development and implementation in the department
- iv. Develop and monitor the operational work plan and related department budgets to ensure that costs are maintained within approved budgets.
- v. Ensure implementation of national and county specific policies and legislation on ECDE
- vi. Ensure the smooth running of the childcare provision within the county
- vii. Ensure the overall staff and organisational development for the various Child Care Facilities
- viii. Develop partnerships with the early years and childcare development experts to ensure the childcare provision meets the best practice for early childhood development
- ix. Develop innovative ideas and solutions to improve the delivery of the ECDE and child care provision
- x. Liaise with donors and financiers on matters regarding construction and equipping of ECDE centre

- xi. Ensure that child care centres promote children's holistic development, play and learning.
- xii. Ensure that Child Protection policies and procedures are adhered to at all times in liaison with the Children Officer
- xiii. Ensure that relevant support is given to staff development and training
- xiv. Liaise with the Teachers Service Commission for proper services delivery and curriculum development for

Requirements for appointment

- i. B.A. in Education or Science Degree or related fields
- ii. Seven years' experience in education related fields such as; classroom teaching and student program planning, curriculum development projects, educational federal or state work related experience, or management experience in related fields in the private sector
- iii. Five years' minimum experience in elementary or secondary education, curriculum and instruction, student programming, grants management and program implementation or work related experience with a non-profit program or organization

Salary Scale: The salary will be in **Job Group "Q"** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

Terms of Service: P&P

DIRECTOR PHYSICAL PLANNING JOB GROUP 'R' ONE (1) POST

Duties and responsibilities

- i. Providing technical advice to the County on Physical planning matters;
- ii. Overseeing implementation of the physical development policies, guidelines, strategies and spatial plans;
- iii. Overseeing development of a framework for development of County infrastructure;
- iv. Coordinate site analysis;
- v. Overseeing collection of geographic data for preparation, design and review of physical development plans;
- vi. Spearheading vetting and verification of physical development and building plans;
- vii. Regulate use of county land;
- viii. Overseeing implementation of development control and preservation orders;
- ix. Providing technical advice on matters concerning alienation and appropriate use of land such as change of use, extension of use, extension of lease, sub-division of land, and amalgamation of county land;
- x. Managing and maintaining physical planning records and data banks;
- xi. Resolving conflicts arising from physical planning processes;
- xii. Initiating and facilitating research on urbanization strategies and policies and any other matter related to physical planning

- xiii. Collaborating with other stakeholders and the National Lands Commission and National Government on matters related to physical planning;
- xiv. Any other duties as may be assigned from time to time.

Requirement for appointment

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

- i. Served in the grade of Deputy Director Physical Planning for a minimum period of three (3) years or in any comparable and relevant position in the Public Service or Public Sector;
- ii. Bachelor's degree in any of the following discipline: Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualification from a recognized institution;
- iii. Possession of a Master's degree in any of the following discipline: Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualification from a recognized institution will be added advantage;
- iv. Membership to Kenya Institute of Planners or Architectural Association of Kenya;
- v. Registration with Physical Planners Registration Board;
- vi. Attended Senior Management Course lasting not less than four (4) weeks from a recognized institution in Kenya;
- vii. Certificate in Computer Application from a recognized institution; and
- viii. Demonstrate a thorough understanding for national goals, policies, objectives and the ability to relate them to the Physical Planning function.

Terms of Service: P&P

How to apply

Details of the vacancies can be accessed at our website www.muranga.go.ke.

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **Tuesday 25TH July, 2023**.

- Applicants from other Counties are encouraged to apply.
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance And Other Relevant Documents In Support Of Their Applications.
- INCOMPLETE applications will not be considered
- Only short-listed candidates will be contacted.

Murang'a County Government is an equal opportunity employer