

Deputy Director, Budget at Kericho County

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Job Description

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A prosperous county in economic, social and political development with residents enjoying high quality of life. MISSION To foster equitable and sustained socio-economic development through effective and efficient mobilization and utilization of available resources.

ADMINISTRATIVE UNITS The county is composed of six Constituencies, 15 administrative divisions namely: Ainamoi, Belgut, Kabianga, Bureti, Roret, Cheborge, Sigowet and Soin.

Other Administrative Divisions are: Kunyak, Chilchila, Kamasian, Kipkelion, Londiani, Sorget and Chepseon. These are further sub-divided into 85 locations that are further sub-divided into sub-locations. It covers an area of 2, sq. km.

Duties and Responsibilities

A Deputy Director, Budget will be responsible for the preparation of budget and ensuring departments' adherence to budget ceilings. Specific duties and responsibilities at this level shall entail: –

Control of budgetary commitments;

Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within a Department

Incorporation of State Corporations budgets and other agencies funded in the parent Departments budget, release of funds for State Corporations and monitoring the use of their financial resources;

Monitoring and servicing of guaranteed loans by State Corporations and taking follow up action on the recovery of funds owed to the Government;

Monitoring and review of programme implementation and taking corrective measures;

Timely issuance of Authority-to-Incur Expenditure (AIE) to various spending points, particularly to the departments and ensuring that AIEs are consistent with quarterly ceilings; and

Undertaking risk management for the Department.

Requirements for Appointment

For appointment to this grade, an officer must:

Have served in the grade of Senior Principal Finance Officer/Assistant Director of Budget or an equivalent position in the Public Service for at least three years;

Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;

Attended a Strategic Leadership Course lasting not less than four weeks; and

Shown outstanding capability in Financial Management.

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