



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF NAKURU**  
**NAKURU COUNTY PUBLIC SERVICE BOARD**



**INTERNAL ADVERTISEMENT FOR PROMOTIONS**

Pursuant to Article 235 of the Constitution of Kenya 2010 and Sections 59, 65 and 70(1) of the County Governments Act, 2012 the Nakuru County Public Service Board invites applications from competent and qualified officers currently serving in **Nakuru County Public Service on Permanent & Pensionable terms of service** to fill the following vacancies.

**DEPARTMENT OF FINANCE AND ECONOMIC PLANNING – VACANCY NO. 07/PROM/2023**

**PRINCIPAL ECONOMIST/ PRINCIPAL STATISTICIAN (2 POSITIONS) - VACANCY NO. 07/PROM/2023/01**

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

**Job Group ‘P’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Senior Economist I/Senior Statistician I for a minimum period of three (3) years;
- ii. Attain qualifications in Economics or Statistics of at least Master of Arts (M.A), Master of Science (MSc) or Master of Philosophy (MPhil) level or their equivalent recognized qualifications;
- iii. Demonstrated professional competence and managerial capability coupled with appreciation with county economic development needs and strategies and production of statistical data;
- iv. Demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data;

- v. Shown merit and ability as reflected in work performance and results; and
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution is an added advantage;

### **Duties and Responsibilities**

- i. Economic planning;
- ii. Production and compilation of statistical data;
- iii. Initiation of County economic planning policy;
- iv. Collection and presentation of statistical data in form of survey reports and bulletins;
- v. Performing the role of a head of planning or statistics in a Department;
- vi. Making follow-up and reporting on the implementation of Medium Term Plans;
- vii. Preparing policy briefs, reviews and reports on the status of economy;
- viii. Facilitating State and Non-State Actors to develop donor funding proposals;
- ix. Providing input in the development of guidelines for the preparation of County Integrated Development Plans and Departmental Strategic Plans; and
- x. Monitoring, evaluating and reporting on the implementation of county and sector specific programmes, projects and activities.

### **ASSISTANT DIRECTOR ACCOUNTING SERVICES (13 POSITIONS) - VACANCY NO. 07/PROM/2023/02**

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

**Job Group 'P'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for appointment**

- i. Served in the grade of Principal Accountant Job Group 'N' or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Passed part III of CPA examination or it's 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) and Registration of Accountants Board (RAB);
- v. Shown merit and ability as reflected in work performance and results; and
- vi. Senior Management Course for four weeks from a recognized institution is an added advantage.

### **Duties and Responsibilities**

- i. Monitoring implementation of Accounting standards and systems for compliance including IFMIS operations;
- ii. Follow up on Audit matters including compilation of Treasury memorandum in respect of department allocated to the officer;
- iii. Preparation of Bi-annual accounts;
- iv. Consolidation of cash flow projections submitted by departments;
- v. Maintaining a checklist of returns and reports received from departments to ensure compliance with law and Treasury circulars;
- vi. Assisting the head of Accounting Unit to provide advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in the department;
- vii. Preparation of management and statutory reports including final accounts;
- viii. Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through the normal Treasury regulations and procedures;

- ix. Setting targets for the accounts staff and evaluating achievements;
- x. Overseeing the processing of funding arrangements to the accounting units in the departments and ensuring compliance with Treasury regulations and procedures;
- xi. Authorization of payments and signing of cheques subject to set limits;
- xii. Supervision, training, development and deployment of accounts staff in the accounting unit;
- xiii. Handling disciplinary matters for the head of accounting unit;
- xiv. Participating and advising in Tender Committees;
- xv. Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
- xvi. Ensuring expenditures are within the allocations;
- xvii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- xviii. Provision of quality and timely accounting services in the sub county including maintenance of appropriate and up to date accounting records;
- xix. Preparation of management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits etc.;
- xx. Safeguarding Government Assets and records under him/her;
- xxi. Submission of a monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the Director, Accounting Services;
- xxii. Authorize payments, sign cheques and identify suitable cheques signatories and set limits as appropriate;
- xxiii. Supervision, training, development and deployment of accounts staff; and
- xxiv. Any other duties as may be assigned by the Deputy Director Accounting Services.

**ASSISTANT DIRECTOR INTERNAL AUDIT SERVICES (2 POSITIONS) -  
VACANCY NO. 07/PROM/2023/03**

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

**Job Group 'P'**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Principal Internal Auditor for a minimum period of three (3) years;
- ii. Be a registered member of Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information System Auditor (CISA);
- iii. Demonstrated wide administrative capabilities and high degree of competence in managing the audit function at a high level including the ability to devise, develop and implement strategic corporate and operational audit plans; and
- iv. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Managing of internal audit technical division within head office comprising of finance, training and administration, system audit, information technology, audit reports and investigations and budget monitoring and evaluation; and
- ii. Participating in planning, designing, development and operation of major computer based system to determine whether major controls are in place, system testing is performed at appropriate stage or system documentation is complete, accurate and the needs of users are met.

**PRINCIPAL ACCOUNTANT (2 POSITIONS) - VACANCY NO.**

**07/PROM/2023 /04**

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

**Job Group ‘N’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Chief Accountant, Job Group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

**OR**

- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB); and
  - iv. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Participating and providing advice to the Tender and Project Committees;
- ii. Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
- iii. Ensuring expenditures are within the voted allocations;
- iv. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- v. Preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements and revenue/AIA returns, cash flow statements, analysis of deposits, etc.;
- vi. Maintenance of up to date and accurate books of accounts;
- vii. Safeguarding Government Assets and records in the departments;

- viii. Supervision, training, development and deployment of accounts staff in the accounting unit;
- ix. Planning, directing, coordinating, supervising areas of control and setting targets for the unit;
- x. Assisting in preparation of final accounts;
- xi. Authorizing payments and signing of cheques subject to limits set for him/her;
- xii. Ensuring timely and accurate preparation of quality management reports that fall under his/her unit;
- xiii. Guiding of officers under him/her to achieve the desired results; and
- xiv. Undertaking any other assignments relating to accounting services.

**PRINCIPAL REVENUE OFFICER (2 POSITIONS) - VACANCY NO. 07/PROM/ 2023/05**

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

**Job Group ‘N’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Chief Revenue Officer, Job Group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
  - ii. A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination
- OR**
- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
  - iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB); and
  - iv. Shown merit and ability as reflected in work performance and results.

## **Duties and Responsibilities**

- i. Supervise revenue collection and project revenue trends for planning and decision making;
- ii. Monitor revenue collection to prepare timely and accurate revenue reports;
- iii. Certify and verify revenue returns;
- iv. Submit weekly revenue returns and prepare monthly returns;
- v. Ensure compilation of the final revenue memorandum and submission to the Director Revenue;
- vi. Conduct revenue and billing across multiple departments in a timely and accurate manner;
- vii. Invoice, reconcile and validate revenue recognition across multiple billing systems;
- viii. Analyze and conduct complex billing and revenue transactions to identify best option for system administration, as per different departments and as instructed; and
- ix. Maintain Continuity Control Sheet (CCS), the Counter Foil Receipt Book (CRB) and the deposit register to ensure they are safe and not altered.

**PRINCIPAL INTERNAL AUDITOR (1 POSITION) - VACANCY NO. 07/PROM/2023/06**

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

**Job Group ‘N’**

Allowances as per the SRC circulars attached to the position.

## **Requirements for Appointment**

- i. Served in the grade of Chief Internal Auditor, Job Group ‘M’ for a minimum period of three (3) years and be in possession of CPA Part III or CIA Part IV;

**OR**

Served in the grade of Chief Internal Auditor, Job Group ‘M’ for a minimum period of three (3) years and is in possession of a Bachelor



of Commerce Degree (Finance/Accounting) option and holds a Postgraduate Diploma in Internal Auditing or its equivalent;

**OR**

Be a holder of Master's Degree in Business Administration/Masters of Science in Auditing and Consultancy and have served for at least three (3) years in the grade of Chief Internal Auditor, Job Group 'M';

**OR**

Served for at least five (5) years in the grade of Chief Internal Auditor and in possession of CPA Part II or CIA Part III;

- ii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risk inherent in terms of audit cost involved;
- ii. Determining adequacy and effectiveness of internal control systems;
- iii. Carrying out investigations on irregularities identified or reported in audit reports; and
- iv. Ensuring Government Assets are safeguarded and properly utilized.

### **CHIEF ACCOUNTANT (5 POSITIONS) - VACANCY NO. 07/PROM/ 2023/07**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

**Job Group 'M'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

**OR**

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;

- iii. Attended a management course lasting not less than four (4) weeks from the Kenya School of Government or any other recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Planning, directing, coordinating, supervising areas of control;
- ii. Training and development of staff under him/her;
- iii. Setting targets for the unit;
- iv. Assist in preparation of final accounts;
- v. Ensure safe custody of Government Assets and records under him/her;
- vi. Authorizing of payments and signing of cheques subject to set limits;
- vii. Timely and accurate preparation of management reports;
- viii. Providing guidance to officers to achieve the desired results; and
- ix. Undertake any other assignments relating to accounting services;

**SENIOR ECONOMIST II/ SENIOR STATISTICIAN II (1 POSITION) - VACANCY  
NO. 07/PROM/ 2023/08**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

**Job Group ‘M’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Economist I/Statistician I for at least three (3) years;
- ii. Demonstrated professional ability, initiative and competence in directing and executing work at this level; and
- iii. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities**

- i. Head a planning unit in a County Department or at the directorate of Economic Planning;

- ii. Carrying out economic planning and statistical analysis;
- iii. Supervising and coordinating activities of staff under him/her; and
- iv. Heading a planning and project monitoring unit.

**CHIEF INTERNAL AUDITOR (1 POSITION) - VACANCY NO. 07/PROM/ 2023/09**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m. **Job Group ‘M’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Senior Internal Auditor, Job Group ‘L’ for a minimum period of three (3) years and be in possession of CPA Part III or CIA Part IV; **or** Master’s Degree in Business Administration(Accounting /Finance) option or Masters of Science in Auditing;

**OR**

Served for at least four (4) years in the grade of Senior Internal Auditor and has passed CPA Part II or CIA Part III;

**OR**

Served for at least four (4) years in the grade of Senior Internal Auditor and in possession of a Bachelor of Commerce Degree (Finance/ Accounting) option and in addition be in possession of Postgraduate Diploma in Internal Auditing or its equivalent;

- ii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Evaluation and implementation of audit reports;
- ii. Reviewing audit working papers;
- iii. Ensuring maintenance of high audit standards within the unit and adherence to plans, budgets and work schedules;

- iv. Ensuring compliance with existing regulations, instructions and procedures in financial and other operations;
- v. Verifying and pre-auditing of annual appropriation accounts, statement of assets and liabilities, funds accounts and annual audited statements prepared by the Accounting Officer for submission to the Controller and Auditor General;
- vi. Liaising with accounting officers on matters raised by Controller and Auditor General;
- vii. Carrying out investigations and head special audit tasks; and
- viii. Prepare annual audit reports/ returns.

**CHIEF SUPPLY CHAIN MANAGEMENT OFFICER (1 POSITION) - VACANCY  
NO. 07/PROM/2023/10**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

**Job Group ‘M’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Diploma in Supplies Management or its approved equivalent in a relevant field from a recognized institution;
- iii. Bachelor’s degree in any of the following disciplines: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- iv. Certified Procurement and Supply Professionals of Kenya (CPSP-K) or Advanced Diploma in Supplies Management Final Stage (FIS) or Chartered Institute of Procurement and Supply (CIPS);
- v. Membership of the Kenya Institute of Supplies Management (KISM);

- vi. Shown administrative ability, wide knowledge in procurement procedures; and
- vii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Coordinating the collection, collation and analysis of data from the departments and make appropriate recommendations thereof;
- ii. Analyzing supply chain issues emanating from departments and initiate appropriate actions;
- iii. Monitoring of the implementation of existing supply chain management policies, guidelines and procedures;
- iv. Planning and coordinating supply chain management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stock and assets, market survey and research, procurement plans, inventory and stock control; and
- v. Be involved in tender committee secretariat duties and implementation policy decisions.

**SENIOR REVENUE OFFICER (2 POSITIONS) - VACANCY No. 07/PROM/2023/11**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m. **Job Group ‘M’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Revenue Officer I, Job Group ‘L’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

**OR**

- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii. Attended a management course lasting not less than four (4) weeks from the Kenya School of Government or any other recognized institution; and
  - iv. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Supervise revenue collection and project revenue trends for planning and decision making;
- ii. Monitor revenue collection to prepare timely and accurate revenue reports;
- iii. Certify and verify revenue returns;
- iv. Submit weekly revenue returns and prepare monthly returns;
- v. Conduct revenue and billing across multiple departments in a timely and accurate manner;
- vi. Invoice, reconcile and validate revenue recognition across multiple billing systems; and
- vii. Analyze and conduct complex billing and revenue transactions to identify best option for system administration, as per different departments and as instructed.

### **SENIOR ACCOUNTANT (12 POSITIONS) - VACANCY NO. 07/PROM/2023/12**

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

**Job Group ‘L’**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Accountant I, Job Group ‘K’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years and passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

**OR**

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent;

- ii. Certificate in Computer Applications; and
- iii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Timely and accurate preparation of quality management reports;
- ii. Planning, directing, coordination, supervising areas of control;
- iii. Training and development of staff under him/her;
- iv. Setting targets for the section(s);
- v. Authorize payments and sign of cheques subject to limits set;
- vi. Certify and verify returns, documents, vouchers;
- vii. Monitor collection of revenue including inspection;
- viii. Responsible for Government Assets, records and custody of accountable documents under his/her sections; and
- ix. Undertake any other assignments relating to accounting services.

## **SENIOR INTERNAL AUDITOR (4 POSITIONS) - VACANCY NO. 07/PROM/2023/13**

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

**Job Group 'L'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Internal Auditor I, Job Group 'K' for a minimum period of three (3) years, be in possession of CPA Part III;

**OR**

Shown merit in internal audit work for at least four (4) years and in possession of CPA Part II/ CIA Part III or be in possession of a Bachelor of Commerce Degree (Finance/ Accounting) option;

**OR**

Served for at least five (5) years in the grade of Internal Auditor I and in possession of CPA Part I/CIA Part II or a Diploma in Internal Auditing;

- ii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Preparation of audit plans, programmes and budgets;
- ii. Reviewing internal control systems on financial and other operations of departments;
- iii. Ensuring economy, efficiency and effectiveness in financial and operating systems including computer systems;
- iv. Verifying the existence and safety of Government Assets;
- v. Preparing audit reports to management on action taken;
- vi. Supervising staff under officer including those on job training; and
- vii. Maintenance of high audit standards and general discipline.

## **SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (3 POSITIONS) - VACANCY NO. 07/PROM/2023/14**

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

**Job Group 'L'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Supply Chain Management Officer I or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Diploma in Supplies Management or its approved equivalent from a recognized institution;
- iii. A management course lasting not less than three (3) weeks;



- iv. Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- v. Certified Procurement and Supply Professionals of Kenya (CPSP-K) or Advanced Diploma in Supplies Management Final Stage (FIS) or Chartered Institute of Procurement and Supply (CIPS); and
- vi. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Planning and coordinating supply chain management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stock and assets, market survey and research, procurement plans, inventory and stock control; and
- ii. Head a supply chain management section or unit.

## **REVENUE OFFICER I (2 POSITIONS) - VACANCY NO. 07/PROM/ 2023/15**

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

**Job Group 'L'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Revenue Officer II, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years and passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

**OR**

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an

- approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent;
- ii. Certificate in Computer Applications; and
  - iii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Supervise and coordinate collection of revenues;
- ii. Assist in the design of effective, efficient and secure systems of collecting revenue to prevent revenue leakage;
- iii. Identify and rate economic potentials of new revenue streams to enhance revenue collection;
- iv. Maintain schedules for revenue source to monitor and evaluate revenue collection;
- v. Assist in the setup of an effective mechanism for monitoring the integrity and security of revenue collection system;
- vi. Monitoring of revenue flow against the set targets; and
- vii. Prepare and submit timely and accurate revenue reports and returns to the Director Revenue.

### **SUPPLY CHAIN MANAGEMENT ASSISTANT I (2 POSITIONS) - VACANCY NO. 07/PROM/ 2023/16**

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

**Job Group ‘K’**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the public service for a minimum period of three (3) years; and
- ii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Preparation of annual procurement plan and supply chain management reports; and
- ii. Warehousing, distribution, fleet management, inventory and stock control.

### **REVENUE OFFICER II (2 POSITIONS) - VACANCY NO. 07/PROM/ 2023/17**

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

**Job Group ‘K’**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Revenue Officer III, Job Group ‘J’ for a minimum period of three (3) years;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or A Bachelor’s Degree in Commerce (Accounting or Finance option) , Business Administration (Accounting option) from a recognized institution or any other relevant qualification its recognized equivalent qualification;
- iii. Certificate in Computer Applications; and
- iv. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Identifying and mainstreaming new revenue sources;
- ii. Inspection of business premises and issuing of business permits;
- iii. Bank the revenue collected and maintain revenue collection entries in the primary books and institute daily reconciliations;
- iv. Submit daily returns of revenue collection to the Director Revenue;
- v. Submit weekly revenue returns & preparation of monthly returns and do posting and analysis in cash book;
- vi. Maintain and keep revenue records and documents that are under their custody;
- vii. Conduct surveys and prepare reports on un-tapped revenue sources; and

viii. Identify challenges impeding revenue collection.

**ACCOUNTANT II (5 POSITIONS) - VACANCY NO. 07/PROM/ 2023/18**

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

**Job Group ‘J’**

Allowances as per the SRC circulars attached to the position.

**Requirements for Appointment**

- i. Served in the grade of Accounts Assistant I, Job Group ‘H’ or in a comparable and equivalent position in the public service for a minimum period of three (3) years;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications;

**OR**

Bachelors Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other equivalent qualifications; and

- iii. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities**

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing cash book, imprest and advances ledgers; and
- ii. Safe custody of records and assets under him/her.

**REVENUE OFFICER III (7 POSITIONS) - VACANCY NO. 07/PROM/ 2023/19**

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

**Job Group ‘J’**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Revenue Assistant I, Job Group 'H' or in a comparable and equivalent position in the public service for a minimum period of three (3) years;
- ii. Passed Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications;

**OR**

Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other equivalent qualifications; and

- iii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Submit weekly revenue returns and do posting and analysis in cash book;
- ii. Deliver all the revenue collected on a daily basis;
- iii. Bank the revenue collected and maintain revenue collection entries in the primary books and carry out daily reconciliations; and
- iv. Report challenges impending collection of revenue in their area of jurisdiction.

## **SUPPLY CHAIN MANAGEMENT ASSISTANT II (2 POSITIONS) - VACANCY NO. 07/PROM/ 2023/20**

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

**Job Group 'J'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for Appointment**

- i. Served in the grade of Supply Chain Management Assistant III or in a comparable and relevant position in the public service for a minimum period of three (3) years; and
- ii. Shown merit and ability as reflected in work performance and results.

### **Duties and responsibilities**

- i. Warehousing, distribution, stock control, logistics or market surveys; and
- ii. Assist in the preparation of annual procurement plan and supply chain management reports.

### **HOW TO APPLY**

Qualified serving officers are required to make an application by downloading and completing a **Promotion Application Form (PSB FORM -2 (Revised 2023))** from County Government of Nakuru website [www.nakuru.go.ke](http://www.nakuru.go.ke)

Duly filled application form should be sent to the Board through the **Post Office** or **Courier Services** in a sealed envelope to the address below **On or Before 13<sup>th</sup> April, 2023** clearly indicating the vacancy number and position applied for on the envelope **(Hand delivered applications will not be accepted)**

**The Secretary**  
**Nakuru County Public Service Board**  
**Public Works Building- Prisons Road**  
**P.O Box 2870-20100**  
**NAKURU**