



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF 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/2025/32: REVENUE CLERKS (CLERICAL OFFICERS), JOB GROUP 'F' (30 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.

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b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) at least Mean grade C- (Minus).
- ii. Certificate in computer applications from a recognized institution.

Terms of Service: Permanent & Pensionable.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- 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 **Tuesday 6th May, 2025**.
- Shortlisted 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).

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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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