



**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 (RE-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: Deputy Director - Supply Chain Management Services (1 Post)**

**Terms of service: Permanent and Pensionable**

**Salary: Job Group 'Q'**

**Salary Scale: KShs. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780-121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.**

**Requirements for Appointment**

To qualify for appointment to this position one must have:-

- a. Be a Kenyan citizen;
- b. Served in the field of Supply Chain Management or in a comparable and relevant position in the Public or Private Sector for not less than 10 years
- c. Bachelor's Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing or their equivalent qualification from a recognized institution;
- d. A Master's Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing or their equivalent qualification from a recognized institution;
- e. Professional competence administrative capabilities and initiatives in general organisations and management of the supply chain management function and
- f. Possess thorough understanding of the supply chain management issues and emerging supply chain management trends and techniques.
- g. Must be registered with the Kenya Institute of Supplies Management in good standing



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

**i. Personal Qualities**

- Ability to articulate and implement Ministerial/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 Competencies**

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

**Duties and responsibilities**

- Analysing Supply Chain Management structures and systems;
- Determining and proposing methods and strategic 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 both in the Division and the Directorate;
- Coordinate development of strategic plans for the Directorate of Supply Chain Management;
- Implementation of Public Procurement and Asset Disposal Act, 2015 and other statues, rules and regulations;
- Advising the Director on Supply Chain Management matters, ensuring high professional Supply Chain Management standard assisting in procurement planning and budget preparation;
- Advising in the Department/County Entities on Supply Chain Management matters and interpreting of other laws and statutes that impact on Supply chain Management matters.



## 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 Tuesday, 4<sup>th</sup> April, 2023.**

### NOTE:

- i. The Job Application Form (revised 2022) can be downloaded from the County Public Service Board's website; [www.makuenipsb.go.ke](http://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