



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

VACANCIES

Kericho County Public Service Board wishes to recruit competent, self-driven 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/2023/242: SENIOR CLERICAL OFFICER (REVENUE OFFICER),
JOB GROUP 'H' (7 POSTS)**

a) Duties and Responsibilities

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include:

- i. Performing duties of Revenue collection in the assigned area;
- ii. Maintaining records of Daily, Weekly and Monthly Revenue collected;
Mapping of revenue sources in the assigned area;
- iii. Maintaining records of tax payers and defaulters in your area;
- iv. Submit daily and weekly returns to Sub County Revenue
Officer/Supervisor;
- v. Supervising revenue clerks below them; and
- vi. Performing any other duties assigned by supervisor.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent;
- ii. Possess a Diploma in any of the following disciplines: Business

Christine B.
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Management, Business Administration or CPA I from a recognized institution;

iii. Certificate in computer applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

2. KCPSB/2023/243: REVENUE CLERKS (CLERICAL OFFICERS), JOB GROUP 'F' (18 POSTS)

a) Duties and Responsibilities


- i. Collecting revenue from all revenue streams;
- ii. Preparing daily report on individual collection;
- iii. Checking and enforcing the cashless payment system;
- iv. Reporting incidents and obstacles that may hinder smooth collection of revenue;
- v. Creating awareness to traders on the mode of revenue collection;
- vi. Ensuring safe custody of County Revenue assets and records;
- vii. Guiding motorists on registration and payment of parking fees;
- viii. Preparing invoices and ensuring that traders make payments as County Finance Act; and
- ix. Engaging and building good relationship with traders and creating a positive image of the County Government of Kericho.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (**KCSE**) **mean grade C Plain** or its approved equivalent;
- ii. Certificate in any of the following disciplines: Business Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) from a recognized institution will be an added advantage.
- iii. Certificate in computer applications from a recognized institution.

Terms of Service: Permanent and Pensionable.


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3. KCPSB/2023/244: ECONOMIST I, JOB GROUP 'L' (2 POSTS)

a) Duties and responsibilities

- i. Carrying out economic planning and statistical analysis;
- ii. Coordinating activities of staff under him/her; and
- iii. Participate in a planning and project monitoring unit.

b) Requirement for Appointment

- i. Served in the grade of Economist II or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of Three (3) years;
- ii. A Bachelor's degree in Economics from a recognized institution.

Terms of Service: Permanent and Pensionable.

4. KCPSB/2023/245: STATISTICIAN I, JOB GROUP 'L' (1 POST)

c) Duties and responsibilities

- iv. Carrying out statistical analysis;
- v. Coordinating activities of staff under him/her; and
- vi. Participate in a planning and project monitoring unit.


d) Requirement for Appointment

- iii. Served in the grade of Statistician II or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of Three (3) years;
- iv. A Bachelor's degree in Statistics from a recognized institution.

Terms of Service: Permanent and Pensionable.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.


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- Applications should be made online through <https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned**: National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Friday 28th July 2023**.
- Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted
- Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.


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