

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF BOMET**

**JOB INDENTS**

**The County Executive wishes to fill the under listed vacancies within the various County Departments;**

- |   |         |             |
|---|---------|-------------|
| 1. Chief Officer Public Service             | CPSB 02 | 1 position  |
| 2. Chief Officer Public works and Transport | CPSB 02 | 1 position  |
| 3. Chief Officer Finance                    | CPSB 02 | 1 position  |
| 4. Municipal Manager                        | CPSB 03 | 2 positions |
| a. Bomet Municipality                       |         |             |
| b. Sotik Municipality                       |         |             |

**1. Chief Officer Public Service - CPSB 02 (1 Post)**

**(a) Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the County Executive Committee Member Administration, Public Service and Special Programs for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

**(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least first degree from a recognized University in Kenya.
- iii. Master's degree will be an added advantage.
- iv. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- v. Membership to a relevant professional body is an added advantage
- vi. Have knowledge, experience and distinguished career of not less

- than 10years, five of which in a senior management position.
- vii. Proven ability in leadership and Management.
- viii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
- ix. Satisfy the requirements of Chapter Six (6) of the Constitution.
- x. Be conversant with the constitution of Kenya and Devolution related legislation.
- xi. Demonstrate thorough understanding of the County Government plans.

**Terms of Service:** Two (2) year contract

**Remuneration:** As per SRC Circular

## **2. Chief Officer, Public Works & Transport - CPSB 02 (1 Post)**

### **(a) Duties and Responsibilities**

The Chief Officer shall be the Accounting and Authorized Officer in respect of exercise of delegated power and shall be responsible to the County Executive Committee Member Roads, Public Works and Transport for:

- i. The administration of a County Department as provided under section 45 of the County Government Act.
- ii. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs
- iii. Formulation and implementation of policies and plans
- iv. Development and implementation of strategic sector development plans, performance contracting and appraisal.
- v. Formulation and Implementation of County programs to conform to Vision 2030 goals.
- vi. Promotion of National values and principles of Governance as outlined in Article 10 and 232 of the Constitution of Kenya.

### **(b) Requirement for Appointment**

For appointment, the applicant must;

- i. Be a Kenyan citizen
- ii. Hold at least a first degree from a recognized University in Kenya.
- iii. Master's degree will be an added advantage.
- iv. Having attended a Senior Management Course from a recognized institution will be an added advantage.
- v. Membership to a relevant professional body is an added advantage
- vi. Have knowledge, experience and distinguished career of not less

- than 10 years, five of which in a senior management position.
- vii. Proven ability in leadership and Management.
  - viii. Capable of working under pressure to meet strict deadlines to enable the County Government achieve her Vision.
  - ix. Satisfy the requirements of Chapter Six (6) of the Constitution.
  - x. Be conversant with the constitution of Kenya and Devolution related legislation.
  - xi. Demonstrate thorough understanding of the County Government plans.

**Terms of Service:** Two (2) year contract

**Remuneration:** As per SRC Circular

### 3. Chief Officer, Finance - CPSB 02 (1 Post)

#### (a) Job Summary

The Chief Officer shall be the accounting and authorized officer in respect of exercise of delegated power and shall be responsible to the County Executive Committee Member for Finance, ICT and Economic Planning.

#### (b) Duties and Responsibilities

The administration of a County Department as provided under section 45 of the County Government Act.

- i. Oversee management of Finances, preparation and submission of the Budget estimates, Annual plans and Programs.
- ii. Formulation and implementation of programs to attain Vision 2030 and sector goals;
- iii. Development and implementation of strategic plans and sector development plans;
- iv. Implementation of policies and regulations;
- v. Providing strategic policy direction for effective service delivery;
- vi. Coordinating fiscal responsibility;
- vii. Managing revenue collection;
- viii. Advising the county government on all county public financial accounting and management;
- ix. Coordinating supply chain services in the county through provision of administrative guidelines;
- x. Overseeing the implementation of approved accounting standards, policies and concepts to ensure compliance;

- xi. Ensuring compliance with the National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- xii. Ensuring effective and efficient utilization of the Department's financial and non-financial resources including management, control and reporting on financial information, material resources, and facilities;
- xiii. Building human resource capacity by developing and implementing Human Resource Plans for the Department;
- xiv. Efficient and effective service delivery to the public;
- xv. Promoting the realization of the County Integrated Development Plan (CIDP), and;
- xvi. Performing any other duties as may be assigned from time to time.

**(c) Requirement for Appointment**

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's degree in Commerce, Economics, Finance, Business Administration or any other related field from a recognized university in Kenya;
- iii. Being a member of ICPAK, or ACCA or its equivalent will be an added advantage.
- iv. Master's degree in a relevant field will be an added advantage;
- v. Have a vast knowledge and experience of not less than 10 years in a relevant field, 5 years of which MUST be in leadership or senior management position in public or private sector;
- vi. Have a proven experience in managing resources in a high performing organization;
- vii. Demonstrate thorough understanding of County development objectives and vision 2030;
- viii. Be result oriented and a strategic thinker;
- ix. Have excellent communication, organizational and interpersonal skills;
- x. Have capacity to work under pressure to meet strict deadlines;
- xi. Demonstrate understanding and commitment to the values and principles of governance and public service as outlined in Articles 10 and 232 of the Constitution of Kenya;
- xii. Be computer literate and have a working knowledge of IFMIS, and;
- xiii. Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya;

**Terms of Service:** Two (2) year contract

**Remuneration:** As per SRC Circular

#### 4. Municipal Manager - CPSB 03 (2 Posts)

Under the provisions of Urban Areas and Cities Act. No. 13 of 2011, the County

Government of Bomet wishes to advertise the position of **Municipal Manager** for:

- i. Bomet Municipality
- ii. Sotik Municipality

##### a) Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Be a holder of at least a first degree from a university recognized in Kenya;
- iii. Working experience of not less than ten years in administration or Management either in the public or private sector.
- iv. Satisfy the requirements of Chapter six of the Constitution of Kenya 2010.

##### b) Duties and Responsibilities

- i. The Municipal Manager shall be answerable to the Municipal board
- ii. Duties and responsibilities as detailed in the Act will include: -
- iii. Implementing the decisions and functions of the board;
- iv. Overseeing the affairs of the Municipality;
- v. Developing and adopting policies, plans, strategies and programs.
- vi. Formulating and implementing an integrated development plan;
- vii. Maintaining a comprehensive database and information system of the administration and providing public access thereto upon payment of a nominal fee to be determined by the board;
- viii. Ensuring preparation and submission of the Municipal annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
- ix. Establish, implement and monitor performance management system; and perform such other functions as may be delegated by the municipal board.

**Terms of Service – Contract of five (5) years renewable.**

**Remuneration:** As per SRC Circular

##### **NOTE:**

1. Job Description and Specifications can be found on the County Government website **[www.bomet.go.ke](http://www.bomet.go.ke)** or Public Service Board recruitment portal, **[www.cpsbbomet.net](http://www.cpsbbomet.net)**
2. Applications can only be submitted online on or before **25<sup>th</sup> July 2025** through the County Public Service Board recruitment portal, **[www.cpsbbomet.net](http://www.cpsbbomet.net)** or from the link in Bomet County website, **[www.bomet.go.ke](http://www.bomet.go.ke)**. **Manual applications will NOT be accepted.**
3. Documents for the purposes of complying with Chapter Six of the Constitution of Kenya 2010 will be required from those who will be shortlisted.

4. Only the shortlisted and successful candidates will be contacted.

***The County Government of Bomet is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.***

**The Ag. CEO/Board Secretary Public Service Board  
P. O. BOX 605 – 20400 BOMET**