



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

**INTERNAL ADVERTISEMENT OF VACANCIES FOR TRANSLATION
OF TERMS OF STAFF ON CONTRACT TO PERMANENT AND
PENSIONABLE**

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

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/2025/140: ACCOUNTANT I, JOB GROUP 'K' (2 POSTS)

a) Duties and Responsibilities

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports such as imprest and expenditure returns;
- iii. Responsible for the safe custody of Government records and assets under him/her,
- iv. Analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers;

- v. Writing cheques and posting payments and receipt vouchers in the cash books;
- vi. Balancing and ruling of the cash books on daily basis;
- vii. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- viii. Extracting and providing cash liquidity analysis;
- ix. Ensuring security of cheques and cheque books;
- x. Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at;
- xi. Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
- xii. Receipting of all money due and payable to government.

b) Requirements for Appointment

- i. Be a holder of at least a pass in Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

OR

- ii. A Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from recognized institution or any other relevant qualification and passed Part II of the Certified Public Accountants (CPA) Examination;

2. KCPSB/2025/141: INTERNAL AUDITOR, JOB GROUP 'K' (2 POSTS)

a) Duties and Responsibilities

- i. Executing audit programmes;
- ii. Collecting audit evidence on major issues;
- iii. Reviewing internal control systems in operation;
- iv. Verifying the existence and safety of Government assets;
- v. Preparation of draft reports and holding discussions with the clients;
- vi. Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments.

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b) Requirements for Appointment

- i. Passed CPA Part III or CIA Part IV or be in possession of a Bachelor of Commerce Degree (Accounting/Finance option) with CPA Part II or CIA Part III.

3. KCPSB/2025/142: ECONOMIST II/ STATISTICIAN II, JOB GROUP 'K' (2 POSTS)

a) Duties and responsibilities;

- i. Collect compile and analyses economic planning data.
- ii. Generate development strategies.
- iii. Identify, prepare, and evaluate and monitor their implementation.
- iv. Conduct feasibility studies, determine project viability and set project priorities.
- v. Write and submit reports of specific assignments.

b) Requirements for Appointment

- i. Bachelor's Degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution;
- ii. Computer Application certificate from a recognized institution.

4. KCPSB/2025/143: SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'J' (2 POSTS)

a) Duties and Responsibilities;

- i. Management of warehouse
- ii. Fleet management
- iii. Disposal of stores and equipment
- iv. Procurement
- v. Surveys and research
- vi. Inventory and stock control in accordance with the laid down regulations and procedures

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- vii. Assisting in stock taking, reconciliation, preparation and maintenance of records

b) Requirements for appointment

- i. Bachelor's Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, or it's equivalent from a recognized Institution;
- ii. A member with good standing in a professional body on supply chain management will have an added advantage.

5. KCPSB/2025/144: SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP 'H' (2 POSTS)

a) Duties and Responsibilities


- i. Management of warehouse
- ii. Fleet management
- iii. Disposal of stores and equipment
- iv. Procurement
- v. Surveys and research
- vi. Inventory and stock control in accordance with the laid down regulations and procedures
- vii. Assisting in stock taking, reconciliation, preparation and maintenance of records

b) Requirements for appointment

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

- i. Diploma in any of the following: - Business Administration (Supplies Management Option), Procurement and Supplies Management, or it's equivalent from a recognized Institution.
- ii. A member with good standing in a professional body on supply chain management will have an added advantage.

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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 Thursday 8th May 2025**.

Important:

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