



COUNTY GOVERNMENT OF LAIKIPIA
COUNTY PUBLIC SERVICE BOARD
P.O. Box 52-20300
NYAHURURU



Email: cpsb@laikipia.go.ke

Cell phone: 0715 052 052

ADVERTISEMENT OF VACANCIES

The Laikipia County Public Service Board is pleased to invite applications from competent and qualified persons to fill the following vacant positions: -

S/NO	DESIGNATION	JOB GRADE	NO. OF POSTS
1.	Assistant Director Legal Services	CPSB 05	1
2.	Principal Legal Officer	CPSB 06	1
3.	Legal Clerk (Court Process Server)	CPSB 10	1
4.	Deputy Director-Assets and Liabilities Management	CPSB 05	1
5.	Assets And Liabilities Management Officer II	CPSB 10	3
6.	Assets And Liabilities Management Officer III	CPSB 11	2
7.	Director, Budget Services	CPSB 03	1
8.	Assistant Director-Budget Services	CPSB 05	1
9.	Agricultural Engineering Technologist III	CPSB 11	7
10.	Geologist II	CPSB 09	1
11.	Weights & Measures Assistant III	CPSB 11	2
12.	Tourism Officer II	CPSB 10	2
13.	Inspector Water	CPSB 11	4
14.	Drilling Technician	CPSB 14	4
15.	Plant Operator III (RIG/TPU OPERATOR)	CPSB 14	4
16.	Enforcement Assistant III	CPSB 14	215
17.	The Audit Committee Chairperson		1
18.	The Audit Committee Member		3

1. VACANCY: ASSISTANT DIRECTOR LEGAL SERVICES (JOB GROUP P CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

a) Duties and Responsibilities

Under the supervision of the County Attorney: -

- i. Oversee representation of the County on legal matters both in courts and other platforms.
- ii. Appear, on behalf of the County, at any stage of any proceedings, appeal, execution or any incidental proceedings before any court or tribunal.
- iii. Be responsible for conducting internal legal and compliance audits, risk assessment and reviews for compliance purposes;
- iv. Ensuring that requisite information and evidence on legal matters involving the county is compiled and proper instructions issued for representation;
- v. Oversee litigation risk assessments, reviews and prepare mitigation plans as preventative measures;
- vi. In liaison with respective departments identify issues and areas for legal policy formulation and review;
- vii. Oversee county courts coordination;
- viii. Preparing quarterly reports;
- ix. Advising entities on transactional and privacy matters;
- x. Conduct Privacy Impact Assessments to evaluate the potential impact of data processing activities on data subjects' rights;
- xi. Reviewing legal framework and advising on levels of compliance;
- xii. Advise departments in the county executive on legislative and other legal matters
- xiii. Negotiate, Draft, review, agreements or contract and other legal documents for and on behalf of the County Government and its entities;
- xiv. Coordinating formulation and review of legal policies and procedures to ensure that they are in line with relevant laws;
- xv. Implement and oversee the implementation of legal strategic plans and objectives in line with the Office of the County Attorney;
- xvi. Advising entities on general legal matters;and
- xvii. Perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney

b) Requirements for Appointment

- i. Have a Bachelor of Laws (LL. B) degree from a recognized institution;
- ii. Have a post Graduate Diploma in Law from the Kenya School of Law;
- iii. Be an Advocate of the High Court of Kenya;
- iv. Have a current Advocates Practising License;
- v. Masters of Laws degree or equivalent qualification from a recognized institution
- vi. Be a member in good standing to the Law Society of Kenya;
- vii. Have not less than 9 years of post-qualification experience in law; and

2. PRINCIPAL LEGAL OFFICER (JOB GROUP CPSB 06)

SALARY:KSH.58,360x2,750-61,110x2,920-64,030x3,080-67,110x3,540-70,650x3,690-74,340x3,890-78,230x3,900-82,130 x4,010-86,140 x4,060-90,200 p.m

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

a) Duties and Responsibilities

Under the supervision of the County Attorney: -

- i. Represent the County Government and its respective entities in legal proceedings to which the County is a party;
- ii. Conduct litigation risk assessments, reviews and prepare mitigation plans as preventative measures;
- iii. Negotiate, Draft, review, agreements or contract and other legal documents for and on behalf of the County Government and its entities
- iv. Coordinating litigation management by liaising with external counsel to ensure adequate representation of the county in litigious matters
- v. Act as county coordinator for county courts sin prosecution of cases on non compliance of county laws;
- vi. Negotiate on behalf of the county and conduct alternative dispute resolution on matters where the county is a member;
- vii. Draft and review, legal opinions, advisories, guidelines and policies for and on behalf of the County Government and its entities;
- viii. Ensure contracts and agreements life cycle management;
- ix. Ensuring compliance and renewals of all the licenses, contracts, agreements and permits by the County Government and its entities;
- x. Advise on privacy laws, data protection matters, including data processing activities, data subject rights and security measures;
- xi. Conduct legal research and keep entites upto date on national legislative changes affecting the county government;
- xii. Liaise with departments where necessary to fulfil their obligations as legal counsel;
- xiii. Perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney

b) Requirements for Appointment

- i. Have a Bachelor of Laws (LL. B) degree from a recognized institution;
- ii. Have a post Graduate Diploma in Law from the Kenya School of Law;
- iii. Be an Advocate of the High Court of Kenya;
- iv. Have a current Advocates Practicing License;
- v. Be a member of the Law Society of Kenya and in good standing;
- vi. Have not less than 6 years of post-qualification experience in law; and

Possession of a Masters degree in the relevant discipline will be an added advantage

3. LEGAL CLERK (COURT PROCESS SERVER) (JOB GROUP CPSB 10)

SALARY:KSH.32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-

38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT & PENSIONABLE.

a) Duties and Responsibilities

Under the supervision of the Senior Legal Officer: -

- i. Maintain effective records and filing system;
- ii. Receiving and dispatching legal correspondence to entities and stakeholders;
- iii. File and serve court documents;
- iv. Maintaining and updating files systematically and accurately for quick access and retrieval;
- v. Maintaining and updating master diary for court cases; and
- vi. Perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney

b) Requirements for Appointment

- i. Have a Diploma in Law, or equivalent qualification from a recognized institution;
- ii. Be a certified court process server;
- iii. Have a current process server License;
- iv. Have not less than 3 years' experience as a court process server; and

4. VACANCY: DEPUTY DIRECTOR-ASSETS AND LIABILITIES MANAGEMENT (JOB GRADE CPSB 04)

SALARY:KSH.102,860x5,070-107,930x5,300-113,230x5,560-118,790x5,840-124,630x6,070-130,700x6,370-137,070p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Deputy Director will be responsible to the Chief Officer.

- i. Coordinating the standing committee on Assets and Liabilities;
- ii. ensuring adoption of risk-based and life-cycle asset management approach;
- iii. maintaining an updated register on asset and liabilities;
- iv. ensuring maintenance of the County's asset and liabilities management system to ensure timely reports to guide on decision making;
- v. preparing entities annual asset and liability plan as well as repair and maintenance plan;
- vi. ensuring proper replacement plan of fixed assets and maintenance of optimal stock levels;
- vii. ensuring proper asset tagging system is put in place;
- viii. advising the Accounting Officers on matters related to optimal management of assets;
- ix. scheduling and performing periodical physical asset identification, verification, inspection and validation;
- x. being custodian of the entities assets ownership documents;
- xi. coordinating and advising on disposal of surplus and obsolete assets;

- xii. facilitating insurance of movable and immovable assets and revaluation of assets; monitoring, evaluating and reporting on the performance of assets and liabilities strategies to the accounting officer and reviewing policy, legislation and regulation on asset management.

(b) Requirements for appointment

For appointment to this grade, an officer must:

- i. have relevant knowledge and experience of not less than seven (7) years in the professional field within the Public Service, three (3) of which should be at managerial level;
- ii. have Bachelor's degree in any of the following disciplines: - Accounting, Administration, Business Administration, Computer Science, Information Communication & Technology, Finance, Procurement, Economics and Statistics, Economics and Mathematics, Economics, Commerce or relevant and equivalent qualification from a recognized institution;
- iii. demonstrate professional competence and managerial capabilities, and;

Possession of a Masters degree in the relevant discipline will be an added advantage

5. VACANCY: ASSETS AND LIABILITIES MANAGEMENT OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: -

- i. Collecting and collating data for initiating policy, legislation and regulation assets, fleet and liabilities management;
- ii. maintaining an accurate and up to date inventory of Government assets, fleet and liabilities;
- iii. undertaking research on assets management to inform policy development;
- iv. analysing data to determine the optimum assets, fleet and liabilities levels and providing support to Department and Agencies and Counties on assets, fleet and liabilities management.

b) Requirements for appointment

For appointment to this grade, a candidate must have: -

- (i) Bachelor Degree in any of the following fields: Administration, Business

Administration, Finance, Procurement, Economics and Statistic Economics and Mathematics, Economics, Commerce or any other equivalent qualification from a recognized institution.

6. VACANCY: ASSETS AND LIABILITIES MANAGEMENT OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include:-

- i. Collecting data on assets and liabilities;
- ii. tagging Government assets and liabilities, creating inventory of Government assets and liabilities;
- iii. participating in undertaking research on assets management;
- iv. assisting in analyzing data on assets and liabilities, and assisting providing support to Department and Agencies and Counties on assets, fleet and liabilities management.

b) Requirements for appointment

For appointment to this grade, a candidate must have:-

- i. Diploma in any of the following fields: Accounting; Finance and Banking; Business Administration, Procurement or any other equivalent qualification from a recognized institution.

7. VACANCY: DIRECTOR, BUDGET SERVICES (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160-164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and responsibilities

The Director will be responsible to the Chief Officer. Duties and responsibilities at this level will entail:

- i. systematic scheduling of expenditures consistent with workplans;
- ii. contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- iii. budget planning, preparation and implementation at the County level;
- iv. coordinating the preparation of annual workplans, procurement plans and cash management;

- v. advising the Chief Officer on financial management matters;
- vi. coordinating the preparation of County Public Expenditure Review and the sector reports, coordinate the allocation of resources among departments and county entities through the sector processes;
- vii. provide leadership in budget management to a number of Desk Officers who are in charge of departments;
- viii. take charge of all matters pertaining to the budget including preparation, printing and submission of the estimates to County Assembly;
- ix. deal with County Assembly questions and issues pertaining to expenditure, monitoring and control;
- x. advise County Treasury on budget management; and
- xi. assess risk involved in new and existing budget policies

b) Requirement for Appointment

For appointment to this grade, an officer must: -

- i. have relevant knowledge and experience of not less than seven (7) years in a related area within the Public Service, three (3) of which should be at managerial level;
- ii. Be a holder of Bachelor Degree either in Commerce, Accounting, Finance, Business Administration, Economics, Entrepreneurship or any other relevant and equivalent qualification from a recognized Institution;
- iii. Passed Part III of Certified Public Accountants (CPA) examination or its recognized qualification
- iv. Registered with Institute of Certified Public Accountants of Kenya (ICPAK)
- v. demonstrate outstanding capability in Financial Management
- vi. demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- vii. satisfy the requirements of Chapter Six of the Constitution of Kenya; and,

Possession of a Masters degree in the relevant discipline will be an added advantage

8. VACANCY: ASSISTANT DIRECTOR-BUDGET SERVICES (JOB GRADE CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities.

The Assistant Director will be responsible to the Director, Budget. Duties and responsibilities at this level will entail:

- i. Assisting in co-ordinating budget preparation for various Departments and Agencies; assisting in consolidating County and Agencies budgets for the recurrent and development votes;

- ii. assisting in analyzing Budget Estimates and analyzing project proposals;
- iii. assisting in analyzing programme performance targets;
- iv. assisting in preparing proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- v. assisting in monitoring expenditure on projects and programme implementation on periodic basis and ensuring that timely corrective measures are taken;
- vi. assisting in co-ordinating activities and work of all officers handling donor financed projects, assisting in monitoring implementation of such projects and review of reimbursements.

b) Requirement for Appointment

For appointment to this grade, an officer must: -

- i. have relevant knowledge and experience of not less than five (5) years in a related area within the Public Service, three (3) of which should be at managerial level or supervisory;
- ii. Be a holder of Bachelor Degree either in Commerce, Accounting, Finance, Business Administration, Economics, Entrepreneurship or any other relevant and equivalent qualification from a recognized Institution;
- iii. Passed Part III of Certified Public Accountants (CPA) examination or its recognized qualification
- iv. Registered with Institute of Certified Public Accountants of Kenya (ICPAK)
- v. demonstrate understanding in Financial Management.

Possession of a Masters degree in the relevant discipline will be an added advantage

9. VACANCY: AGRICULTURAL ENGINEERING TECHNOLOGIST III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: SEVEN (7)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: -

- i. Drafting engineering drawings for agricultural machinery, equipment and structures; fabricating agricultural machinery and equipment;
- ii. carrying out scheduled service and maintenance of machinery and equipment; and
- iii. carrying out field demonstrations.

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Diploma in any of the following disciplines: - Agricultural Engineering, Soil and Water Engineering, Farm Power and Machinery, Irrigation and Drainage Engineering, Agricultural Processing and Structures or any other relevant and equivalent qualification from a recognized institution;

OR

Technician Part III in any of the following disciplines: - Agricultural Engineering, Soil and Water Engineering, Farm Power and Machinery, Irrigation and Drainage Engineering, Processing and Structures or any other relevant and equivalent qualification from a recognized institution.

10. VACANCY: GEOLOGIST II (JOB GRADE CPSB 09)

SALARY: KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,200-50,610x2,350-52,960 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: -

- i. Responsible for medium and long-term groundwater resources development in the county;
- ii. hydrogeological Survey and exploration, investigations, implementation, supervision and coordination of groundwater projects and programmes in the County;
- iii. liaise with stakeholders for planning and implementation of ground water projects;
- iv. coordinate all environmental matters and policies related to groundwater exploration;
- v. provide technical advisory to Director and Chief Officer in charge of Water Services;
- vi. prepare monthly, quarterly, annual and all other relevant reports in respect to drilling and groundwater exploration and work closely with partners and department implementing ground water projects

b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Bachelor of Science degree in Geology from a recognized university in Kenya.
- ii. Be registered by the Geologist Registration Board of Kenya.

11. VACANCY: WEIGHTS & MEASURES ASSISTANT III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

An officer at this level will work under the guidance and supervision of an experienced

officer. Specific duties and responsibilities will entail: -

- i. Testing, stamping, sealing, adjusting and balancing of weights and verified counter machines, spring balances and platform machines at traders' premises, verification office and stamping stations;
- ii. preparing and disseminating publicity materials for trade fairs and exhibitions notices of gazette and advertised stamping stations to traders.

b) Requirements for appointment

For appointment to this grade a candidate must have: -

- i. Diploma in any of the following disciplines; - Instrumentation, Legal Metrology, or equivalent and relevant qualifications from a recognized institution.

12. TOURISM OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460 38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES-TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:

- i. Preparation and analysis of monthly, quarterly and annual reports on tourist arrival in the County, assisting in developing and designing strategies to increase tourist arrival in the County;
- ii. Development and production of publicity and promotional materials for Laikipia County as a tourist destination;
- iii. Assist in hotel classification and enforcement of existing laws; hotel inspection/investigation and instituting litigation at Subcounty and ward level

b) Requirements for appointment

- i. Bachelor's Degree in any of the following disciplines: Tourism Management, Sustainable Tourism and Hospitality Management, Tourism and Hospitality Management, Tours and Travel Management, Wildlife Enterprise and Management or any other relevant and equivalent qualification from a recognized institution.

13. VACANCY: INSPECTOR WATER (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES-FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: -

- i. Designing, planning and supervising construction for water supplies and sewerage schemes;
- ii. compiling operation and maintenance data for boreholes and supervising water operators and artisans.

b) Requirements for appointment

For appointment to this grade, a candidate must have: -

- i. Diploma in any of the following disciplines: - Water Engineering, Water Resource Technology and Management, or any other relevant and equivalent qualification from a recognized institution.

14. VACANCY: DRILLING TECHNICIAN (JOB GRADE CPSB 14)

SALARY: KSH. 19,220x680-19,900x700-20,600x780-21,380x800-22,180x950-23,130

p.m.

NUMBER OF VACANCIES: FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

- i. Operate the drilling Rig during drilling activities while monitoring its performance; coordinating the drilling team during drilling and mobilization of machinery;
- ii. ensure that all routine and periodic reporting are strictly followed including daily drilling reports, equipment related and staff performance;
- iii. prompt reporting on all equipment breakdown, accidents and non-conformance with drilling standards;
- iv. adhere to all safety precautions before commencement and during drilling period;
- v. issue safe job analysis before commencing of all site operations including fitting in standard and compulsory protective drilling PPEs;
- vi. initiate periodic basic onsite training for all staff working under you in consultation with Director Water services;
- vii. ensure the drilling site is well secured prior to start -up of drilling activity and keep away all unauthorized persons from accessing the site and equipment.

b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Craft certificate in Drilling Works or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Drilling Works or equivalent and relevant qualification from a recognized institution;

- ii. valid license to operate heavy machinery and driving license Class
- iii. demonstrate practical and hands on experience in borehole drilling in challenging landscape.

15. PLANT OPERATOR III (RIG/TPU OPERATOR) (JOB GRADE CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x680-19,900 p.m.

NUMBER OF VACANCIES-FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

This is the entry and training grade for this cadre. A Plant Operator at this level will work under guidance of a senior Plant Operator. Duties and responsibilities will entail:

- i. operating machines of 'difficult rating' C;
- ii. Assisting machine attendants in identifying possible breakdowns;
- iii. liaising with plant mechanics for servicing; making daily and weekly oil checks; maintaining and ensuring safe custody of working tools.
- iv. and maintaining the cleanliness of plants.

b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution.
- ii. Government Trade Test Certificate Grade III in the respective craft or equivalent and relevant qualification from a recognized Institution;
- iii. Have passed the Suitability Test for Plant Operators Grade III.
- iv. Possess a valid driving licence free from current endorsements for class (es) of machine(s) that one may be required to operate.
- v. Be able to operate at least two (2) Plants of 'difficult rating' C.

16. VACANCY: ENFORCEMENT ASSISTANT III (CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO HUNDRED AND FIFTEEN (215)

TERMS OF SERVICE: THREE (3) YEARS CONTRACT

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail; -

- i. enforcing various County laws and other relevant Acts;
- ii. carrying out regular patrols in the parking areas to ensure orderly parking and traffic management;
- iii. maintaining sanity and order in markets and other business premises and guarding County government properties and premises.

b) Requirements for Appointment

For appointment to this grade, a candidate must: -

- i. Have Kenya Certificate of Secondary Education mean grade D(Plain);

- ii. Be between 18-35 years old;
- iii. Be physically and mentally fit as applicable to the Kenya Police Force plus a fitness medical certificate from a Government hospital
- iv. Have a Certificate of Good Conduct from Directorate of Criminal Investigations (DCI);

NB: Candidates who have completed NYS will have an added advantage

17. VACANCY: THE AUDIT COMMITTEE CHAIRPERSON

NUMBER OF VACANCIES- ONE (1)

TERMS OF SERVICE: THREE (3) YEARS CONTRACT (RENEWABLE ONCE)

The main function of the audit committee shall be to—

- i. Support the Accounting Officers with regard to their responsibilities for issues of risk, control and governance and associated assurance but the responsibility over the management of risk, control and governance processes remains with the management of the concerned entity; and
- ii. Follow up on the implementation of the recommendations of internal and external auditors.

Requirements for Appointment

- i. Possess a first degree in Finance/Auditing/Commerce or equivalent
- ii. Be in possession of relevant professional certificate in Accounting/Auditing or Equivalent
- iii. Belong to a relevant professional body e.g. ICPAK, IIAK or equivalent and must be in good standing;
- iv. The Chairperson shall be independent to the County Government entities, be knowledgeable of the organization, have the requisite business and leadership skills and shall not be a political office holder
- v. Shall not be serving concurrently as a member of any other committee of the County Government;
- vi. Must demonstrate characteristics of an effective chairperson which include;
- vii. Being an independent proactive leader with confidence and integrity and;
- viii. Must be available to develop and closely monitor the committee agenda.

Other Requirements

- i. Certificate of Good Conduct.
- ii. Certificate of Clearance from Credit Reference Bureau
- iii. Certificate of Tax Compliance from Kenya Revenue Authority (KRA)
- iv. Certificate of clearance from the Ethics and Anti-Corruption Commission (EACC)

18. VACANCY: THE AUDIT COMMITTEE MEMBER
NUMBER OF VACANCIES- THREE (3)
TERMS OF SERVICE: THREE (3) YEARS CONTRACT (RENEWABLE ONCE)

The main function of the audit committee shall be to—

- i. Support the Accounting Officers with regard to their responsibilities for issues of risk, control and governance and associated assurance but the responsibility over the management of risk, control and governance processes remains with the management of the concerned entity; and
- ii. Follow up on the implementation of the recommendations of internal and external auditors.

Requirements for Appointment

- i. Possess a first Degree in any field that is relevant to the operations of the County Government, with at least 5 years' experience and conversant with Internal Audit and Risk Management matters; a postgraduate degree e.g. MBA will be an added advantage
- ii. Must not be past or present employee of the County Government operating, financial reporting or auditing;
- iii. Must have a good understanding of the objects, principles and functions of the County Government
- iv. Must have a good understanding of the objects, principles and functions of the County Government.
- v. Be highly respectable and experienced person, who possesses strong interpersonal skills, and;
- vi. Be a person with excellent working knowledge of an audit committee's functions and risk management frameworks.
- vii. Must be a person of integrity and in compliance with the requirements of Chapter six of the Constitution;
- viii. Must be independent and proactive

Other Requirements

- i. Certificate of Good Conduct.
- ii. Certificate of Clearance from Credit Reference Bureau
- iii. Certificate of Tax Compliance from Kenya Revenue Authority (KRA)
- iv. Certificate of clearance from the Ethics and Anti-Corruption Commission (EACC)

METHOD OF APPLICATION

Interested and qualified candidates are required to submit their applications through the

Google Forms Link provided at the County Website and follow instructions.

IMPORTANT INFORMATION TO ALL APPLICANTS

1. *All applications shall be through the **Google Forms Link** provided to be received on or before **3rd September 2025**.*
2. *Applications and all other attachments should be attached as **ONE PDF** document of **not more than 5MBs**.*
3. ***Only** Shortlisted candidates will be contacted and will be required to present their original academic and Professional documents during interview.*
4. *Laikipia County Public Service Board only contacts through the number +254715 052 052 and does not charge any fee at any point of the recruitment stages.*
5. *Any form of canvassing will lead to automatic disqualification.*
6. *The County Government of Laikipia is an Equal Opportunity Employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.*
7. *Successful candidates must satisfy the requirements of Chapter Six (6) of the Constitution.*
8. *Applications shall be addressed to: -*

The Secretary/CEO,
Laikipia County Public Service Board,
P.O Box 52-20300,
NYAHURURU.