



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT OF VACANCIES

Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Finance and Economic Planning, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

1. KCPSB/2024/01: SENIOR ACCOUNTANT, JOB GROUP 'L' (7 POSTS)

a) 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 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.

b) 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
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

J. Ouma 16/07/2024

Christine A
16/07/2024

OR

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

2. KCPSB/2024/02: SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GROUP 'K' (1 POST)

a) Duties and Responsibilities

- i. Assisting in procurement;
- ii. preparation of procurement plans;
- iii. Market survey and research;
- iv. Disposal of stores and equipment in accordance to the laid down regulations and procedures: and
- v. Preparation of Periodical and annual Supply Chain Management reports/returns.

b) Requirement for Appointment

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

- i. Diploma in Purchasing and Supplies Management, Procurement and Logistic Management or its equivalent qualification from a recognized Institution;
- ii. Served in the grade of Chain Management Assistant II or in a comparable and relevant position in the Public Service for, minimum period of three (3) years;
- iii. Membership of the Kenya Institute of Supplies Management (KISM);
- iv. Shown merit and ability as reflected in work performance and results.

J. Ouma 16/07/2024

Christine A
16/07/2024

How to apply:

- Applications should be made **online** through:
<https://internaladvert.psbkericho.co.ke/vacancies>.
- Details of the qualifications and requirements can be obtained from:
<https://internaladvert.psbkericho.co.ke/download>.
- Only County Government of Kericho employees are eligible to apply and are required to register first through:
<https://internaladvert.psbkericho.co.ke/register>.
- Applicants **MUST** attach letter of Appointment/last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment/promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Tuesday 30th July 2024**.

Important:

- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted.

Josiah 16/07/2024

Christina
16/07/2024