

NAIROBI CITY COUNTY

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City Hall,
P. O. Box 30075-00100,
Nairobi,
KENYA.

COUNTY PUBLIC SERVICE BOARD

VACANCIES IN NAIROBI CITY COUNTY GOVERNMENT

The Nairobi City County Public Service Board invites applications from suitably qualified candidates to fill the following vacant positions.

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

- i) Applications can be submitted **Online or hand delivered** on or before **24th June, 2019**.
- ii) Applicants should be Kenyan Citizens
- iii) Applicants should meet requirements of Chapter 6 of the Constitution of Kenya and will be required to attach clearance certificates from EACC, KRA, HELB, CRB and a Certificate of Good Conduct from the Kenya Police Service.
- iv) Only shortlisted candidates will be contacted.

1. COUNTY SECRETARY/ HEAD OF PUBLIC SERVICE – JG “T” (1 POST)

Terms of Employment: **4 Years Contract**

Remuneration: **As per Salaries and Remuneration Commission Guidelines**

Requirements for appointment

- i. Have a Bachelor’s Degree from a University recognized in Kenya.
- ii. Possession of a Master’s Degree in Administration/Management, Human Resource Management/Development Management/Strategic Management, Economics or equivalent qualifications from a university recognized in Kenya will be an added advantage.

- iii. Must have work experience of not less than 10 years; five of which should be in administration and management.
- iv. Strategic Leadership course or equivalent course will be an added advantage.
- v. Be conversant with Government protocols and etiquette.
- vi. Be conversant with Constitution of Kenya and Devolution Acts.
- vii. Have excellent interpersonal, communication and report writing skills
- viii. Proven merit and ability as reflected in work performance and results.
- ix. Be computer literate
- x. Proven experience in Public Financial Management.
- xi. Promote national Values and Principles of Governance and Values and Principles of Public Service referred to in Articles 10 and 232 of the Constitution of Kenya.

Duties and Responsibilities

- i. Secretary to the County Executive Committee
- ii. Coordinate County State functions
- iii. Ensure efficient management of resources and coordination of County Government activities
- iv. Provide direction and guidance to public officers in the county
- v. Interpret, disseminate and oversee implementation of National and County Government Policies
- vi. Communicate and follow up the decisions of the Executive Committee to the appropriate persons
- vii. Perform any other duties as directed by the County Executive Committee.

2. COUNTY CHIEF OFFICERS – JG “S” (10 POSTS)

Terms of Employment: **Contract**

Remuneration: **As per Salaries and Remuneration Commission Guidelines**

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Be a holder of at least Bachelor’s degree in a relevant field from a University recognized in Kenya;
- iii. Demonstrated a thorough understanding of Nairobi City County Manifesto and CIDP;
- iv. Have knowledge, experience and distinguished career of not less than 10 years at a senior management level;
- v. Be a strategic thinker and result oriented;
- vi. Demonstrated a thorough understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- vii. Ability to work in a multi-ethnic environment with sensitivity and respect for diversity;

- viii. Proof of registration with the relevant professional body will be an added advantage.

Duties and Responsibilities

The Chief Officer shall be the accounting and authorized officer, and shall be responsible to the respective County Executive Committee Member for:

- i. Day to day administration of the department;
- ii. Providing strategic policy direction for effective service delivery within the department;
- iii. Implementation of policies and programs within the department;
- iv. Development and implementation of the County strategic plans and sector development goals;
- v. Promote National Values and Principles of Governance and Values and Principles of Public Service as outlined in Article 232 of the Constitution of Kenya 2010.

3. DIRECTOR PROCUREMENT – JG “R” (1 Post)

Remuneration

Salary Scale: Kshs. 118,290 – Kshs.157,160 p.m.

House Allowance: Kshs. 50,000 p.m.

Commuter Allowance: Kshs. 16,000 p.m.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Served for at least ten (10) years in Supply Chain Management or in a comparable and relevant position in the public sector;
- ii. A Bachelor’s Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya;
- iii. Attended a Strategic Leadership Course in a recognized Institution;
- iv. Be conversant with modern computer packages used in Supply Chain Management;
- v. Demonstrate understanding of the Public Procurement and Disposal Act 2005 and its regulations;
- vi. A thorough understanding of the Supply Chain Management policies, rules, regulations and other statutes that impact on Supply Chain Management; and
- vii. Demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of Supply Chain Management Function.

NB: Possession of a relevant Master's degree will be an added advantage.

Duties and responsibilities

The officer will report to Chief Officer, Finance and Budget. Specific duties include:

- i. Responsible for the management and coordination of the supply chain services in the county;
- ii. Developing the County Annual Procurement Plan and ensuring adherence to it;
- iii. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2005 and the supporting regulations;
- iv. Analyzing supply chain management policies, rules, regulations, structures and systems;
- v. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- vi. Preparing tender documents in accordance with the Public Procurement Act 2005 and coordinating the tendering process;
- vii. Determining and proposing methods and strategies of handling the supply chain management function;
- viii. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- ix. Ensuring high professional supply chain management standards;
- x. Being the Secretary to the County Tender Committee; and
- xi. Any other duty assigned by the Chief Officer, Finance and Budget.

4. DEPUTY DIRECTOR PROCUREMENT – JG “Q” (2 Posts)

Remuneration

Salary Scale: Kshs. 97,320 – Kshs.130,420 p.m.

House Allowance: Kshs. 45,000 p.m.

Commuter Allowance: Kshs. 14,000 p.m.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Served for at least seven (7) years in Supply Chain Management or in a comparable and relevant position in the public sector;
- ii. A Bachelor's Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya;
- iii. Attended a Strategic Leadership Course in a recognized Institution;

- iv. Be conversant with modern computer packages used in Supply Chain Management;
- v. Demonstrate understanding of the Public Procurement and Disposal Act 2005 and its regulations;
- vi. A thorough understanding of the Supply Chain Management policies, rules, regulations and other statutes that impact on Supply Chain Management; and
- vii. Demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of Supply Chain Management Function.

NB: Possession of a relevant Master's degree will be an added advantage.

Duties and responsibilities

- i. Responsible for the management and coordination of the supply chain services in the county;
- ii. Developing the County Annual Procurement Plan and ensuring adherence to it;
- iii. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2005 and the supporting regulations;
- iv. Analyzing supply chain management policies, rules, regulations, structures and systems;
- v. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- vi. Preparing tender documents in accordance with the Public Procurement Act 2005 and coordinating the tendering process;
- vii. Determining and proposing methods and strategies of handling the supply chain management function;
- viii. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- ix. Ensuring high professional supply chain management standards;
- x. Being the Secretary to the County Tender Committee; and
- xi. Any other duty assigned by the Chief Officer, Finance and Budget.

How to Apply

Applications can be submitted **online** on or before **24th June, 2019** by visiting <http://cpsb.nairobi.go.ke>

Or

Hard copy applications should be submitted in a sealed envelope clearly indicating the position applied for and addressed to:

The Secretary
County Public Service Board
Nairobi City County
P.O. Box 30075-00100
NAIROBI

Applications should be posted through the above address or delivered to the offices of County Public Service Board, City Hall 2nd floor, Room 212 and should reach us on or before **Monday 24th June, 2019** at **5.00 p.m.**

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**