



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD



P.O. Box 356-70300, MANDERA

Date: 20th January, 2022

INTERNAL ADVERTISEMENT FOR VACANT POST IN THE COUNTY DEPARTMENT

Applications are invited from suitably qualified serving officers in the County Public Service as listed in the table below: -

No	Designation	Job Group	No. of Post	Advert No
Department of Accounting and Financial Services				
1	Director Accounting General	R	1	CPSB/2022/FIN/IA/01/01
2	Director Internal Audit	R	1	CPSB/2022/FIN/IA/01/02
3	Deputy Director Accountant General	Q	1	CPSB/2022/FIN/IA/01/03
4	Deputy Director Supply Chain Management	Q	1	CPSB/2022/FIN/IA/01/04
5	Deputy Director Budget	Q	1	CPSB/2022/FIN/IA/01/05
6	Deputy Chief Finance Officer(Financial Reporting)	Q	1	CPSB/2022/FIN/IA/01/06
7	Assistant Accountant General	P	2	CPSB/2022/FIN/IA/01/07
8	Assistant Director Supply Chain Management	P	2	CPSB/2022/FIN/IA/01/08

**1. DIRECTOR ACCOUNTING GENERAL JOB GROUP “R” ONE (1) POST:
REF CPSB/2022/FIN/IA/01/01**

**Terms of service –Permanent and Pensionable
Duties and Responsibilities**

- Direction and coordination of routine & non-routine accounting transactions and related matters;
- Interpretation of financial and accounting policies, regulations and circulars in the County Treasury;
- Establishment and maintenance of effective internal control system in the County Treasury.
- Ensuring strict compliance with the Government Financial laws, Regulations and Procedures;
- Ensures proper handling of Banking Matters.
- Coordinates authorization of payment vouchers and approval of payments in the Internet banking system;
- Liaison with HRM on County Treasury Staff matters and implementation of scheme of service for accountants;

- Providing advisory services to the departmental heads and other stakeholders on all financial and accounting matters;
- Maintaining appropriate and up to date accounting records;
- Preparing management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits;
- Facilitate payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate;
- Monitoring implementation of accounting Standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- Following up on Audit matters including compilation of Treasury memorandum in respect of all departments;
- Following up on implementation of the Internal Auditor and Auditor General's recommendations;
- Following up on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations;
- Consolidating cash flow projections and expenditure returns submitted by departments;
- Maintaining a check-list of returns and reports received from departments/county entities to ensure compliance with the Law and Treasury circulars;
- Overseeing and directing the activities of the document/payment vouchers examination section, financial and non-financial reporting unit, IFMIS payment unit, asset management and treasury registry units;
- Performing any other duty as maybe assigned by the supervisor.

Requirements for Appointment

- Be a Kenyan Citizen;
- Served in the Public sector for a minimum period of eight (8) years, three (3) years of which must have been in senior management level or in comparable position in the Public Service;
- Bachelor's degree in any of the following disciplines: -Accounting, Finance, Business Administration, Commerce or equivalent from a recognized University in Kenya;
- A Master's degree in the relevant area will be an added advantage;
- Passed Part III of Certified Public Accountant(CPAK) / ACCA;
- Be an active member of ICPAK with good standing;
- Excellent communication and interpersonal skills;
- Working knowledge of computer based accounting applications including the IFMIS system;
- Certificate in Computer application skills relevant from a recognized institution;
- A certificate in Senior Management Course from a recognized institution;
- Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**2. DIRECTOR INTERNAL AUDIT, JOB GROUP 'R' ONE (1) POST:
REF : CPSB/2022/FIN/IA/01/02**

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Planning, organizing, directing, coordinating and controlling of Internal Audit Services;
- Playing a key role in maintaining a strong control environment and supporting initiatives that improves performance;
- Executing proposals to integrate ICT into viable Internal Audit operations and developing risk management strategies and initiatives to identify and mitigate risks in the County;
- Undertaking Capacity building for staff at the County level;
- Establishing risk-based audit plans consistent with the County objectives;
- Develop audit programs of every audit assignment;
- Communicating plans of engagements and resource requirement for internal audit function;
- Following up to ensure implementation of Audit recommendations;
- Coordinating audit efforts with external parties;
- Any other duty as may be assigned by the Chief Officer Finance;

Requirements for Appointment

- Bachelor of Commerce/ Business Administration degree (Finance or Accounting) or its approved equivalent from recognized university;
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE) and in good standing;
- Must have passed part III of certified public accountant (CPA) or ACCA;
- Must have undergone strategic leadership course of not less than six (6) weeks from a recognized institution;
- Have passed certificate in certified information communication technology;
- Master's degree in the relevant area will be an added advantage;
- Have Seven (7) years of experience in public sector in auditing, three (3) of which must have been in senior management level or have served in acting capacity for position of director internal audit for at least two (2) years or in comparable position;
- Must possess Knowledge of team mate audit software or any other relevant qualification in audit techniques;
- Excellent communication and interpersonal skills;
- Shown outstanding professional competence and administrative ability in the management of the audit functions;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

3. DEPUTY DIRECTOR ACCOUNTING GENERAL, JOB GROUP ‘Q’ ONE (1)

REF: CPSB/2022/FIN/IA/01/03

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Providing advisory services to the departmental heads and other stakeholders on all financial and accounting matters;
- Interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- Developing supplementary financial regulations and procedures to enhance internal controls;
- Maintaining appropriate and up to date accounting records;
- Preparing management and financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, and analysis of deposits;
- Submitting monthly checklist confirming compliance with the requirements for preparation and submission of management and statutory reports to the chief officer.
- Facilitate payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate;
- Monitoring implementation of Accounting Standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- Following up on Audit matters including compilation of Treasury memorandum in respect of all departments;
- Following up on implementation of the internal audit and external auditors’ recommendations;
- Following up on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations;
- Consolidating cash flow projections and expenditure returns submitted by departments; maintaining a check-list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars;
- Oversee and direct the activities of the treasury cash office, examination section, IFMIS payment unit, and treasury registry units;
- Ensuring safe custody of government Assets and records;
- Supervision, training, development and deployment of accounts staff in the Unit;
- Perform such other functions as may be delegated from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Served for a minimum of seven (7) years in the accounting, audit or finance field, two (2) years of which must have been in senior management level or in comparable position in the Public Service;
- A holder of a Bachelor’s degree in Commerce (Accounting or finance option), Business Administration or Economics from a recognized university.
- A Master’s degree will be an added advantage;
- Passed CPA III examinations or its recognized equivalent;
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) with good standing;

- A certificate in Senior Management Course from a recognized institution;
- Demonstrated professional competence in the field of accounting Services;
- Shown merit and ability as reflected in work performance and results;
- Must satisfy the provisions of chapter six of the constitution of Kenya 2010;
- Proficiency in Computer Application Skills relevant to financial management from a recognized institution.

4. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP ‘Q’ ONE (1) POST

REF: CPSB/2022/FIN/IA/01/04

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Developing the County Annual Procurement Plan and ensuring adherence to it;
- Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- Analyzing supply chain management policies, rules, regulations, structures and systems;
- In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- Introduce modern inventory management techniques and approaches;
- Provide guidance on disposal of Country inventory and other assets;
- Management, training and development of Supply Chain Management personnel;
- Develop and review performance targets and agreements;
- Oversee the preparation of work plans in line with set targets;
- Ensure statutory reports are submitted to the Authority and National Treasury;
- Determining and proposing methods and strategies of handling the supply chain management function;
- Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- Ensuring high professional supply chain management standards;
- Being the Secretary to the County Tender Committee;
- Any other duty assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Served for at least seven (7) years in Supply Chain Management, two (2) years of which must have been in senior management level or in comparable position in the Public Service;
- A Bachelor’s Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya;
- Master’s degree will be an added advantage;
- Attended a Senior Management Course from a recognized Institution;
- A member of the Kenya Institute of Supplies Management (KISM) with good standing;
- Be conversant with modern computer packages used in Supply Chain Management;
- Demonstrate understanding of the Public Procurement and Disposal Act 2005 and its regulations;

- A thorough understanding of the Supply Chain Management policies, rules, regulations and other statutes that impact on Supply Chain Management;
- Demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of Supply Chain Management Function.

5. DEPUTY DIRECTOR BUDGET, JOB GROUP ‘Q’ ONE (1) POST

REF: CPSB/2022/FIN/IA/01/05

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Provide overall leadership, direction, technical advice and assistance in budgeting formulation, analysis, review and control process;
- Coordinating the development of budget policy, budget systems and reforms;
- Coordinating overall Budget preparation at Sector and departmental levels;
- Coordinating the overall county resource allocation in line with the county policy, annual development plan and CIDP;
- Advising accounting officers on budgetary requirements for departments, budget planning and implementation;
- Coordinating training and capacity building in the budget section/unit;
- Preparing and compiling annual and supplementary budgetary estimates, County fiscal strategy paper, CBROP, budget execution report, revenue estimates, and other budgetary reports;
- Undertaking risk assessment and management of the budget;
- Ensuring the county departments adhere to program based budgeting and capturing the same in IFMIS using plan to budget module;
- Coordinating the preparations of the county department’s public expenditure reviews and the sectorial reports;
- Coordination of public forums to ensure the public participates fully in the budget making process;
- Control of budgetary commitments;
- Developing improved budgetary practices and systems within the County Public Service;
- Monitoring and reviewing of financial and physical implementation of projects and programs and initiating corrective action;
- Any other duties assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- Served for a minimum of Seven (7) years in the accounting, audit or finance field, two (2) years of which must have been in senior management level or in comparable position in the Public Service;
- A Bachelor’s degree in any of the following discipline; Business administration (finance option), Economics, Statistics, or Commerce from a recognized university;
- Passed CPA III (CPAK) examinations or its recognized equivalent;
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) with good standing;
- Attended a four (4) week Senior Management Course (SMC) preferably from Kenya school of Government;

- A Master’s Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university will be an added advantage;
- Have a working knowledge of computer based accounting applications including the IFMIS system;
- Demonstrated knowledge of budgeting processes;
- Demonstrated understanding of National and county development goals, policies and objectives, national values and principle of governance;
- Satisfy the requirement of Chapter six (6) of the Constitution of Kenya 2010 on leadership.

6. DEPUTY CHIEF FINANCE OFFICER (FINANCIAL REPORTING), JOB GROUP ‘Q’ ONE (1) POST

REF: CPSB/2022/FIN/IA/01/06

Terms of service –Permanent and Pensionable

Duties and responsibilities

- Responsible for the day to day supervision of the Financial Reporting section in consultation with the CFO;
- Provides leadership, guidance and support for general accounting, payroll, banking, and cash flow management in consultation with Chief Finance Officer;
- Ensures that all departments keep their Vote books and that all expenditures are in line with the AIE/Approved budget;
- Supervises and coordinates the preparations of the expenditure returns from all the government departments and entities and submit to the Chief Finance Officer for actions;
- Ensures timely production of monthly, quarterly, half yearly and annual reports as per the Public Finance Management Act 2012 for various users;
- Coordinates the activities and programs of external auditors and ensure that all audit queries have been promptly addressed and audit recommendations are fully implemented;
- Responsible for preparation of annual statutory financial statements for the county government and county government entities;
- Custodian of the General Ledger;
- Ensures cleaning up of the IFMIS system;
- Supervise, train, evaluate, develop, motivate, assign duties, and appraises staff in the Financial Reporting Section;
- Assess training needs for the Financial Reporting section staff and recommend to the Chief Finance Officer;
- Recommend staff in the Financial Reporting Section for offs and leaves and ensures their duties are undertaken in their absence;
- Initiate disciplinary process for staff and make the necessary representations to the CFO for further actions.

Requirements for appointment

- Hold a degree in finance, accounting, or any business related field from a recognized university. Master’s degree is an added advantage;
- Must have at least five (7) years of experience in the accounting, audit or finance filed, two (2) years of which must have been in senior management level or in comparable position in the Public Service;

- Passed CPA III(CPAK) examinations or its recognized equivalent;
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) with good standing;
- Working knowledge of computer based accounting applications including the IFMIS system;
- Excellent communication and interpersonal skills;
- Demonstrated knowledge of public financial management practices;
- Demonstrated knowledge of relevant professional standards including International Financial Reporting Standards;
- Certificate in Computer application skills relevant to budget preparation from a recognized institution;
- Shown merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

7. ASSISTANT ACCOUNTANT GENERAL, JOB GROUP ‘P’ TWO (2) POSTS

REF: CPSB/2022/FIN/IA/01/07

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Providing advisory services to departmental heads and other stakeholders on all financial and accounting matters;
- Assist the deputy director in interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- Maintaining appropriate and up to date accounting records;
- Coordinates the preparation of management and financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, and analysis of deposits;
- Authorizing payments, signing cheques, and identifying suitable cheques signatories and setting limits as appropriate;
- Monitoring implementation of Accounting Standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- Assist in follow-ups on Audit matters including compilation of Treasury memorandum in respect of all departments;
- Following up on implementation of the internal audit and external auditors’ recommendations;
- Assist in follow-ups on implementation of the Senate and County Assembly Public Accounts and Investment Committee recommendations;
- Consolidating cash flow projections and expenditure returns submitted by departments; maintaining a check-list of returns and reports received from departments to ensure compliance with the Law and Treasury circulars;
- Oversee and direct the activities of the treasury cash office, examination section, IFMIS payment unit, and treasury registry units;
- Ensuring safe custody of government Assets and records;
- Supervision, training, development and deployment of accounts staff in the Unit;
- Perform such other functions as may be delegated from time to time.

Requirements for appointment

- Be a Kenyan Citizen;
- Served for a minimum of Six (6) years in the accounting, audit or finance field, one (1) year of which must have been in senior management level or in comparable position in the Public Service;
- A holder of a Bachelor's degree in Commerce (Accounting or finance option), Business Administration or Economics from a recognized university.
- A Master's degree will be an added advantage;
- Passed CPA III(CPAK) examinations or its recognized equivalent;
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- A certificate in Senior Management Course from a recognized institution;
- Demonstrated professional competence in the field of Accounting Services;
- Shown merit and ability as reflected in work performance and results;
- Proficiency in Computer Application Skills relevant to financial management from a recognized institution;
- Must satisfy the provisions of chapter six of the constitution of Kenya 2010 on leadership and integrity.

8. ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP 'P' TWO (2) POSTS

REF: CPSB/2022/FIN/IA/01/07

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Advising on procurement processes.
- Providing guidance on supply chain management policy and contract design and management.
- Ensure Compliance with Public Procurement & Disposal Act, 2015 and its accompanying regulations.
- Monitor implementation of contracts and delivery schedules to ensure they are delivered on time to enable the county operations to run efficiently.
- Prepare, publish and issue of procurement opportunities which include Invitations to tender, Request for Quotation (RFQ), Request for Proposal (RFP) and Expression of interest in compliance to the relevant legislations.
- Prepare departmental correspondences, notifications and execution of contracts.
- Implement and interpret policies on supply chain management for the county.
- Advising on quality assurance on goods, works and services.
- Maintain accuracy of procurement records and ensure compliance with procurement plan.
- Compile procurement status reports to inform the decision making on the compliance to the annual procurement plans.
- Recommend tender committee members for appointment to the head of supply chain management.
- Maintain, safeguard and archive procurement and disposal document.
- Administer the scheme of service for county government procurement and supply chain management officers and capacity building.

Requirements for appointment

- Be a Kenyan Citizen;
- Six (6) years of relevant work experience, one (1) year of which must have been in senior management level or in comparable position in the Public Service;
- Bachelor's degree in Logistics and Supply Chain Management, Supplies Management, Purchasing and Supplies Management or related field from a recognized university. Master's degree will be an added advantage;
- Certified Purchasing and Supplies Management (CIPS) Section IV is an added advantage;
- A member of the Kenya Institute of Supplies Management (KISM) and in good standing;
- Must have attended a senior management course at a recognized institution;
- Knowledge of Public Procurement systems such as IFMIS;
- Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of supply chain management issues and possess thorough understanding of supply chain management issues and emerging supply chain management trends and techniques;
- Satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

HOW TO APPLY

Interested and qualified serving officers should fill in Mandera County employment application form. The forms can be obtained from Mandera County Government website: www.mandera.go.ke or County Public Service Board office.

The completed application forms should be sent to:

**Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300,
Mandera.**

OR be hand delivered to the Mandera County Public Service Board Office at Mandera Vocational Training Centre so as to reach the Board on or before **30th January, 2022 at 4.00p.m.**

Please note

- Candidates should attach copies of academic and professional certificates to the application form;
- Only shortlisted candidates will be contacted;
- Canvassing in any form will lead to automatic disqualification;
- All serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview. In addition, they are required to ensure that the Authorized Officer/ Head of Department's recommendation form is forwarded to the Board before interview.
- No hand written application shall be accepted; all the details must be captured in the employment application form.

