

# COUNTY GOVERNMENT OF WAJIR



## COUNTY PUBLIC SERVICE BOARD

### DECLARATION OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Wajir wishes to recruit competent and qualified persons to fill in the following vacant positions in the County Public Service.

### DEPARTMENT OF HEALTH SERVICES

#### 1. WCPSB/001/2023: REGISTERED NURSE III J/G “H” – FORTY FIVE (45) POSTS

Terms of Service: Permanent & Pensionable

##### Duties and responsibilities

- i. Assessing of patient needs for nursing services.
- ii. Verification and maintaining information relating to patients’ admissions.
- iii. providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs
- iv. Keeping records of drugs and supplies.
- v. Prepare reports and participates in appropriate meetings.
- vi. Guiding, supervising and counselling staff under him/her in performing routine duties.
- vii. Ensuring a tidy and safe clinical environment;
- viii. Any other duty as may be assigned from time to time

##### Requirements for Appointment

- i. Have a diploma in Kenya Registered Community Health Nurse from Kenya medical training college or a recognized nursing training institution.
- ii. Be Registered & Licensed by the Nursing Council of Kenya.
- iii. Valid practicing license from Nursing Council of Kenya;
- iv. At least one-year experience in a busy hospital.

#### 2. WCPSB/002/2023: ENROLLED NURSE III J/G “G”- THIRTY THREE (33) POSTS

Terms of Service: Permanent & Pensionable

### **Duties and responsibilities**

- i. Assessing of patient needs and establishing healthcare needs.
- ii. Verification and maintaining information relating to patient's admissions.
- iii. Providing appropriate healthcare service, including immunization, antenatal care, delivery, referring patients and clients appropriately;
- iv. Keeping records of drugs and supplies.
- v. Prepare reports and participates in appropriate meetings.
- vi. Guiding, supervising and counselling staff under him/her in performing routine duties.
- vii. Any other duties as may be assigned from time to time

### **Requirements for Appointment**

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from Kenya medical training college or a recognized training institution.
- ii. Be Registered & Licensed by the Nursing Council of Kenya.
- iii. Be in good professional standing with the Nursing Council of Kenya.
- iv. At least one year relevant experience

## **3. WCPSB/003/2023: LABORATORY TECHNOLOGIST III J/G "H" FIVE (5) POSTS**

### **Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- i. Offering general diagnostic or other laboratory services in a medical laboratory.
- ii. Offering blood transfusion services.
- iii. Supervising safe laboratory waste disposal
- iv. Carrying out efficacy tests; Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment
- v. Mentoring and coaching of student on attachment.
- vi. Submitting samples to reference laboratories and institutes for further analysis
- vii. Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- i. Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- ii. Be registered by the Kenya Medical Laboratory Technicians and Technologists Board as a Registered Medical Laboratory Technologists.
- iii. Valid practicing license from the Medical Laboratory Technicians and Technologist Board of Kenya;

## **4. WCPSB/004/2023: PHARMACEUTICAL TECHNOLOGIST III J/G "H" THREE (3) POSTS**

### **Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- i. Responsible for formulation and execution of pharmaceutical policies and programmes in the provision of curative, promotive, palliative and preventive health care services.
- ii. Dispensing and compounding medicine.
- iii. Verifying and maintaining information relating to the drugs issues to patients
- iv. Ordering and recording of drugs and other supplies.
- v. Supervising other staff working under him/her.
- vi. Any other duties as may be assigned from time to time.

#### **Requirements for Appointment**

- i. Diploma in pharmaceutical Technologist from a recognized medical training college or institution.
- ii. Be a registered pharmaceutical Technologist by the pharmacy and poisons Board.
- iii. Valid practicing license from Pharmacy and Poisons Board
- iv. Computer skills will be added advantage.
- v. At least one-year experience in a busy hospital.

#### **5. WCP5B/005/2023: REGISTERED CLINICAL OFFICER (ANESTHETIST) J/G "L" THREE (3) POSTS**

##### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Carrying out surgical procedures as per training and skill, guiding and counselling patients, clients and staff on health issues
- Assessing, preparing and presenting medico-legal reports, organizing health management teams and convening health management committee meetings
- Conducting ward rounds, reviewing and making appropriate referrals
- Carrying out surgical procedures as per training and skill, offering specialized clinical services including: Ear, Nose and throat/Audiology, Orthopaedics and Trauma, Child Health and Paediatrics, Reproductive Health, ophthalmology, Anesthesia, Lungs and skin, Dermatology and venerology.
- Implementing community health care activities in liaison with other health workers.
- History taking, examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility
- Sensitizing patients and clients on preventive and promotive health
- Providing clinical outreach and school health services, coaching and mentoring students on attachment
- Collecting and compiling clinical data.

#### **Requirements for Appointment**

- i. Diploma in clinical medicine from the Kenya Medical Training College.
- ii. Have Higher Diploma in Anesthesia from a recognized institution
- iii. Be registered by the clinical officers' council of Kenya.
- iv. Valid practising license
- v. Computer skills will be added advantage.
- vi. At least one year experience in a busy hospital.

## **6. WCPSB/006/2023: REGISTERED CLINICAL OFFICER III J/G “H” SEVEN (7) POSTS**

### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- i. Seeing and examining patients.
- ii. Diagnosing and treating patient’s ailments at an outpatient/inpatient department in a hospital or Health Centre.
- iii. Assist in planning and conducting primary health care activities.
- iv. Supervising and counselling staff engaged on routine patient care.
- v. Giving support and health education to patients.
- vi. Any other duties as may be assigned from time to time

#### **Requirements for Appointment**

- i. Diploma in clinical medicine from recognized Medical Training College.
- ii. Be registered by the clinical officers’ council of Kenya.
- iii. Valid practising License
- iv. Computer skills will be added advantage.
- v. At least one year experience in a busy hospital.

## **7. WCPSB/007/2023: RADIOGRAPHER III JG “H” FIVE (5) POSTS**

### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Providing Radiographic services to patients
- Processing films.
- Processing, verifying and maintaining information relating to patients.
- Ordering and maintaining records of radiographic and photographic supplies requirements.
- Supervising other staff working under this position.
- Any other duties as may be assigned from time to time

#### **Requirements for Appointment**

- Diploma in any of the following; Diagnostic Radiographer/medical Imaging services/ultra sound computerized Tomography/magnetic Resonance imaging mammography, Nuclear medicine, Radiation Therapy, Digital imaging or its equivalent from a recognized institution.
- Be registered with the association of Radiation Board of Kenya.
- Computer skills will be added advantage.
- At least one-year experience in a busy hospital.

## **8. WCPSB/008/2023: DENTAL TECHNOLOGIST III JG “H” THREE (3) POSTS**

### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Diagnosis of patient at the dental clinic.
- Carry out simple dental procedures.
- Admission of dental patients to the wards.
- Referral of complicated cases to the dentist or dental specialist.
- Any other related duties as may be assigned from time to time by supervisor

#### Requirements for Appointment

- Diploma in Community Oral Health/Dental technologist from a recognized institution.
- Registered with appropriate body.
- Clinical working experience of at least one year
- Other requirements as per Scheme of Service for Community Oral Health Officers/Dental Technologists.
- Capacity to work under pressure to meet strict deadlines;

#### 9. WCPSB/009/2023: MEDICAL OFFICERS JG “M” TEN (10) POSTS

Terms of Service: 3 Years Contract

#### Duties & Responsibilities

- Diagnosing, caring and treating diseases
- Performing Medical and Surgical Procedures
- Preparing and responding to emergencies and disasters
- Participating in Management of Medicines Medical instruments and equipment
- Providing Health Education
- Maintaining medical records, Health Information and Data
- Teaching and Coaching Medical students, Nursing students and Clinical Officers interns

#### Requirements for appointment:-

- Must be a Kenyan citizen.
- Be a holder of Bachelor of Medicine and Bachelor of Surgery (MB.ChB. or MD) from a recognized university
- Have successfully completed at least one year of internship.
- Be registered with medical practitioners and Dentist Board.

**NOTE:** *For positions in the health department, Applicants who applied and were interviewed for the similar positions in the last six months NEED NOT to apply*

### DEPARTMENT OF WATER SERVICES

#### 10. WCPSB/010/2023: WATER ENGINEERS JG “K” THREE(3) POSTS

Terms of Service: Permanent & Pensionable

#### Duties & Responsibilities

- Planning and supervision of construction works for water supplies and sanitation infrastructure
- Collecting and collating operation and maintenance data for the water supply utilities
- Supervising of water supply and artisans
- Carrying out survey and design of water supply and sanitation projects
- Carrying out rehabilitation and augmentation for existing water and sanitation schemes
- Analyzing data and preparation of technical reports
- Carrying out feasibility studies and reconnaissance reports for proposed water and sanitation infrastructural projects
- Drafting of bills of quantities for water projects in the County
- Assist in project planning implementation monitoring and evaluation of water and sanitation projects
- Assisting in coordination of research in water resources development and
- Any other duties as may be assigned by the Chief Officer Water,

**Requirements for appointment:-**

- Be a Kenyan citizen
- Bachelor's Degree in Civil Engineering or Water Engineering or its equivalent from a recognized institution
- Two years' experience with water treatment project
- Proficiency in computer applications and relevant computer aided software

**11. WCPSB/011/2023: HYDROLOGIST JG "K" ONE (1) POST**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- Providing inputs in the preparation of hydro-meteorological maps and assessment of surface water resource potential
- Surveying and studying both underground and surface water.
- Survey and tabulation of underground water potential
- Prepares bills of Quantities for the proposed boreholes and Oversees drilling of boreholes
- Liaise with Water Resources Authority of issuance of water Permits
- Undertaking field work and site visits for investigative and monitoring purposes
- Undertaking environment impact assessments of groundwater abstraction and management activities
- Developing performance targets & ensuring their achievements and Monitoring and evaluation of boreholes

**Requirements for appointment**

- Bachelor of Science in Hydrology, Engineering hydrology or Water Resources and Environmental management or its equivalent from a recognized institution

- Two (2) years' experience in hydrological and Geo surveys
- Must be registered with Engineers Registration Board of Kenya or relevant professional body
- Proficiency in computer applications and relevant computer aided software

## **12. WCPSB/012/2023: WATER SURVEYOR JG “K” ONE (1) POST**

**Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- Preparation and execution of annual work plans and activity related schedules
- Coordinate and carrying out Engineering survey of Water pipelines, Dams and water Pans, roads and other related works
- Production of profiles for water and other related engineering structures
- Take part in preparation of regular reports related to water surveying
- Inputting, updating and maintaining water GIS databases
- Any other duties that may be assigned from time to time by the Chief Officer or Director of Water services

### **Requirements for appointment**

- Must have a first degree in Land Survey from a recognized institution of higher learning
- Must have at least two years of post-qualification progressive working experience in Engineering survey or Water support related programs and projects in pipelines, Dams/water pans, etc.
- Must be computer literate and knowledgeable in Engineering survey software
- Be registered with the Institute of Surveyors of Kenya

## **13. WCPSB/013/2023: IRRIGATION ENGINEER J/G “K” (1 POST)**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Updating the irrigation water users' associations inventory;
- Collecting and compiling data for irrigation planning;
- Identifying and compiling inventory on relevant stakeholders in irrigation water management;
- Promoting appropriate irrigation water management technologies; and
- Preparing training materials and disseminating information on irrigation water management.
- Organizing farmers meetings for irrigation participatory development
- Implementing irrigation action plans
- Undertaking feasibility studies and preliminary investigations
- Training farmers on irrigation development technologies and environmental management
- Designing and supervising construction of irrigation infrastructure

- Preparing irrigation schemes operation and maintenance schedules
- Preparation of work plans and budgets
- Compilation of periodic reports

#### **Requirements for appointment**

- Must have Bachelor's Degree in a field of Agricultural Engineering or any other relevant and equivalent qualification from a recognized institution.
- Must be registered as a graduate Engineer with Engineers Board of Kenya (EBK)
- At least two (2) years of relevant work experience
- Certificate in computer applications.

#### **14. WCPSB/014/2023: WATER INSPECTORS J/G "J" (15 POSTS)**

##### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Planning, supervising and evaluating water supply and sewerage works;
- Checking operation charts and monthly revenue returns;
- Collecting and analyzing data;
- Supervising operations and maintenance of water supplies and sewerage treatment works; and
- Maintain in records of water supplies and sewerage schemes

#### **Requirements for Appointment**

- i. Diploma in either Water Supply Technology or Water Engineering from recognized institution;
- ii. Certificate in computer applications from a recognized institution; and
- iii. Demonstrated merit and shown ability as reflected in work performance and results.
- iv. At least one year of relevant work experience

### **DEPARTMENT OF SPECIAL PROGRAMMES**

#### **15. WCPSB/015/2023: DIRECTOR DONOR COORDINATION J/G "R" (1 POST)**

##### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Provide support and coordination in the preparation of departmental strategic plans, budgets and annual work plans
- Provide technical support in the preparation of County Donor coordination framework.
- Provide strategic link between donors and the County Government and maintain development partner relations.
- Coordinate and harmonize cross-cutting departmental donor coordination issues.



- Maintain an up to date register of all Non-Governmental Organizations operating within the county in terms of their location and sector interest.
- Support development partners to access timely information for development projects and share the same to county departments
- Supervision of departmental human resource and administration function
- In collaboration with other emergency and risk management stakeholders, prepare county multi-hazard contingency plans.
- Preparation of departmental regular reports
- Organize and coordinate emergency early warning and response within the county
- Any other duty as may be assigned by the Chief Officer Special programmes

### **Requirements for Appointment**

- Be a Kenyan citizen
- Hold a Bachelor Degree in Social sciences from a recognized institution in Kenya or its equivalent
- Master in Disaster Management, Humanitarian assistance or Sustainable development will be an added advantage
- Must possess a minimum of seven (7) years' experience with three (3) years of proven experience in Donor Coordination, Disaster management or emergency preparedness.
- Proven communication, computer and report writing skills
- Fluency in local languages and setting is a plus.

## **DIRECTORATE OF LEGAL SERVICES**

### **16. WCPSB/016/2023: LEGAL COUNSEL II J/G "N" (1 POST) Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Conducting extensive legal research on case law and other matters relevant to the operations of the County government.
- Prepare legal briefs and legal opinions on diverse range of legal matters pertaining to county governments
- Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping.
- Draft legal documents, letters and correspondences;
- Providing general administrative and other support to the office of the County Attorney.
- Attending court and/or monitoring external counsel case management

- Generating office reports
- Supporting the designated county departments and agencies on legal matters
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- Drafting legislative proposals for County

**Requirements for appointment;**

- Must be a Kenyan Citizen
- Holder of a Bachelor of Laws (LL.B) degree from a recognized university;
- Post graduate Diploma in Law from the Council of Legal Education;
- Must be an advocate of the High Court of Kenya;
- Must have a current valid Practicing certificate from the Law Society of Kenya (LSK);
- Proficiency in Computer applications
- Excellent report writing skills
- At least three (3) years post admission experience in legal drafting and research.

**17. WCPSB/017/2023: SENIOR LEGAL CLERK J/G “L” (1 POST)**

**Terms of Service: Permanent & Pensionable**

**Duties and Responsibilities**

- Advising on legal policy issues and legal documents;
- Reviewing legal documents;
- Representing the County Government in court;
- Draft legal documents, letters to parties, orders, decisions, judgments and their corresponding court documents;
- Undertaking research on assigned legal issues;
- Analyzing research data and compiling reports;
- Preparing preliminary legal documents/instruments and liaising with the County Attorney;
- Any other duties as may be assigned from time to time by the County Attorney.

**Requirements for appointment;**

- Be a Kenyan citizen;
- Be a holder of Bachelors of Laws (LLB) from a recognized university;
- At least 2 years post University experience in a related field.
- Proficiency in Computer applications
- Excellent report writing skills

**18. WCPSB/018/2023: LEGAL CLERK ASSISTANT J/G “K” (1 POST)**

**Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- Filing of court documents and any other legal documents;
- Service and facilitating service of Legal documents or any other documents taking hearing dates in Litigation matters;
- Drafting Legal Documents under the supervision of the Legal Counsel; and
- Providing any other Clerical services that may be required by the Office of the County Attorney;
- Attending government registries, lodging documents and applications;
- Undertaking routine errands to public registries, courts, and other relevant offices;
- Assisting with management of filing, archiving and retrieval system at the legal registry;
- Managing the court/litigation diary.
- Attending court to obtain the necessary documents or court proceedings;

### **Requirements for appointment;**

- Be a Kenyan citizen;
- Be a holder of a diploma in Law from a recognized institution;
- Possess Knowledge in paralegal course for not less than three (3) years;
- Be proficient in the use of basic computer applications; and
- Possess a current Process Server's Certificate.

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

### **19. WCPSB/019/2023: DIRECTOR COMPLIANCE J/G "R" (1 POST)**

**Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- Responsible for support and coordination in the preparation of departmental strategic plans, budgets and annual work plans
- Reviewing', data maintained by the county government to ascertain compliance within the budget, financial reporting and other legal " requirements;
- Identifying, monitoring and quantifying exposures related to contingent liabilities and designing strategies for management of the exposures or risks
- Responsible for initiating preparation of short and long term debt management strategy for the County
- Updating economic, fiscal and financial data for the county and its entities like the urban areas and cities;
- Responsible for preparation, review of debt management reports and making recommendations for the county.

- Ensure full compliance is achieved by the County Government in terms of remittance and reporting of statutory obligations i.e. employee related and tax deductions
- Undertake monitoring and supervision of County liabilities and performance against set benchmark while coordinating debt sustainability analysis and external vulnerability on debt

#### **Requirements for appointment;**

- Must be a Kenyan citizen
- Hold a Bachelors' degree in any of the following fields: Commerce (Finance and accounting), Economics, Economics and Statistics, Mathematics, or any other equivalent qualification from a recognized institution;
- Demonstrated experience of at least seven (7) years in related work
- Have demonstrated merit and ability as reflected in work performance and results.
- Have a certificate in computer proficiency from a recognized institution;

#### **20.WCPSB/020/2023: DIRECTOR DONOR ACCOUNTING J/G “R” (1 POST) Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Overseeing implementation of policies, regulations, standards, guidelines and procedures pertaining to donor accounting
- Responsible for interpreting donor financial regulations and procedures for the county.
- Ensuring timely submission of statutory and management all donor financial reports;
- Designing and developing County government donor accounting systems that is efficient and effective
- Responsible for opening and maintaining all special purpose donor accounts
- Reviewing and responding to audit queries related to donor financial management as well as to queries raised by the oversight authorities like the County Assembly and the Senate.
- Responsible for support and coordination in the preparation of departmental strategic plans, budgets and annual work plans
- Training and developing of donor accounts staff and managing performance thereof.
- Liaising with National government on matters relating to financial reporting and standards on donor reporting.

### **Requirements for appointment;**

- Must be a Kenyan citizen
- Hold a Bachelors' degree in any of the following fields: Commerce (Finance and accounting), Economics, Economics and Statistics, Mathematics, or any other equivalent qualification from a recognized institution;
- Demonstrated experience of at least seven (7) years in related work
- Have demonstrated merit and ability as reflected in work performance and results.
- Has preferably managed large portfolio of donor funds
- Have a certificate in computer proficiency from a recognized institution;

### **21. WCPSB/021/2023: DEPUTY DIRECTOR INTERNAL AUDIT J/G "Q" (1 POST)**

#### **Terms of Service: Permanent & Pensionable**

#### **Duties and responsibilities**

- Supervise internal audit technical activities within the Department comprising of audit systems and information technology;
- Supervise the implementation of strategic and operational plans including quality assurance programmes;
- Establish the design, development and operation of major computer based systems of the County Government to determine whether adequate controls are in place;
- Supervise activities subject to audit coverage, evaluating their significance and assessing the degree of risks inherent in terms of the audit costs involved, determining adequacy and effectiveness of internal control system;
- Carry out investigations on irregularities identified or reported in audit reports;
- Review and approve audit engagement and work plans, programmes and budgets;
- Review internal control systems on budgetary controls and financial returns and other operations of the County Government;
- Monitor and Evaluate audit findings and implementation of audit recommendations
- Evaluate the effectiveness of risk management mechanisms, controls and governance processes and recommending improvements; and
- Supervise staff including assessing training needs, designing and implement training programmes for staff and audit committee members.

#### **Requirements for appointment;**

- Bachelor's degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;

- Master's degree in related field will be an added advantage
- A Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or equivalent qualification from a recognized institution in good standing
- Certificate of registration as a member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditors (CISA) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;
- Certificate in computer proficiency
- Shown merit and ability and demonstrated a high degree of professional competence in managing the internal audit function and be of integrity with proven leadership qualities in the previous position and results oriented.

**22.WCPSB/022/2023: ASSISTANT DIRECTOR INTERNAL AUDIT J/G "P" (1 POST)**  
**Terms of Service: Permanent & Pensionable**

**Duties and responsibilities**

- Undertake internal audit technical activities within the Department comprising of audit systems and information technology;
- Take part in the implementation of strategic and operational plans including quality assurance programmes;
- Review the design, development and operation of major computer based systems of the County Government to determine whether adequate controls are in place;
- Assist the deputy director in activities subject to audit coverage, evaluating their significance and assessing the degree of risks inherent in terms of the audit costs involved, determining adequacy and effectiveness of internal control system;
- Carry out investigations on irregularities identified or reported in audit reports;
- Review audit engagement and work plans, programmes and budgets;
- Review internal control systems on budgetary controls and financial returns and other operations of the County Government;
- Monitor and Evaluate audit findings and implementation of audit recommendations
- Evaluate the effectiveness of risk management mechanisms, controls and governance processes and recommending improvements;

**Requirements for appointment;**

- Bachelor's degree in any of the following fields: Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- Master's degree in related field will be an added advantage

- Must be Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) or equivalent qualification from a recognized institution in good standing
- Be a registered member of ICPAK or other relevant body
- Certificate in computer proficiency
- Shown merit and ability and demonstrated a high degree of professional competence in managing the internal audit function and be of integrity with proven leadership qualities in the previous position and results oriented.

**23. WCPSB/023/2023: DEPUTY DIRECTOR ASSET MANAGEMENT J/G “Q” (1 POST)**  
**Terms of Service: Permanent & Pensionable**

**Duties and responsibilities**

- Providing direction and technical assistance on asset management.
- Coordinating with other departments on the formulation of best asset management policy.
- Oversee in Issuance of guidelines on the best asset management systems and on asset accounting to all departments.
- Responsible for reviewing and updating existing asset management policy to ensure best practice in asset management.
- Oversee the continuous updating of the fixed asset register to ensure completeness and accuracy.
- Assessing and analyzing budgetary provision for assets in all departments to ensure timely replacement, repair and maintenance.
- Evaluating the asset management system for effective and real time identification and monitoring of assets.
- Ensure adequate insurance cover for all assets.
- Proper fixed asset accounting to comply with the Public Finance Management Act (PFMA) and the Public Sector Accounting Service Board (PSASB) requirements.
- Coordinate the provisions for asset acquisition and replacement

**Requirements for appointment**

- Must have a Bachelor’s degree in Commerce, or any business-related field from a recognized institution and any other relevant qualifications.
- Possess at least six (6) years of relevant experience
- Ability to manage teams
- Good Managerial Skills
- Good interpersonal and Communication Skills

**24. WCPSB/024/2023: ASSISTANT DIRECTOR ASSET MANAGEMENT J/G “P” (1 POST)**  
**Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- Assist in direction and technical assistance on asset management.
- Assist in Coordinating with other departments on the formulation of best asset management policy.
- Assist in Issuance of guidelines on the best asset management systems and on asset accounting to all departments.
- Assist in Reviewing and updating existing asset management policy to ensure best practice in asset management.
- Continuously update the fixed asset register to ensure completeness and accuracy.
- Assist in Assessing and analyzing budgetary provision for assets in all departments to ensure timely replacement, repair and maintenance.
- Assist in evaluating the asset management system for effective and real time identification and monitoring of assets.
- Ensure adequate insurance cover for all assets.
- Proper fixed asset accounting to comply with the Public Finance Management Act (PFMA) and the Public Sector Accounting Service Board (PSASB) requirements.
- Assist in provision for asset acquisition and replacement

### **Requirements for appointment**

- Must have a Bachelor's degree in Commerce, or any business-related field from a recognized institution and any other relevant qualifications.
- Five (5) years of relevant experience
- Good Managerial Skills
- Good interpersonal and Communication Skills
- Certificate in computer proficiency

## **25. WCPSB/025/2023: DEPUTY DIRECTOR REVENUE J/G "Q" (1 POST)**

**Terms of Service: Permanent & Pensionable**

### **Duties and responsibilities**

- Assist in planning, organizing, coordination and administration of all revenue matters;
- Assist in provision of advisory on revenue matters to Director Revenue;
- Assist in ensuring proper enactment of laws, financial regulations and procedures pertaining to revenue matters;
- Assist in initiating internal controls and procedures within the department of revenue;
- Assist in provision of quality and timely accounting services in the revenue unit. They include, maintenance of accurate accounting records and preparation of management and statutory reports; and



- Develop fresh revenue streams giving annual collection targets.
- Develop appropriate revenue administration strategy that seeks to turn around revenue collection in the county

#### **Requirements for appointment**

- Must be a Kenyan Citizen
- Must have a degree in the following field of study; Bachelors in Accounting, Finance, Business Administration, Commerce, economics, statistics or relevant/equivalent qualification from an approved institution;
- Must have served for a period of not less than 6 years in the relevant field three out of which must have been in the position of revenue administration or in a relevant equivalent and comparable position in the public or private sector.
- Must have passed CPA part III; Examination or its equivalent from a recognized institution;
- Shown merit and ability as reflected in work performance and results
- Must have high degree of professional competence and administrative capability
- Certificate in computer proficiency

#### **26.WCPSB/026/2023: ASSISTANT DIRECTOR BUDGET J/G “P” (1 POST)**

##### **Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- Consolidating county budgets for the recurrent and development votes;
- Preparing quarterly expenditure forecast as a basis for discussions with the treasury for release of funds;
- Initiating proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;
- Assist in coordinating activities and work of all officers handling donor financed projects, monitoring implementation of such projects and review of reimbursements; and
- Assist in coordinating the design and financial aspects for all new donor projects and agreements with donor agencies.

#### **Requirements for appointment**

- Served in the grade of senior Budget Officer or an equivalent position in public service for at least three (3) years;
- Must be a holder of Degree in Business Administration, Economics, Finance, Commerce or a financial related discipline from a recognised university;
- Certificate of proficiency in computer

- Shown merit and ability as reflected in work performance and results.
- Ability to generate quality budget reports using statistical packages

**27. WCPSB/027/2023: PRINCIPAL STATISTICIAN J/G “N” (1 POST)**

**Terms of Service: Permanent & Pensionable**

**Duties and responsibilities**

- Compile, analyze, and report data to explain economic phenomena and forecast market trends, applying mathematical models and statistical techniques.
- Develop economic guidelines and standards and prepare points of view used in forecasting trends and formulating economic policy relevant to the county
- Study economic and statistical data in area of specialization, such as finance, labor, or agriculture.
- Formulate recommendations, policies, or plans to solve economic problems in the county
- Provide advice and consultation on economic relationships to businesses, public and private agencies, and other employers.
- Take part in training department staff on research and projects reviews

**Requirements for appointment;**

- Must have Bachelor’s degree in Statistics, Mathematics, Economics or equivalent qualification from a recognized institution;
- Have at least four (4) years’ experience in relevant field;
- Certificate in computer applications from a recognized institution;
- Outstanding communication and inter personal skills;
- Must be able to work in a collaborative team environment;
- Must have knowledge of statistical packages

**28. WCPSB/028/2023: SENIOR BUDGET OFFICER J/G “L” (1 POST)**

**Terms of Service: Permanent & Pensionable**

**Duties and responsibilities**

- Preparing County Budgets for the recurrent and development votes;
- Preparing quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds;
- Initiating proposals seeking funds for additional expenditure and reallocation of voted funds during the year;

- Monitoring expenditure and projects including programme implementation on a periodic basis and ensuring timely disbursement of funds
- Compiling of budget estimates;
- Compiling of Fiscal returns;
- Preparing of Fiscal reports;
- Compiling of expenditure proposals; and
- Compiling of Budget outputs and outcomes.

#### **Requirements for appointment**

- Must be a holder of Degree in Business Administration, Economics, Finance, Commerce or a financial related discipline from a recognised university;
- Certificate of proficiency in computer
- Served in the grade of Finance Officer or comparable and relevant position in the Public Service or private sector for at least three (3) years;
- Shown merit and ability as reflected in work performance and results.

#### **29. WCPSB/029/2023: SUPPLY CHAIN MANAGEMENT OFFICER I J/G “K” (5 POSTS)**

**Terms of Service: Permanent & Pensionable**

##### **Duties and responsibilities**

- Planning/coordinating supplies management services
- Setting up of effective procurement management systems
- Ensure compliance with procurement laws and regulations
- Processing of agenda for the tender committees and assisting in the implementation of decisions thereof.
- Distribution of market surveys
- Inventory and stock control and management
- Performing any other duty as may be assigned from time to time

##### **Requirements for the Appointment**

- Must be Kenyan citizen
- A Bachelor’s degree in any of the following-: Commerce, Business Administration (Supplies Management Option), procurement and supply management or other equivalent from recognized institution.
- At least three (3) relevant work experience;
- Have certificate in Computer proficiency
- Be a registered member of relevant professional body

#### **30. WCPSB/030/2023: SUPPLY CHAIN MANAGEMENT OFFICER III J/G “H” (5 POSTS)**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Issuing and receiving stores
- Assisting in stock taking, reconciliation, preparation, and maintenance of records.
- Processing of agenda for the tender committees
- Identification of unserviceable, obsolete and surplus stores and equipment for disposal
- Any other duties as may be assigned by the supervisor

### **Requirements for Appointment**

- Be a holder of Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution
- Certificate in Computer applications from a recognized institution

## **31. WCPSB/031/2023: INTERNAL AUDITOR 1 J/G “K” (5 POSTS)**

### **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- Develop, implement and review audit function policies and procedures of the department;
- Take part in Preparing and implementing annual work plans for the audit department
- Review the adequacy, design and effectiveness of the internal control systems.
- Review the economic efficiency and effectiveness in the utilization of the county resources
- Examine cheques and other instruments from accounts office for accuracy and correctness.
- Audit the bank reconciliation statement and financial flow documents.
- Reviewing the means of safeguarding assets personnel and documentation and, as appropriate , verifying the existence of assets;
- Carry out periodic procedural and stock reviews and make reports to the Head of internal Audit
- Undertaking regular transaction and systems review.
- Evaluate and assess risk management control and governance;
- Ensure accountable records are accurate including purchases and payments;

### **Requirement for appointment**

- A Business related/Bachelor degree in accounting, business administration/management or its equivalent qualification from a recognized institution;
- Certified Public Accountant (K) or similar qualification from recognized professional bodies
- Be registered with ICPAK
- At least 3 years of relevant experience.
- High coordination and control skills
- Professional and ethical but firm in discharging duties
- Excellent communication and interpersonal skills.
- Good IT skills and proficient in Microsoft Dynamics.
- High levels of honesty and integrity.

### **32. WCPSB/032/2023: INTERNAL AUDITOR II J/G “J” (5 POSTS)**

**Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- Undertaking a variety of audit assignments relating to pre- audit of payments;
- Take part in Preparing and implementing annual work plans for the audit department
- Carry out review of adequacy, design and effectiveness of the internal control systems in the county
- Assist in review of the economic efficiency and effectiveness in the utilization of the county resources
- Assist in examining cheques and other instruments from accounts office for accuracy and correctness.
- Audit the bank reconciliation statement and financial flow documents.
- Reviewing the means of safeguarding assets personnel and documentation and, as appropriate , verifying the existence of assets;
- Carry out periodic procedural and stock reviews and make reports to the supervisors
- Undertaking regular transaction and systems review.
- Ensure accountable records are accurate including purchases and payments;

#### **Requirement for appointment**

- Be a holder of at least a diploma in accounting, business administration/management or its equivalent qualification from a recognized institution;
- Attained CPA Part II

- At least 1 years of relevant experience.
- Excellent communication and interpersonal skills.
- Good IT skills and proficient in Microsoft Dynamics.
- High levels of honesty and integrity.

The detailed job descriptions and requirements for appointment of these positions can be obtained from the County website at [www.wajir.go.ke](http://www.wajir.go.ke).

#### **How to Apply**

Interested qualified applicants are required to submit a cover letter, detailed CV, copies of academic and professional Certificates/testimonials and National Identity card in a sealed envelope clearly marked and addressed to:

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

Applications should reach the County Public Service Board located at the County headquarters on or before **2<sup>nd</sup> August 2023** by 5.00pm.

Please note that;

1. Wajir County is an equal opportunity employer and therefore qualified women, youth and persons with disabilities are encouraged to apply.
2. It is criminal offence to present fake certificates/documents
3. Only shortlisted candidates will be contacted.

Successful candidates will be required to fulfill the requirements of Chapter six (6) of the Constitution and specifically obtain clearances from the EACC, DCI, HELB, KRA and CRB.

**SECRETARY/CEO**

**WAJIR COUNTY PUBLIC SERVICE BOARD**