



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT OF VACANCIES FOR PROMOTION

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/2025/132: PRINCIPAL ACCOUNTANT JOB GROUP 'N' (1 POST)

(a) Duties and Responsibilities

- i. Responsible for providing advisory services to Departmental heads and other stakeholders on all financial matters in the County;
- ii. Participating and providing advice as expected of the office in Tender Committee, projects committee, County Executive Committee, County development committee;
- iii. Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
- iv. Ensuring expenditures are within the voted allocations;
- v. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- vi. 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 and
- vii. Maintenance of up to date and accurate books of accounts;

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- viii. Safeguarding Government Assets and records in the department;
- ix. Supervision, training, development and deployment of Accounts staff in the department.
- x. Assisting in day to day running of the County treasury;
- xi. Authorization of payments and signing of cheques subject to set limits;
- xii. Preparation of revenue and expenditure returns in the County as required by Treasury regulations and law;
- xiii. Assisting in developing of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- xiv. Training officer of the Accounting staff in the County; and any other relevant duties as assigned by the Director Accounting Services;
- xv. Responsible for planning, directing, coordinating, supervising areas of control, training and development of staff under him/her and setting targets for the division;
- xvi. Undertaking ad hoc assignment relating to accounting services;
- xvii. Assisting in preparation of final accounts;
- xviii. Ensuring safe custody of government assets and records under him/her;
- xix. Authorizing payments and signing of cheques subject to limit set for him/her;
- xx. Ensuring timely and accurate preparation of quality management report that fall under his/her Division; and
- xxi. Guiding officers under him/her to achieve the desired results.

(b) Requirements for the Appointment

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

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

2. KCPSB/2025/133: CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'M' (2 POSTS)

(a) Duties and Responsibilities

- i. Undertaking procurement of less complex nature;
- ii. Overseeing and coordinating warehousing;
- iii. Distribution and fleet management;
- iv. Disposal of stores and equipment;
- v. Market surveys and research; and
- vi. Inventory and stock control and procurement plans.

(b) Requirement for Appointment

For appointment to this grade an officer must have: -

- 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. Attended a management course lasting for not less than four (4) weeks; and
- iii. Shown administrative capability and outstanding performance.

2. KCPSB/2025/134: SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GROUP 'K' (1 POST)

a) Duties and Responsibilities

- i. Warehousing distribution,
- ii. Fleet management,
- iii. Inventory and stock control

b) Requirements for Appointment

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

- 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

3. KCPSB/2025/135: SENIOR CLERICAL OFFICER, JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Verifying compiled statistical records for accuracy; processing of human resource statistics;
- ii. Maintenance of stores, records and equipment inventory;
- iii. Preparation of estimates of expenditure for general office services;
- iv. Assisting in planning office accommodation and layout;
- v. Preparation of estimates of expenditure on general office services;
- vi. Safe custody of invoices, receipts and other records;
- vii. Processing of documents for issue of licenses or certificates under relevant Acts;
- viii. Preparation and maintenance of records and ensuring proper maintenance of filing system.

b) Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician

Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;

- iv. Be in possession of Computer Applications; and
- v. Have shown merit and ability as reflected in work performance and results.

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.