

**MAKUENI COUNTY PUBLIC SERVICE BOARD****P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751****Email: cpsb@makueni.go.ke****Web: www.makuenipsb.go.ke****JOB ADVERTISEMENT**

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following position as per Article 176 of the Constitution of Kenya 2010 and Sections 45, 50 and 51 of the County Governments' Act 2012.

DEPARTMENT OF FINANCE AND SOCIO – ECONOMIC PLANNING.**Position: Assistant Director - Supply Chain Management Services (1 Post)****Terms of service: Permanent and Pensionable****Salary: Job Group "P"**

Salary Scale: KShs. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

For appointment to this grade, the candidate must: -

- a. Be a Kenyan citizen;
- b. Have served for at least seven (7) years in Procurement and Supply Chain Management in the Public or Private Sector three (3) of which must be in public sector;
- c. Possess professional qualifications - Minimum of a Diploma in Procurement and Supply Chain Management or its equivalent from a recognized institution;
- d. Possess Bachelor's Degree in any of the following: - commerce, business administration, economics, Procurement and Supply Chain Management or their equivalent qualification a recognized institution;
- e. Possess Master's Degree in any of the following: - Procurement and Supply Chain Management, logistics and supply chain management, business administration, commerce or any other relevant field from a recognized institution.
- f. Possess thorough understanding of the Public Procurement and Asset Disposal Act, 2015 and other statutes, rules and regulations;
- g. Be full member of the Kenya Institute of Supplies Management (KISM) in good standing and with a valid practicing license for the year 2023;
- h. Have understanding and knowledge of E-procurement;
- i. Have served in a leadership position and demonstrated good governance and leadership skills.
- j. Have shown merit and ability as reflected in work performance and results;

**SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD**

20 SEP 2023

P.O. Box 49 - 90300

In addition to the above requirements, an officer must have the following key personal attributes and core competences: -

Additional Requirements for Appointment

(i) Personal Qualities

- Ability to articulate and implement Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership: advocacy, relationship building and collaboration. Result oriented: self-driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

(ii) Core Competences

- People management
- Financial management
- Policy implementation
- Planning
- Coordination
- Strategy implementation

Duties and Responsibilities

- An officer at this level may be deployed at the Directorate of Supply Chain Management Services and will head a division in the Directorate.
- The duties and responsibilities of the officer will entail managing activities in Supply Chain Management Division. Specific duties at this level will involve initiating and formulating of supply chain management policies for issue to the service in liaison with the deputy director and assisting in the preparation of the directorates strategic plans.
- In addition to this the officer at this level will be responsible for the planning, organising administration and control of supply chain management units in the Division. Specific duties will include assessing of the impact of Supply chain management policies and regulations, assisting in correct interpretation and implementation of the public procurement and Asset disposal act 2015 and other strategies, policies and rules and regulations that may impact on the supply chain management.



HOW TO APPLY

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
Makueni County Public Service Board
P.O Box 49-90300
MAKUENI.**

OR

Delivered by hand at the reception of Makueni County Public Service Board offices located past Makueni Girls and Opposite Wote Technical Training Institute.

All the applications should reach the Secretary/CEO, Makueni County Public Service Board on or before **5.00p.m on Thursday, 5th October, 2023.**

NOTE:

- i. The Job Application Form (revised 2022) can be downloaded from the County Public Service Board's website; www.makuenipsb.go.ke
- ii. Candidates should attach relevant academic and professional certificates, National Identity Card, practice license and professional registration certificate (where necessary).
- iii. Shortlisted candidates will be required to obtain clearance from the following Institutions and the clearance certificates **must** be produced during the interviews;
 - The Criminal Investigation Department (CID)
 - Credit Reference Bureau (CRB)
 - Higher Education Loans Board (HELB)
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
- iv. Only the shortlisted candidates will be contacted;
- v. Canvassing in any form will lead to automatic disqualification;
- vi. Shortlisted candidates will be required to produce their original National Identity cards/valid passport, birth certificate, academic and professional certificates and testimonials at the interview;
- vii. The Government of Makueni County is an equal employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply;
- viii. Affirmative action as stipulated in the constitution shall be applied;
- ix. **The Board does not charge a fee at any stage of the recruitment process.**
Payment of any form of fee will lead to automatic disqualification.

Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD

