

# COUNTY ASSEMBLY OF KILIFI



## COUNTY ASSEMBLY SERVICE BOARD

The County Assembly Service Board of Kilifi invites applications from suitably qualified Kenya citizens to fill the following vacant positions:

### 1) Principal Procurement Officer (Job Group-Q)

#### Departmental Functions

The Procurement service entails inventory control, procurement, custody, physical distribution, utilization, verification, write-off and disposal of stores; custody of government movable property; prevention and detection of losses and guarding against wastage and misuse through procurement and disposal of boarded stores according to laid down procedures and regulations.

#### Main Duties and Responsibilities:

The job holder will be responsible for:

- (i) Planning and co-ordination of supplies management services;
- (ii) Enforcement of Government procurement regulations, systems and procedures;
- (iii) Preparation of supplies estimates of expenditure and control of Vote;
- (iv) Initiation of policy, review and updating of existing regulations, supplies management instructions, inspection, training and development of the supplies personnel.

#### Requirement for Appointment:

For appointment to this grade, an officer must have;

- (i) Bachelor's Degree in Procurement; OR
- (ii) Bachelor's degree in Economics, Commerce, Business Administration or equivalent with postgraduate qualification in Procurement/Supplies Management
- (iii) Member of a professional procurement body
- (iv) Demonstrable knowledge and experience in procurement management.

### 2) Senior Procurement Officer (Job Group P)

Responsible to the Principal Procurement Officer

1. Procurement of stores locally and overseas through the tender board
2. Assist the line management in all areas of supply
3. Implementation of Government supplies policies, application of systems and procedures
4. Control of the supplies vote
5. Staff development and training.
6. Issuing instructions to depots and other departmental units
7. Disposal of unserviceable/obsolete and/ or other stores on the recommendation of the Disposals Committee and pursuant to the relevant Laws

#### (b) Requirement for Appointment:

- (i) Bachelor's degree in Economics, Commerce, Business Administration or equivalent
- (ii) Post graduate diploma in procurement / supplies management
- (iii) Shown merit in job performance

### 3) DRIVER 1 (Job Group H)

#### (a) Duties and responsibilities

1. Driving a motor vehicle as authorized
2. Maintenance of work tickets for vehicles assigned
3. Detecting and reporting malfunctioning of vehicles systems
4. Maintaining cleanliness of the vehicle
5. Ensuring security and safety for the vehicle on and off the road
6. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure
7. Safety of the passengers and/or goods therein

#### (b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (ii) Passed the Occupational Test II for Drivers; and,
- (iii) Shown merit and ability as reflected in work performance and results

The Principal Procurement Officer and the Senior Procurement Officer, must have the following clearances;

- a) A certificate of good conduct from the Criminal Investigations Department (CID)
- b) A clearance certificate from the Higher Education Loans Board (HELB)
- c) A Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
- d) A Certificate from Ethics & Anti-corruption Commission (EACC)

Persons interested in filling the above positions should submit applications accompanied by Curriculum Vitae, certified copies of relevant Academic and Professional Certificates, National Identity Card or Passport, and other relevant supporting documents.

Staff of the County Assembly of Kilifi are highly encouraged to apply if they meet the necessary qualifications.

All applicants should clearly indicate the POSITION APPLIED FOR MARKED ON THE ENVELOPE and be addressed to:

The Secretary  
County Assembly Service Board  
County Assembly of Kilifi  
P. O Box 332-80200  
**MALINDI.**

Applications should reach the Office of the Secretary, County Assembly Service Board of Kilifi on or before close of business on 22<sup>nd</sup> January 2019

Only shortlisted candidates will be contacted.

**NOTE: COUNTY ASSEMBLY OF KILIFI IS AN EQUAL OPPORTUNITY EMPLOYER.**