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Meru

## VACANCY

### CHIEF EXECUTIVE OFFICER – MERU COUNTY REVENUE BOARD

The Meru County Revenue Board was established by The Meru County Revenue Board Act 2014, to provide for the establishment of the County Revenue Board as a body for the assessment and collection of revenue, for the administration and enforcement of laws relating to revenue within the county and to provide for connected purposes.

Section 9(1) of the aforementioned Act provides that “There shall be a Chief Executive Officer of the Board”. Section 9 (2) further provides that “The chief executive officer shall be recruited through a competitive process and appointed by the Executive Member in consultation with the Board and the Governor”

It is in the furtherance of the objectives of this Act that we invite applications for The Chief Executive Officer (CEO) of the County Revenue Board.

#### JOB DESCRIPTION

- i. In consultation with the Board, be responsible for the day to day management and direction of the affairs and transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties and the general administration of the Board;
- ii. Overseeing the design, implementation and monitoring of the Revenue board strategy and action plans;
- iii. Implementation and monitoring of the board performance management system;
- iv. Building capacity and overall management of the Board employees;
- v. Promotion of natural values and principles of good governance as outlined in articles 10 and 232 of the government of Kenya;
- vi. Strategy formulation, development, Implementation and review of policies, plans and budget;
- vii. Be responsible for the execution and communication of the Board’s strategies, decisions and policies;
- viii. Oversee the board planning, implementation and monitoring of all the assessment and collection of revenue, for the administration and enforcement of laws relating to revenue within the county and to provide for connected purposes.
- ix. Promote sound corporate governance and ethical standards;

- x. Ensure the Board complies with all statutory, legal, social and regulatory requirements in the execution of its business strategies; and
- xi. Ensure sound financial management practices by the board with a financial reporting system that is real time and integrated with operational system while establishing and maintaining proper internal controls; and
- xii. Undertake any other function as may from time to time be assigned by the board.

#### ACADEMIC QUALIFICATIONS & EXPERIENCE

- I. Be a holder of a degree and masters in finance, accounting, economics, business, law or related field from a recognized university;
- II. Have at least 8 years' working experience in a relevant profession with at least 5 years at senior management level. Experience in tax audit or tax consultancy will be an added advantage.
- III. Good knowledge and understanding of the public sector operations, public sector, national and county revenue systems.
- IV. Experience in policy development, government of Kenya revenue and accounting systems and public procurement and disposal law.
- V. Training in senior management course (SMC) and strategic leadership development program (SDLP) will be an added advantage.
- VI. Demonstrate an understanding of the devolved system of governance in Kenya.
- VII. A process re-engineering leader with a proven Proficiency in IT shall be an added advantage.

Shortlisted applicants shall be required to provide the following documents during the interviews:

- 1. HELB Clearance Certificate where applicable;
- 2. CID for Certificate of Good Conduct;
- 3. KRA for Tax Compliance;

If your career profile matches the requirements of this position, please submit your application with a detailed CV indicating your qualifications, experience, present position, e-mail address and mobile number with copies of certificate and testimonials and a copy of ID on or before 21<sup>st</sup> March, 2016 to: [info@investmeru.co.ke](mailto:info@investmeru.co.ke) or hard copies sent to:

The Managing Director,  
Meru County Investment and Development Corporation,  
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Meru.

