



**COUNTY GOVERNMENT OF KERICHO**

**KERICHO COUNTY PUBLIC SERVICE BOARD**

**INTERNAL ADVERTISEMENT**

Kericho County Public Service Board wishes to recruit internally competent, self-driven, experienced and qualified staff to fill the following positions in the Department of Finance and Economic Planning pursuant to Article 176 of the Constitution of Kenya and County governments Act No.17 of 2012.

**1. KCPSB/2021/56: DEPUTY DIRECTOR, ACCOUNTANT GENERAL (FINANCE), JOB GROUP 'Q' (1 POST)**

**a) Duties and Responsibilities**

- i. An officer at this level may be deployed at the Accountant Generals' office or in an Accounting Unit or in a County Treasury. In the Accountant General's Office, the officer will be responsible to the Deputy Accountant General for making reports on outstanding audit reports in respect of department under the officer to the head of division for follow-up.
- ii. Periodic review of accounting systems and recommending necessary changes.

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- iii. Ensure Asset registers are maintained by the department under their divisions; compiling reports on non-compliance by Accounting Units with standards and other financial regulations for action by the divisional head.
- iv. Compiling and maintaining an up to date list of staff in the department, division and units.
- v. Attending County Public Investments and Accounts Committee hearings and maintaining and implementing status matrix reports on the Investments and Accounts Committee recommendations on departments under him/her; and
- vi. Compiling County Treasury Memorandum. As Head of an Accounting Unit duties will entail provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit; ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions.
- vii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; provision of quality and timely accounting services in the accounting unit.
- viii. Maintenance of accurate accounting records and preparation of management and statutory financial reports; participating and advising in all departmental Committees especially tender, planning, audit, training, etc.

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- ix. Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories.
- x. Authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate.
- xi. Ensuring all statutory reports are prepared as per the required law; attending Public Accounts Committee hearings.
- xii. Safe guarding Government Assets and records in the accounting unit; and supervision, training, development and deployment of accounts staff.
- xiii. Participating and advising in Tender Committees.
- xiv. Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions; and ensuring expenditure is within authorized allocations.
- xv. Duties and responsibilities will further entail developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; provision of quality and timely accounting services in the department by maintenance of accurate accounting records and preparation of management and statutory financial reports including monthly expenditure returns, bank reconciliations, cash flow statements, analysis of deposits etc.
- xvi. Ensuring safe custody of government assets and records; submission of a monthly check list confirming compliance of preparation and submission of the management and statutory report to the respective departments.

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- xvii. Authorizing payments, sign cheques, identify suitable cheques signatories and set limits as appropriate; and supervision, training, development and deployment of accounts staff in the unit.

**(b) Requirements for Appointment.**

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

- i. Relevant working experience of seventeen (17) years in the Accounting, Audit or Financial field; or Served in the grade of Assistant Accountant General, Job Group 'P' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iii. Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- v. Strategic Leadership Development Course lasting not less than four (4) weeks from a recognized institution will be added advantage.
- vi. Shown merit and ability as reflected in work performance and results.

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**2. KCPSB/2021/57: DEPUTY DIRECTOR, INTERNAL AUDITOR GENERAL**

**II, JOB GROUP 'Q' (1 POST)**

**(a) Duties and Responsibilities**

- i. Reviewing budgetary re-allocation process to ensure legislative and administrative compliance.
- ii. Advise Accounting Officers through the Internal Auditor General where commitments are entered into when there are no budgetary provision and inadequate funds.
- iii. Carrying out investigations on irregularities identified or reported.
- iv. Report on any wastage of public funds resulting from decisions which may not have been well planned, decisions made without being cost conscious and/or, and general misuse or misappropriation of financial resources and Government Property.
- v. The officer will also be required to identify training needs for internal auditors, conduct training and evaluate impact on training.
- vi. Develop and review audit guidelines and systems.

**(b) Requirements For Appointment**

For appointment to this grade, an officer must:-

- i. Have served for at least fifteen (15) years in the field of Finance or a related field, three (3) of which should have been at the grade of Assistant Internal Auditor General Job Group 'P' or in a comparable position in the Public Service.

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- ii. A Masters degree in Business Administration (Accounting, Auditing, Finance, Commerce) or Master of Science in Auditing or a comparable qualification from a recognised university.
- iii. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA) or Association of Certified Fraud Examiners (ACFE).
- iv. Strategic Leadership Development Course lasting not less than four (4) weeks from a recognized institution will be added advantage.
- v. Have demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high level including the ability to device, develop and implement strategic corporate and operational audit plans; and
- vi. Have demonstrated a high degree of integrity at previous position.

**3. KCPSB/2021/58: DEPUTY DIRECTOR, ACCOUNTANT GENERAL (REVENUE), JOB GROUP 'Q' (1 POST)**

**a) Duties and Responsibilities**

- i. An officer at this level may be deployed at the Chief Officer's office or in an Accounting Unit or in a County Treasury. The officer will be responsible to the Chief Officer for making reports on outstanding audit queries in respect of ministries under the officer to the head of division for follow-up.
- ii. Periodic review of accounting systems and recommending necessary changes.

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- iii. Ensure Asset registers are maintained by the departments under their control; compiling reports on non-compliance by Accounting Units with standards and other financial regulations for action by the divisional heads.
- iv. Compiling and maintaining an up to date list of staff of the department, sections and units under him/her.
- v. Attending County Public Investments and Accounts Committee hearings and maintaining and implementing status matrix reports on the Investments and Accounts Committee recommendations on departments under him/her; and
- vi. Compiling Treasury Memorandum.
- vii. As Head of an Accounting Unit duties will entail provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit.
- viii. Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions.
- ix. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; provision of quality and timely accounting services in the accounting unit.
- x. Maintenance of accurate accounting records and preparation of management and statutory financial reports; participating and advising in

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all County Executive Committees especially tender, planning, audit, training, etc.

- xi. Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories.
- xii. Authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate.
- xiii. Ensuring all statutory reports are prepared as per the required law; attending Public Accounts Committee hearings.
- xiv. Safe guarding Government Assets and records in the accounting unit; and supervision, training, development and deployment of accounts staff. In the department, duties will include providing advice to the sections and unit heads and other stakeholders on all financial and accounting matters.
- xv. Participating and advising Tender Committees.
- xvi. Interpretation and implementation of financial regulation and procedures, Treasury circulars, letters and instructions; and ensuring expenditure is within authorized allocations.
- xvii. Supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; provision of quality and timely accounting services in the departments by maintenance of accurate accounting records and preparation of management and statutory financial reports including monthly expenditure returns, bank reconciliations, cash flow statements, analysis of deposits etc.

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- xviii. Ensuring safe custody of County Government assets and records; submission of a monthly check list confirming compliance of preparation and submission of the management and statutory report to the respective departments.
- xix. Authorizing payments, sign cheques, identity suitable cheques signatories and set limits as appropriate.
- xx. Supervision, training, development and deployment of accounts staff in the unit.

b) **Requirements for Appointment.**

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

- i. Relevant working experience of seventeen (17) years in the Accounting, Audit or Financial field; or Served in the grade of Assistant Accountant General, Job Group 'P' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iii. Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- v. Strategic Leadership Development Programme Course lasting not less than four (4) weeks from a recognized institution will be added advantage.

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vi. Shown merit and ability as reflected in work performance and results.

**4. KCPSB/2021/59: DEPUTY CHIEF ECONOMIST (DEPUTY DIRECTOR, PLANNING), JOB GROUP, 'Q' (1POST)**

**a) Duties and responsibilities**

A deputy director will assist director in day-to-day administration of economic planning division and project monitoring in the County. Specifically, an officer at this level will be responsible for the general direction of the economic planning function and production of statistical data at the County level, preparation of annual development plan strategies, policies and programmes. Monitoring and evaluation of policies and programmes; collation and presentation of statistical data in the form of curve, reports and bulletins in Count; and direction, control and coordination of all the various planning or statistical activities of professional and supporting staff within the economic planning department as well as those serving in similar capacities in other departments.

**b) Requirement for appointment**

- i. Served at the grade of Principal Economist/Principal Statistician job group 'P' or other comparable and relevant position in the field of economics, policy research and statistics in the public sector, for at least three (3) years.
- ii. Demonstrated outstanding professional competence , ability and integrity as reflected in work performance and results.
- iii. Managerial experience necessary for effective management of staff; and

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- iv. Attained qualifications in Economics or Statistics of at least Masters of Arts (MA). Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.
- v. Strategic Leadership Development Programme Course lasting not less than four (4) weeks from a recognized institution will be added advantage.

**5. KCPSB/2021/60: SENIOR ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES JOB GROUP "Q" (1 POST)**

**a) Duties and Responsibilities**

An officer at this level may be deployed at the Directorate of supply Chain Management Services or in a department.

At the Directorate of Supply Chain Management Services, an officer will be responsible for analyzing Supply Chain Management structures and systems; determining and proposing methods and strategies of handling the Supply Chain Management function; initiating and developing Supply Chain Management policies; and performance improvement strategies that are adaptive to the changing environment and technology. In addition, the officer will be expected to coordinate development of strategic plans for the Directorate of Supply Chain Management.

In the Departments, specific duties will include implementation of Public Procurement and Disposal Act; 2005 and other statutes, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations; analyzing the impact of Supply Chain Management policies, rules and regulations; advising the Accounting Officer on Supply Chain Management matters, ensuring high professional Supply Chain Management standard assisting in procurement planning and budget preparation; advising Corporations in the Department on Supply Chain Management matters and interpreting of other laws and statutes that impact on Supply Chain Management matters.

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**(b) Requirements for Appointment**

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

- i. Served in the grade of Assistant Director, Supply Chain Management Services job group 'P' or in a comparable and relevant position 'in the Public Service for a minimum period of three (3) years.
- ii. A Bachelors Degree in any of the. following: Commerce, Business Administration, Economics, Procurement and Supply Chain Management, Marketing or their equivalent qualification from a recognized institution;
- iii. A Masters Degree in Procurement and Supply Chain Management

OR

Business Administration, Commerce, or any other relevant field from a recognized institution; and a Diploma in Supplies Management or its approved equivalent from a recognized Institution.

- iv. Demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management and possess thorough understanding of Supply Chain Management issues and emerging Supply Chain Management and techniques.
- v. Registration with the relevant professional body/organization.

**6. KCPSB/2021/61: ECONOMIST II/ STATISTICIAN II, JOB GROUP "K" (4 POSTS)**

The officer will be responsible for performing a variety of economic/statistical duties under guidance of the immediate supervisor

**a) Duties and responsibilities;**

- i. Collect, compile and analyse economic planning data.
- ii. Generate development strategies.
- iii. Identify, prepare, and evaluate and monitor their implementation.

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- iv. Conduct feasibility studies, determine project viability and set project priorities.
- v. Write and submit reports of specific assignments.

**b) Requirements for Appointment**

For appointment to the grade of Economist II / Statistician II, candidates must be in possession of:

- i. A minimum of an Upper Second Class Honours degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- ii. A minimum of an Upper Second Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- iii. A minimum of an Upper Second Class Honours degree in Statistics with appropriate specialization from a recognized university/institution; or  
A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or a post graduate Diploma or Masters degree in subjects enumerated at (i) – (iii) above.

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**7. KCPSB/2021/62: ACCOUNTANT-II J/G "J" (2 POSTS)**

The officer will be responsible for performing a variety of accounting work under guidance of a senior officer.

**a) Duties and Responsibilities;**

- i. Prepare and verify vouchers in accordance with the laid down rules and regulations involving primary data entry and accounting work such as balancing of cashbooks, imprest, advance ledgers etc.
- ii. Responsible for safe custody of records and assets under him/her.
- iii. Any other duties as may be assigned by the supervisor from time to time.

**b) Requirements for Appointment;**

- (i) Be a holder of at least a pass in Part II of the CPA examination or its recognized equivalent qualifications.

**OR**

- (ii) A Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification.

**8. KCPSB/2021/63: INTERNAL AUDITOR II, JOB GROUP 'J' (2 POSTS)**

**a) Duties and Responsibilities**

An officer at this level will work under the direction and supervision of a team leader. Duties and responsibilities will include:-

- i. Reviewing internal control systems in operation and report on any weakness.

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- ii. Undertaking specific audit assignments and preparing detailed audit observations and reports as required by his/her superior.
- iii. Reviewing budgetary controls on issuance of authority to incur expenditure and commitments.
- iv. Reviewing internal controls on revenue/Appropriation-In-Aid collection and accounting from time to time and advise on deviations from approved levels.
- v. Ensuring that County Government assets, plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely.

#### **b) Requirements for Appointment**

##### **Direct appointment**

For direct appointment to this grade, a candidate must:

- i. Be in a holder of Bachelor of Commerce Degree (Accounting/Finance Option). OR
- ii. Have passed CPA Part II or CIA Part III.
- iii. Shown merit and ability in work performance and results.

##### **Promotion**

Promotion to this grade may be made from serving officers who have:

- i. Served satisfactorily for a minimum period of three (3) years in the grade of Internal Auditor III;
- ii. Passed CPA Part I/CIA I or Diploma in Internal Auditing; and
- iii. Shown merit and ability in work performance and results.

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**9. KCPSB/2021/64: SUPPLY CHAIN MANAGEMENT OFFICER II: J/G "J"**

**(2 POSTS)**

This will be the entry and training grade for Supply Chain Management Officer

**a) Duties and Responsibilities;**

- i. Management of warehouses.
- ii. Fleet management.
- iii. Disposal of stores and equipments.
- iv. Procurement.
- v. Surveys and research.
- vi. Inventory and stock control in accordance with the laid down regulations and procedures.
- vii. Assisting in stock taking, reconciliation, preparation and maintenance of records.

**Requirements for appointment**

For appointment to this grade, a candidate must be in possession of:

- i. Bachelor's Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from recognized Institution.
- ii. A member professional body (KISM) with good standing.

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**10. KCPSB/2021/65: SUPPLY CHAIN MANAGEMENT ASSISTANT III: J/G**

**“H” (2 POSTS)**

This will be the entry and training grade for Supply Chain Management Assistant.


**a) Duties and Responsibilities;**

- i. Management of warehouses.
- ii. Fleet management.
- iii. Disposal of stores and equipments.
- iv. Procurement.
- v. Surveys and research.
- vi. Inventory and stock control in accordance with the laid down regulations and procedures.
- vii. Assisting in stock taking, reconciliation, preparation and maintenance of records.

**b) Requirements for appointment;**

For direct appointment to this grade, a candidate must be in possession of:

- i. A Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in -Mathematics. and English or Kiswahili or its equivalent qualification from a recognized Institution: and
- ii. A Diploma (CIPS) in Supplies Management or its equivalent from a recognized institution.
- iii. A member of good standing in a professional body (KISM).

  
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## **Promotion**

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

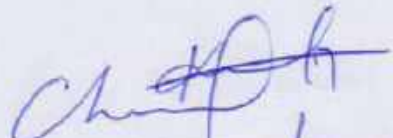
- i. Served in the grade of Supply Chain Management Assistant IV or in a comparable and, relevant position in the Public Service for a minimum period of three (3) years.
- ii. An Advanced Certificate in Supply Chain Management from Chartered Institute of Purchasing and Supplies (CIPS) or its approved equivalent from a recognized Institution; and
- iii. Shown merit and ability as reflected in work performance and results.

### **11. KCPSB/2021/66: CLERICAL OFFICERS (REVENUE CLERKS), JOB GROUP 'F' (51 POSTS)**

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

An officer at this level may be deployed in any of the following units/sections to carry out clerical duties: Revenue, Supplies, Accounts or General Administrative Services.

- i. Collecting statistical records.
- ii. Carry out transactions related to accounts or personnel information.
- iii. Filing receipts.
- iv. Receiving.
- v. Sorting out.
- vi. Filling and dispatching correspondence.
- vii. Preparing initial documents for issuance of stores.
- viii. Preparing pay change advices (PCAs).

  
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- ix. Preparing initial documents for issuance of licenses.
- x. Maintain an efficient filing system and safe keeping of invoices.
- xi. Drafting agenda for cases due for presentation to the County Human Resource Management and Advisory Committee (CHRMAC) and departmental meetings.
- xii. Processing of documents.
- xiii. Managing registers.
- xiv. Controlling movements of records and files.
- xv. Drafting correspondences.
- xvi. Ensuring safe custody of equipments, documents and records.

**b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade of C- (minus) or its approved equivalent.
- ii. Certificate in computer applications skills from a recognized institution.
- iii. KATC certificate will be an added advantage.

**12. KCPSB/2021/67: SECURITY WARDENS III (ENFORCEMENT OFFICERS, REVENUE),, JOB GROUP 'D' (32 POSTS)**

**a) Duties and Responsibilities**

Before deployment, direct entrants will undergo three (3) months initial training as Security Warden III and on successful completion of their training, duties and responsibilities will involve patrol and/or guard access points; detention of unauthorised persons and vehicles from entering premises and/or

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protected areas; and also be able to control crowds and collect information and report on matters security interest.

#### **b) Requirements for Appointment**

##### **Direct Appointment**

This is the entry grade for Civilian Security Warden Cadre. For direct appointment to this grade, candidates must:

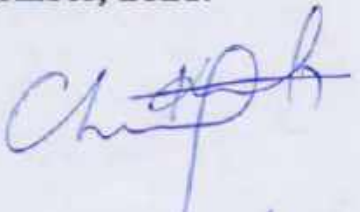
- i) Be in possession of the Kenya Certificate of Secondary Education mean grade D Plain or its equivalent qualification.

##### **Promotion**

Members of Subordinate Staff deployed as Watchmen may be appointed to this Grade provided they have served in Job Group 'C' for minimum period of Seven (7) years and have shown merit and ability as reflected in work performance.

##### **How to apply:**

- Applications should be made **online** through [www.psbkericho.co.ke](http://www.psbkericho.co.ke)
- Applicants should submit their **online** applications by:
  - ✓ Scanning original National Identity cards/passport, curriculum vitae, testimonials, academic and professional certificates
  - ✓ Scanning letter of last promotion/appointment
- Application should be submitted **on or before 27<sup>th</sup> September, 2021.**

  
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**Important:**

- Only staff currently serving in the county Government of Kericho are eligible to apply.
- Kericho County residents should indicate their respective wards and locations.
- Details of the qualifications and requirements can be obtained from the County website.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/considered.
- Only shortlisted applicants will be contacted

**NB: -The County Government of Kericho is an equal opportunity employer.**

**-Persons with disability and marginalized groups are encouraged to apply.**

***Warning: Beware of fraudsters. The County Government of Kericho does not charge any fees for purposes of processing their applications. In case of people soliciting for bribes, the same should be reported to the nearest Police station.***

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