

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

Office of the County Secretary

1. Legal Counsel J/G 'N' (2 Posts) REF: CG/KLF/CPSB/ADVRT/03/02/18

Duties and responsibilities

- Advising on legal policy issues and legal documents.
- Reviewing legal documents.
- Representing the County Government in Court
- Assist in preparing contracts documents and initiating contracts negotiations
- Provide technical support support to the County Department
- Preparing legal opinions and undertaking law reviews
- Legislative drafting
- Handle pro-bono cases and facilitate public participation as directed by the County Attorney.
- Perform any other duties that may be assigned by the County Attorney.

Requirements for Appointment

- Bachelors of law degree from a recognized university
- Be an advocate of the high court.
- Have 1 year professional experience in a busy public or private organization
- Knowledge of civil and criminal court procedures.

Terms of service: Permanent

Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time.

2. Legal Assistant I J/G 'K' (1 Post) REF: CG/KLF/CPSB/ADVRT/04/02/18

Duties and Responsibilities

- To coordinate filling and service of legal documents
- To oversee timely drafting and filling of pleadings and legal documents
- Regular errands to public registries, courts and other relevant areas as directed
- Facilitate preparations and attendance of witnesses
- Compilation of legal documents for pre trial conferencing
- Keeping and communicating to counsel on the court diary
- Receiving correspondence and facilitating timely dispatch of correspondence
- Perform any other duties that may be assigned by the County Attorney and County Counsel

Requirements for Appointment

- Have a Diploma in legal studies
- Have a minimum of 3years working experience in public or private sector
- Have proficiency in the use of basic computer applications
- Be able to work with minimum supervision
- A registered court process server is an added advantage

Terms of service: Permanent

Salary Scale: 39,110 – 49,180 p.m

Other Allowances are as issued by SRC from time to time.

3. Legal Assistant II J/G 'H' (1 Post) REF: CG/KLF/CPSB/ADVRT/05/02/18

Duties and Responsibilities

- To coordinate filling and service of legal documents
- To oversee timely drafting and filling of pleadings and legal documents
- Regular errands to public registries, courts and other relevant areas as directed
- Facilitate preparations and attendance of witnesses
- Compilation of legal documents for pre trial conferencing
- Keeping and communicating to counsel on the court diary
- Receiving correspondence and facilitating timely dispatch of correspondence

- Perform any other duties that may be assigned by the County Attorney and County Counsel

Requirements for Appointment

- Have a Certificate in legal studies
- Have a minimum of 2 years working experience in public or private sector
- Have understanding of legal processes
- Have proficiency in use of basic computer applications
- Have experience in records and files management.
- Be able to work under minimum supervision

Terms of service: Permanent

Salary Scale: 22,380 – 27,680 p.m

Other Allowances are as issued by SRC from time to time.

Department of Finance and Economic Planning

1. Director Accounting Services J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/06/02/18

Duties and Responsibilities

- Attending Public Accounts Committee hearing where necessary
- Overseeing cash management and exchequer operations both for expenditure and revenue in liaison with Central Bank of Kenya and other banks
- Monitoring banking arrangement in the ministries under their division
- Drafting and revising regulations for new and existing funds respectively; monitoring and ensuring timely production of management and stationary financial reports including the bi annual accounts and quarterly statutory
- Monitoring data management reports for the department
- Follow up with Heads of Accounting Units in Departments on non compliance with standards, circulars, financial regulations and procedures, letters and policies
- Ensure safe custody of Government assets and records under him/her and supervision, training and development of accounts staff in the unit

Requirements for Appointment

- Relevant working experience of Seven (7) years in the Accounting, Audit or Financial field;
- Passed Part III of Certified Public Accountant (CPA) Examination or its recognized equivalent.

- Masters degree in any of the following disciplines:- Accounting, Finance, Business Administration, Commerce or their relevant equivalent qualification from an approved institution.
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
- Shown Merit and ability as reflected in work performance and results

Terms of service: Permanent

Salary Scale: 127,110 – 189,200 p.m

Other Allowances are as issued by SRC from time to time

2. Deputy Director Budget and Economic Planning J/G ‘Q’ (1 Post) REF: CG/KLF/CPSB/ADVRT/07/02/18

Duties and Responsibilities

- Assist in collection processing and administration of statistical data in accordance with the law
- Provide intellectual leadership on economics within the county and contribute to County’s strategy development and management policies.
- Review various weekly and annual reports developed and documented by junior staff to ensure they are of high quality
- Develop, lead and conduct a diverse programme of collaborative research and policy advocacy on economics
- Ensure that new opportunities are identified and secured that respond to/pick up priorities within the economics strategy paper.

Requirements for Appointment

- Bachelor degree with a bias in Economics, Statistics, Monitoring and Evaluation or any other relevant field
- Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- Working experience of not less than Five years in a relevant field

Terms of service: Permanent

Salary Scale: 115,290 – 153,170 p.m

Other Allowances are as issued by SRC from time to time

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct
- (e) Credit Reference Bureau clearance

All applicants **MUST** use the Application for Employment Form (KCPSB 001)
The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tuskys Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 8th day of March, 2018.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

Note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.