

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET PUBLIC SERVICE BOARD

VACANCIES

The County Government of Bomet through the Public Service Board wishes to recruit competent and qualified persons to fill two vacant positions of **Chief Officer (J/G CPSB 02)** in the following dockets:-

i. Medical Services - J/G 'CPSB 02' (1 Post); Vacancy No.8

Duties and Responsibilities

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Medical Services and Public Health for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the department
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Formulation and implementation of effective programmes geared towards streamlining the departments to attain county CIDP and the Governor's Manifesto
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
- Overseeing management of finances, preparation and submission of budget estimates, annual work plans and programmes.
- Overseeing the implementation and monitoring of performance management systems.
- Mainstreaming integrity assurance in projects and programmes.
- Promoting collaboration of stakeholder participation in extension service delivery.
- Participating in M&E of projects and programmes in the County.

- Performing any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:

- Be a Kenyan citizen;
- Have a Bachelor's degree from a University recognized in Kenya.
- Possession of a Master's degree in a relevant field will be an added advantage;
- Membership of the relevant professional body will be an added advantage.
- Have vast knowledge and experience of not less than 10 years in the relevant field, 3 of which should be in a senior/managerial position in a large organization;
- Must have undergone continuous senior management training and/or strategic leadership development
- Must demonstrate a thorough understanding of devolution, the County development objectives and Vision 2030.
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- Be a strategic thinker and results-oriented;
- Must have self-drive and initiative to executive programs
- Must have excellent communication, organizational and interpersonal skills to inspire and motivate development partners, employees, volunteers, and diverse client groups
- Must be familiar with financial management processes including procurement, budgeting
- Must demonstrate competence in planning and ability to manage implementation of projects and programmes
- Have capacity to work under pressure to meet strict timelines;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya
- Proficiency in computer applications is required

Terms of Service:

Contract of three (3) Years

ii. Gender, Social Services and Culture - J/G 'CPSB 02' (1 Post); Vacancy No.9

Duties and Responsibilities: -

The Chief Officer shall be the Accounting and Authorized Officer with respect to the exercise of delegated powers and shall report to the County Executive Committee Member in charge of Social Services, Gender, Youth and Sports for administration and other duties as provided under Section 46 of the County Governments Act 2012.

- General strategic administration and co-ordination of the department
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Formulation and implementation of effective programmes geared towards streamlining the departments to attain county CIDP and the Governor's Manifesto
- Prudently utilizing and managing the physical/financial/human resources in the County.
- Building capacity and backstopping the county managers/staff.
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- Proficiency in computer applications is required

Terms of Service:

Contract of three (3) Years

HOW TO APPLY:

1. Applications can only be **submitted online** on or before **26th February, 2020** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net or from **a link in Bomet County website** www.bomet.go.ke. **Manual applications will not be accepted.**
2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required for those shortlisted.

**The Secretary /C.E.O
Public Service Board
P.O Box 605-20400
Bomet.**

"The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply."

Dated: 6th February, 2020