

# REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF BOMET COUNTY PUBLIC SERVICE BOARD

### ADVERTISEMENT OF VACANCIES

- A. The Office of The Governor through the County Public Service Board wishes to fill the vacancy of the **County Attorney**.
- B. The County Government of Bomet through the Public Service Board wishes to fill the positions of **Chief Officer – Youth and Sports** and **Municipal Manager, Director Revenue, Principal Valuer and Senior Support Staff**.

## 1. COUNTY ATTORNEY- ONE (1) POST – JOB GROUP ‘T’

Pursuant to Section 5 of The Office of the County Attorney Act No. 14 of 2020, The Office of The Governor through the County Public Service Board wishes to fill the vacancy of the County Attorney. Applications are invited from highly qualified, results-oriented and self-motivated Kenyan citizens.

### **Terms of Service: Six (6) year contract**

The County Attorney will provide guidance and direction to the County Government of Bomet on all the legal issues and will be answerable to the Governor.

### **Duties and Responsibilities**

- The principal legal adviser to the county executive committee
- Shall attend the meetings of the county executive committee as an *ex-officio* member
- Shall, on the instructions of the County Government, represent the County Executive in court or in any other legal proceedings to which the county is a party, other than criminal proceedings
- Advise departments in the County Executive on legislative and other legal matters
- Liaise with the office of the Attorney General when need arises
- Be responsible for the revision of county laws
- Negotiate, draft, vet and interpret documents and agreements for and on behalf of the County Executive and its agencies
- Perform any other function conferred on the office by the Office of the County Attorney Act, Act of the County Assembly, Senate or by the Governor or as may be necessary for the effective discharge of the duties of and in exercise of the powers of the County Attorney

### **Requirements for Appointment**

For appointment to this position, the person should:

- Be a Kenyan citizen;
- Be an Advocate of the High Court of Kenya of at least five years standing;
- Holder of a current practicing certificate;
- A Master’s Degree and or other relevant post graduate qualifications will be an added advantage;

- Meets the requirements of Chapter Six of the Constitution on leadership and integrity; Interested applicants are expected to produce valid clearances from the following bodies:
  - Kenya Revenue Authority;
  - Higher Education Loans Board;
  - Ethics and Anti-Corruption Commission;
  - Criminal Investigation Department (Certificate of good conduct);
  - Credit Reference Bureau (CRB);
- Demonstrated managerial, administrative and professional competence;
- Served for at least ( 5) years three of which should be at a senior management level in the public sector or corporate sector or a reputable law firm;
- Certificate in computer application skills;
- Clearance certificate from the Law Society of Kenya and Advocate Complaints Commission;
- Have capacity to work under pressure to meet strict timeliness;
- Have good interpersonal and communication skills;
- Demonstrate thorough understanding of County development objectives and the Vision 2030;
- For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education.

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

## 2. CHIEF OFFICER YOUTH AND SPORTS – ONE (1) POST – CPSB 02

### **Terms of Service: Contract (Fix term contract)**

The Chief Officer shall be the authorized officer in the department and shall be responsible to the respective County Executive Committee Member.

### **Duties and Responsibilities**

- The administration of a County Department
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals
- Development and implementation of strategic plans and sector development plans
- Implementation of policies and regulations
- Providing Strategic Policy direction for effective service delivery

- Ensuring compliance with the National Values and Principles of good governance and Principles and values of Public Service as outlined in Articles 10 and 232 of the Constitution of Kenya respectively
- Performing any other duties as may be assigned from time to time

### **Requirements for Appointment**

For appointment to this position, the person should:

- 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.
- Must be a member of a professional body relevant to the position applied for and in good standing.
- Have vast knowledge and experience of not less than Ten (10) years in the relevant field, Five (5) of which must have been at a managerial position.
- Be conversant with the Constitution of Kenya and all the devolution laws.
- Demonstrate thorough understanding of county development objectives and vision 2030.
- Be a strategic thinker and result oriented.
- Have excellent communication, organizational and interpersonal skills.
- Have capacity to work under pressure to meet timelines
- Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity.
- Satisfies the requirement of Chapter Six of the Constitution of Kenya 2010
- Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010
- Be computer literate

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

### 3. MUNICIPAL MANAGER – ONE POST (1) – CPSB 03

#### **Terms of Service: Five (5) Year Contract**

#### **Duties and Responsibilities**

The Municipal Manager shall perform the following functions:

- Shall be the Board Secretary and an *ex-officio* member to the Board;
- Exercise supervision over all departments and agencies of the Municipality and coordinate its activities
- Implement the decisions and functions of the Board and shall be answerable to the Board as per Urban Areas and Cities Act, 2011 Section 20 and 21
- Manage Administration in accordance with the Urban and Cities Areas Act, 2011 and applicable legislations.
- Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure.
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the civil society, private sector and community based organizations;
- Prepare and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- Enforce the provisions of the Charter, Municipal By-laws, and all applicable laws; and other Municipality decisions;
- Prepare and administer the annual Municipality budget;
- Administer Municipality utilities and property;
- Encourage and support regional and intergovernmental cooperation;
- Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- Exercise such other powers as may be prescribed by the Charter, by-laws and applicable laws.
- Any other duties as directed by the Board

#### **Requirements for Appointment**

- Be a Kenyan citizen.

- Hold a Bachelor's Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya
- Be a certified public secretary of good professional standing;
- Possession of a relevant Master's Degree would be an added advantage
- Must have at least Ten (10) years of experience, Four (4) of which must have been in a senior management level in reputable organization;
- Must be computer literate;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills; Demonstrate a thorough understanding of socio-economic dynamics in Bomet County
- Be a strategic thinker and result oriented with wide knowledge in Urban Development Policies and Financial Management
- Good knowledge and interpretation of key and related Urban Areas and Cities Legislations and Policies, Knowledge of Municipal Operations and Delegation of Powers
- Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity

## **DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**

### **4. POSITION: DIRECTOR REVENUE - J/G CPSB '03' (1 Post)**

#### **Job Purpose & Reporting Responsibility**

The Director Revenue shall be In-charge of the County Treasury Revenue Services and will report directly to the Chief Officer Finance

#### **Requirements and competencies for Appointment**

- Be a Kenyan citizen.
- Be a holder of Bachelor's degree in Business Administration/Management (Accounting or Finance option); Economics or Commerce from a recognized institution.
- A holder of a Master's degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution.
- A member of Institute of Certified Public Accountant of Kenya (ICPAK) and in good standing.
- Served in the public or private sector for a minimum period of ten (10) years
- Demonstrated a thorough understanding of National goals, policies and development objectives and ability to align them to the County's mandate.

- Be conversant with the provisions of the Public Financial Management Act.
- Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills.
- Proficiency in Computer Application Skills relevant to financial management from a recognized institution
- Must satisfy the provisions of chapter six of the constitution of Kenya 2010

### **Duties and Responsibilities**

- Day to day running of the County Revenue Collection Section.
- Implementing County policies and regulations for revenue.
- Developing and implementing plans to operationalized County revenue to enhance efficient revenue collection and growth.
- Designing effective, efficient and secure systems of collecting revenue.
- Maintaining records of all the revenue sources/centres', rates and revenues collected.
- Setting up and projecting regular revenue trends for planning and decision making in the county.
- Planning, formulating strategies and identifying sources of revenue.
- Submitting regular reports to county committees on matters of revenue collection.
- Set high but realistic and achievable collection targets for all revenue collectors.
- Design performance evaluation systems that track progresses on target.
- Be the Chief Revenue Collector
- Identify new revenue streams for the county government and optimal rates.
- Perform such other functions as may be delegated from time to time
- Plays advisory role to the Chief Officer and County Executive Committee member on revenue matters; and
- Any other relevant duty as may be assigned from time to time.

## **DEPARTMENT OF LANDS, HOUSING AND URBAN PLANNING**

### **5. POSITION: PRINCIPAL VALUER - J/G CPSB '06' (1 Post)**

#### **Terms of service: Permanent and Pensionable**

Salary: As per the SRC guidelines.

Reporting to the Director Survey and Land Administration, the Principal Valuer will provide leadership in the County property management; Undertake valuation of County properties and provide for taxation of land; be responsible for acquisition of land for the County.

## Responsibilities

- Implement Constitutional and Statutory provisions on land administration;
- Coordinate valuation for stamp-duty payable on land transactions;
- Coordinate review of rents for lease extensions and change in user of land;
- Develop and maintain a databank of property values;
- Coordinate implementation of valuation rolls for ratable property and providing advice on assessment for payment;
- Handle and provide feedback to the public on land valuation and taxation matters;
- Coordinate with National Land Commission on valuations for compulsory acquisition and easements for the County;
- Attend court proceedings as an expert witness in matters of valuation and compulsory acquisition;
- Perform any other duty assigned by the director of land administration.

## Qualifications

- Be a Kenyan citizen
- A Bachelor's degree in any of the following disciplines: Valuation, Property Management, Land Administration, Land Economics or equivalent from a recognized institution;
- Be a full member of the Institute of Surveyors-Land Valuation and Estate Management Chapter of Kenya in good standing
- Knowledge and Understanding of Relevant Legislation
- Have skills in computer literacy with proficiency in supportive application including Microsoft.
- Demonstrate problem solving skills, team player and with exemplary leadership qualities
- Served as a valuer for at least 6 years, three of which must have served in a supervisory position.
- Knowledge and proficiency in Geographic Information System will be an added advantage
- Meet the requirements of chapter 6 of the constitution

**DEPARTMENT OF ADMINISTRATION, ICT & PUBLIC SERVICE**

**6. POSITION: SENIOR SUPPORT STAFF - J/G CPSB '15' (2 Posts)**

## **Duties and Responsibilities**

- Maintaining office cleanliness.
- Preparing and serving office tea.
- Cleaning the compound.
- Providing messengerial services.
- Any other duties assigned by the relevant authority.

## **Requirements and Competencies for Appointment:**

- KCSE certificate of mean Grade D (Plain) or its equivalent.
- Conversant with the Constitution of Kenya, 2010 and the Devolution.
- Compliance with chapter six of the Constitution of Kenya 2010.

### **NOTE:**

1. *Job descriptions and specifications can be found on the County Government website [www.bomet.go.ke](http://www.bomet.go.ke) or Public Service Board recruitment portal, [www.cpsbbomet.net](http://www.cpsbbomet.net)*
  2. *Applications can only be submitted online on or before 23rd April, 2021 through Bomet County Public Service Board recruitment portal, [www.cpsbbomet.net](http://www.cpsbbomet.net) Or from a link in Bomet County website, [www.bomet.go.ke](http://www.bomet.go.ke) Manual applications will not be accepted.*
  3. *Documents for purposes of complying with Chapter Six of the Constitution of Kenya 2010, will be required from those who will be shortlisted.*
  4. *Only shortlisted and successful applicants will be contacted.*
- **Salary and benefits:** *As per the guidelines provided by the Salaries and Remuneration Commission*

The County Government of Bomet is an equal opportunity employer; women and persons with disabilities are encouraged to apply’.

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