

COUNTY GOVERNMENT OF WAJIR



COUNTY PUBLIC SERVICE BOARD

October 9, 2018

VACANCIES

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

ADVERT NO. WCPSB/014/18: COUNTY ATTORNEY J/G "R" (1 POST)

TERMS OF SERVICE: CONTRACTUAL FOR 3 YEARS (RENEWABLE)

The County Attorney will be responsible to the County Secretary.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Be a holder of LLB from a recognized university.
- LLM is an added advantage
- Must be an Advocate of High Court/a Commissioner of Oath
- Have experience of not less than 10 years in legal field.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Providing legal advice to the county government.
- Representing the county in legal and civil matters.
- Keeping abreast of legal policy development
- Enactment of appropriate county legislative bills and amendments
- Providing legal interpretation of constitution, national and county legislative acts.
- Preparing standard contracts with third parties and advising the county the county government on legal contracts best practices

ADVERT NO. WCPSB/015/18: DEPUTY COUNTY SECRETARY J/G R (I) POST

TERMS OF SERVICE: CONTRACTUAL FOR 3 YEARS (RENEWABLE)

The Deputy County Secretary will be responsible to the County Secretary.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen.
- Bachelor's degree in public administration or social sciences.
- Over ten (10) years' experience in public administration
- Master's degree is an added advantage.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Coordinating the management and supervise of general administrative function
- Assisting the County Secretary in developing policies, plans and Programmes

- Ensuring effective service delivery.
- Provide and monitoring infrastructure and facilities for the public service.
- Perform any other duties assigned by the county secretary.

**ADVERT NO. WCPSB/016/18: DEPUTY CHIEF FINANCE OFFICER J/G "Q" (1) POST.
TERMS: PERMANENT & PENSIONABLE**

The Deputy Chief Finance Officer will be responsible to the Chief Finance Officer.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Be a holder of Bachelor's degree in Finance/Commerce/Accounting from recognized university.
- Be a member in good standing of ICPAK
- Have an experience of not less than 10 years in finance field.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Advising the county government on financial and accounting matters.
- Developing and executing financial and accounting management and control system in line with the public finance management act. 2012.
- Issuing financial management instructions and maintaining effective internal control systems.
- Assist in coordinating the budget formulation, preparation, execution, accounting and finance reporting.
- Assist monitoring, evaluating and over-seeing the management of public finances and economic affairs of the county.

**ADVERT NO. WCPSB/017/2018: COUNTY PAYROLL MANAGER J/G Q (1 Post)
TERMS OF SERVICE: PERMANENT & PENSIONABLE**

The County Payroll Manager will be responsible to the County Director - HRM.

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- A bachelor of commerce/business administration(finance accounting/HRM) or Equivalent from recognized institution in Kenya
- MBA (Finance/Accounting/HRM) will be an added advantage.
- Must be a member in good standing of ICPAK or IHRMK
- Have knowledge, experience of not less than ten (10) years in payroll management.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Management of integrated personnel and payroll data system
- Processing monthly payroll
- Ensuring inputs of third deduction into the payroll
- Assisting in preparing annual staff enrollment budgets.
- Performing any HR duties

ADVERT NO. WCPSB/018/18: CLIMATE CHANGE FUND ADMINISTRATOR /G "P" (1 POST)

TERMS OF SERVICE: CONTRACTUAL FOR 3 YEARS (RENEWABLE)

The Fund Administrator will be responsible to the Chief Officer - Environment/Natural Resources

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan Citizen
- Be a holder of Bachelor's Degree in Finance/Commerce/Accounting from recognized university.
- Be a member in good standing of ICPAK
- Have management experience for a period not less than 5 years.
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Prepare a framework receiving and evaluating project proposals
- Prepare and publish a yearly projects and programme evaluation and implementation schedule stating -
 1. The Key activities in a financial year
 2. The persons responsible for each task and
 3. The time frame for each process
- Organize access to the services of the County Planning Committee at Ward level
- Implement the decisions of the County Planning Committee
- Organize and coordinate the disbursement of funds allocated to approved projects
- Keep custody of the accounts of the Fund, among many other responsibilities

Note: For comprehensive duties and responsibilities please refer to the Wajir Climate Change Fund Act 2016

Qualified and interested persons are required to submit their application, curriculum vitae, and copies of their academic certificates, professional testimonials and statutory clearances from HELB, KRA, CID, EACC and CRB to

**The Secretary/CEO
County Public Service Board
P O Box 45 - 70200
WAJIR**

Or hand delivered to our offices at the County Headquarters

So as to reach him not later than **October 22, 2018**

Only shortlisted applicants will be contacted.

The County Government of Wajir is an Equal Opportunity Employer.

**SHUKRI ALASOW MOHAMED
SECRETARY/CEO**