



**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 Trade, Industrialization, Innovation, Tourism and Wildlife, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

**1. KCPSB/2024/16: SENIOR ACCOUNTANT, JOB GROUP 'L' (1 POST)**

**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 and passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

*Journal* 16/07/2024

*Chief PA*  
16/07/2024

**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 adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent and
- iii. Shown merit and ability as reflected in work performance and results.

**2. KCPSB/2024/17: SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'L' (1 POST)**

**a) 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.

**b) Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines: Procurement and Supplies Management from a recognized institution;
- ii. 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;
- iii. A management course lasting not less than four (4) weeks;
- iv. Must be members of the Kenya Institute of Supplies Management (KISM);
- 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.

*James* 16/07/2024

*Christina* 16/07/2024

### 3. KCPSB/2024/18: TRADE DEVELOPMENT ASSISTANT 1, JOB GROUP 'K' (1 POST)

#### a) Duties and Responsibilities

- i. Collecting, compiling and analyzing economic and trade related data: disseminating business information
- ii. Facilitating trade promotion activities: participating and organizing trade interactive forums;
- iii. Conducting business counseling sessions;
- iv. Conducting surveys of various business activities;
- v. Vetting of Joint Loan Board (JLB) applicants;
- vi. Sensitizing the business community on sources of credit available to Micro, Small and Medium Enterprises (MSMEs);
- vii. Compiling and analyzing data on recovery of loans owed to the Joint Loans Board (JLB);
- viii. Promoting entrepreneurial venture creation;
- ix. Facilitating the growth and development of Micro Small and Medium Enterprises (MSMEs); and
- x. Participate in the implementing of trade related development projects; and mobilizing the business community to participate in trade fairs and exhibitions.

#### b) Requirements for appointment

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

- i. Diploma in any of the following disciplines:- Commerce, Marketing, Business Administration, Business management, Entrepreneurship, International Trade/Business/Relations or its equivalent from a recognized institution;
- ii. Served in the grade of Trade Development Assistant II for a minimum period of three (3) years;
- iii. Demonstrated merit and shown ability as reflected in work performance.

*Jayaram* 16/07/2024

*Chit P 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.

*Joanna* 16/07/2024

*Christina* 16/07/2024