

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF MIGORI  
P.O BOX 365-40400  
SUNA

**VACANCY**

Migori County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 under Article 176 and the County Government Act No. 17 of 2012 Section 59(1)(b) .

***a. OFFICE OF THE GOVERNOR***

**1- LEGAL ADVISOR -ONE (1) POST –REF: MCPSB /181 /2017**

**(a) Duties and Responsibilities**

- i. The Legal Advisor will be responsible to the Governor for providing legal advice as well as representing the Governor and the county government in legal matters and reforms on an ongoing basis;
- ii. Keeping abreast of legal and policy development;
- iii. Providing legislative support to the Governor including briefs legislation as well as preparing amendments where appropriate;
- iv. Identifying strategies in priority areas that requires law reforms;
- v. Undertaking the legal research.

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of at least a first degree in law from an accredited School of Law /university recognized in Kenya;
- iii. An up to date practicing certificate and membership,
- iv. An Advocate of the High Court
- v. Have knowledge, experience and distinguished career of not less than ten years in politically related field as a legal practitioner.
- vi. Satisfy the requirement of chapter six of the constitution;

**(c) Terms of service: Contract**

## **2. DIRECTOR GOVERNOR'S PRESS SERVICE: ONE (1) POST- MCPSB /182 /2017**

### **(a) Duties and Responsibilities**

- i. Providing strong and effective leadership and management of the Governor's Press Service;
- ii. Leading and developing standards and regulations in the Press unit;
- iii. Planning and covering the Governor's functions of the County Government's activities in electronic and print dissemination to the media and the public;
- iv. Overseeing drafting of speeches and taking notes for the governor;
- v. Building and maintaining a data base of news/information on the Governor's and
- vi. Any other duties as may be assigned by the Governor

### **(b) Requirements for Appointment**

- i. Be a Kenyan citizen;
- ii. Be a holder of at least a Bachelor degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Corporate Communications, Communication studies,, Media studies,/Sciences or any other relevant qualifications from a recognized university recognized in Kenya
- iii. Have a knowledge, experience and a distinguished career of not less than 10 years in public communications; and
- iv. Satisfy the requirements of Chapter six of the constitution of Kenya 2010.

### **(c) Terms of service: Contract**

## **3. PERSONAL ASSISTANT ONE (1) POST: REF: MCPSB/183/2017**

### **(a) Duties and Responsibilities**

- i. Reporting to the Governor, the Personal Assistant will provide him with executive assistance and offering the required linkage to customer care and communication with the Governor's clients, employees, visitors and the public in general.
- ii. managing appointments, correspondence and maintaining the diary;
- iii. Setting up meetings;
- iv. managing the affairs of the Governor's office;
- v. Maintain the Governor's diary, book appointments and coordinate his meetings
- vi. Coordinate travel arrangements for the Governor and his family
- vii. Utilize the IT skills and other electronic tools to prepare presentations.
- viii. Research, compile and summarize information to respond to various inquiries from internal and external clients.
- ix. Provide logistical support for the Governor, corporate meetings and external events.
- x. Prepare the Governor's speech and drafting of both internal and external communications.
- xi. Establishing and maintain proper record and archiving system for the Governor's office.
- xii. Any other duties that may be assigned by the Governor

**(a) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of at least a first degree from a university recognized in Kenya with a bias in Business Administration and/or Public Relations.
- iii. Have knowledge, experience and distinguished career of not less than five years;
- iv. Ability to work independently, and support the Governor's business operations.
- v. Excellent public relations, written and spoken English. Foreign language is a plus
- vi. Proficiency in ICT, excellent communication and report writing skills, ability to work long hours and under pressure in meeting strict deadlines.
- vii. Exhibit strong problem-solving and research abilities and the flexibility to coordinate various functions.
- viii. Knowledge of Corporate Administrative and Office Management Systems
- ix. Provide administrative support, maintain records and generate reports with high level of integrity and discretion
- x. satisfy the requirement of chapter six of the constitution;

**4. SENIOR PERSONAL SECRETARY ONE (1) POST: REF: MCPSB/184/2017**

**(a) Duties and Responsibilities**

- i. Maintaining high standards of cleanliness and orderly working environment in the office of the governor.;
- ii. Ensuring proper standards of maintenance and arrangement of office pantry are met as required such as setting beverages on the table
- iii. Maintain privacy and confidentiality when dealing with confidential documents
- iv. Answer and manage incoming calls to facilitate service delivery
- v. Receive and interact with visitors and other staff to facilitate service delivery
- vi. Handle incoming and outgoing mails, reports and other documents
- vii. Prepare and edit correspondence, communications, presentations and other documents
- viii. Organize and maintain diaries and make required appointments
- ix. Arrange and coordinate meetings and events
- x. Record, transcribe and distribute minutes of meetings
- xi. Manage and maintain schedules, appointments and travel arrangements
- xii. Conduct research, assemble and analyze data to prepare reports and documents
- xiii. Filing and maintenance of office correspondence and other documents
- xiv. Ensure smooth flow of information by monitoring, corresponding to and distributing incoming communications
- xv. Build effective link between the executive the clients and other colleagues
- xvi. Ensure all office windows and doors are opened in the morning and that they are secured in the evening
- xvii. Liaise with various departments to collect information and respond to request

**(b) Requirements for Appointment;**

- i) Be a Kenyan citizen
- ii) Diploma or Higher Diploma in Secretarial Studies from a recognized institution in Kenya
- iii) A certificate in computer applications from a recognized institution is desirable
- iv) At least three years of relevant work experience in a busy organization.
- v) Ability to work independently, and support the Governor's busy operations.
- vi) Excellent public relations, written and spoken English. Foreign language is a plus

vii) Satisfy the requirement of chapter six of the constitution six of the constitution of Kenya

**(c) Terms of service: Contract**

***b. OFFICE OF THE COUNTY PUBLIC SERVICE BOARD***

**5.ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT, JG "P": ONE (1) POST- MCPSB / 185/2017**

Responsible to the Board CEO/ Secretary, the Assistant Director Human Resource Manager will be responsible for developing and implementing Human Resource Policies, Strategies and Systems to enable the Board achieve its mandates.

**(a) Duties and Responsibilities**

- i. Advising the Board on all matters pertaining to Human Resource Management.
- ii. Issuing administrative guidelines on interpretation and implementation of labour laws and other human resource related statutes;
- iii. Manage the recruitment and selection process and analyze the training needs of the staff;
- iv. Prepare annual plan and budget and monitor training and development activities in accordance with training plans;
- v. Liaise with the Director Human Resource Management to monitor the implementation of talent and career development programs in the county public sector;
- vi. Coordinate the performance management system to achieve optimum productivity and efficiency;
- vii. Implement performance contracting in the Board and offer support to departments in implementing the same;
- viii. Prepare annual budgets for HR and oversee their implementation and control;
- ix. Plan and execute effective Human Resource development programs and build a highly skilled and performing team.

**(b) Requirements for Appointment**

- xviii. Be a Kenyan citizen
- xix. Holder of at least a Bachelor's degree in Human Resource Management or Bachelor's degree in Social Sciences plus diploma in Human Resource Management from a university recognized in Kenya;
- xx. Post Graduate qualifications such as Masters degree especially in Human Resource Management will be an added advantage;
- xxi. Have at least five years of work experience;
- xxii. Be a member of Human Resource practitioners' professional body such as IHRM;
- xxiii. Excellent knowledge of Kenyan Labour Laws with broad knowledge of human capital policies and practices;
- xxiv. Satisfy the requirement of Chapter six of the constitution of Kenya 2010.

**(c) Terms of service: Permanent and pensionable**

## **6. PRINCIPAL ACCOUNTANT, JG “N”- ONE (1) POST- MCPSB / 186/2017**

Responsible to the Board CEO/ Secretary, the Principal Accountant will be responsible for Financial Management and Accountability in the department to ensure efficient processing of transactions and maintenance of various financial resources, policies, strategies and systems to enable the Board achieve its mandates.

### **(a) Duties and Responsibilities**

- i. Plan and prepare financial work plans for the Board so as to achieve its mandates;
- ii. Maintain financial discipline to ensure compliance with Public Finance Management Act;
- iii. Verify vouchers and committal documents to ensure they are prepared in accordance with laid down rules and regulations;
- iv. Ensure timely and accurate data capture, maintenance of primary records such as vote book, ledgers, cash books and register to ensure that they are up to date for use in management accounts for decision making;
- v. Prepare and consolidate expenditure returns and balance and roll of the cash books on daily basis as required by the accounting rules and regulations;
- vi. Prepare management reports such as impress and expenditures to ensure the funds are utilized for the intended operation;
- vii. Ensure confidentiality and security of all financial files to control the altering of the files to prevent fraud in the section;
- viii. Keep records of cash flows within the Board and assist in the timely and accurate preparation of expenditure reports to inform decision making;
- ix. Analyze invoice/payment queries to proactively resolve the queries.

### **(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of Bachelor’s degree in Finance, Accounting or a business-related course from a university recognized in Kenya;
- iii. Knowledge and experience in applying Generally Accepted Accounting Principles (GAAP);
- iv. A minimum of five (5) years hands on experience in Finance and Accounting functions;
- v. Demonstrated a high degree of professional competence in managing finance and accounting functions;
- vi. Certified Public Accountant of Kenya (CPAK) in good standing;
- vii. Proficiency in the use of word processing and spreadsheet software is desirable
- viii. Satisfy the requirement of Chapter six of the constitution;

### **(c) Terms of service: Permanent and pensionable**

## **7.SENIOR SUPPLY CHAIN MANAGEMENT OFFICER , JG “N”- ONE (1) POST- MCPSB /187/2017**

### **(a) Duties and Responsibilities**

- i. Secretarial role to the procurement committee.
- ii. Assist in the general running of the procurement department.

- iii. Assist in preparation of tender and prequalification documents for expression of interest.
- iv. Assist in supervision, coordinating, controlling of all stores activities.
- v. Management of the continuous supply of materials to various Institute sections.
- vi. Assist in scheduling, managing stock taking and maintaining inventory accuracy at all times.

**(b) Requirements for Appointment**

- i. Bachelor's degree in Purchasing and Supplies Management from a recognized University or its equivalent qualifications.
- ii. Masters degree in a relevant field is an added advantage.
- iii. Knowledge of ERP accounting packages is desirable.
- iv. Working experience of not less than five years in a procurement environment.
- v. Should be conversant with the Public Procurement Procedures.
- vi. Registration with relevant regulatory body such as KISM.
- vii. Be a person of integrity with high morals and ethical values.

**© Terms of service: Permanent and pensionable**

**8. PERSONAL SECRETARY JG "H"-ONE (1) POST: REF: MCPSB/188/2017**

**(a) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Diploma or Higher Diploma in Secretarial Studies from a recognized institution in Kenya
- iii. A certificate in computer applications from a recognized institution is desirable
- iv. At least three years of relevant work experience in a busy organization.
- v. Ability to work independently, and support the Board Secretary's busy operations.
- vi. Excellent public relations, written and spoken English. Foreign language is a plus

**(b) Duties and Responsibilities**

- i. Recording dictation in shorthand and transcribing it in typewritten form
- ii. Processing data; management of e-office; ensuring security of office records, documents and equipment;
- iii. Operating office equipment;
- iv. management of office protocol;
- v. Handling telephone calls and appointments;
- vi. Attending to visitors or clients and undertaking other secretarial duties that may be assigned.

**© Terms of service: Permanent and pensionable**

**9. RECEPTIONIST JG "H" ONE (1) POST – REF: MCPSB/189/2017**

**a) Duties and responsibilities.**

- i. Serves as a point of contact for clients, including: screening phone calls,

- ii. ensuring client messages are communicated to the appropriate team members
- iii. Formats and types a variety of correspondence
- iv. Assists CPSB in preparation for client and prospect meetings
- v. Devising and maintaining office systems, including data management & filing

**(b) Requirements for Appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of Diploma in Front Office Management, Human Resource Management or Business Administration from a recognized institution in Kenya
- iii. Must have at least 3 years of experience in a similar role or ability to show capability to do the work independently.
- iv. Must have excellent communication and interpersonal skills
- v. Must be proficient in Microsoft office packages
- vi. Ability to contribute to team success by having a positive attitude to work
- vii. Must be Self-driven and motivated
- viii. Good analytical and reporting skills High level of integrity and honesty

**© Terms of service: Permanent and pensionable**

**HOW TO APPLY:**

1. All applications should be submitted in a sealed envelope clearly marked on the top left side indicating the reference number for position applied for and addressed to:

**The Secretary/CEO  
Migori County Public Service Board  
P.O Box 365- 40400, Suna**

2. Hand delivered applications should be dropped at the offices of the Migori County Public Service Board located at Msomi Teachers' College on Migori/Isebania Highway.
3. All applications should reach the Secretary/CEO Migori County Public Service Board on or before Friday 6<sup>th</sup> October, 2017.
4. Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates and testimonials.
5. For candidates to meet the requirements of chapter six of the Constitution of Kenya 2010, applicants must obtain the following clearance:
  - Tax compliance certificate from KRA
  - Clearance certificate from HELB
  - Clearance certificate from Ethics and Anticorruption Commission (EACC)
  - Certificate of good conduct from Criminal Investigation Department

**NB**

- Women, People Living With Disabilities and Marginalized Groups are encouraged to apply,
- Only shortlisted and successful candidate will be contacted;
- Canvassing in any form will lead to automatic disqualification;

Migori County Public Service Board is ***AN EQUAL OPPORTUNITY EMPLOYER.***

