

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions.

A. DEPARTMENT OF FINANCE ECONOMI PLANNING AND ICT

AGENCY: KAKAMEGA COUNTY REVENUE AGENCY

(1) POSITION: DEPUTY DIRECTOR, FINANCE - JOB GROUP CPSB 04 ('Q') (1 POST)

Basic Salary: Kshs. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,550 -115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

Terms of Service: Three (3) years contract renewable subject to performance.

Reporting to: Chief Revenue Administrator

Duties and Responsibilities:

The officer shall report to the Chief Revenue Administrator, Kakamega County Revenue Agency. Specific duties will entail:

- i. Heading the finance and administration Unit of the KCRA at the head quarter Level;
- ii. Planning, directing, coordinating, supervising the finance and administration Unit;
- iii. Managing the training and development function of the finance and administration Unit;
- iv. Preparing activity based budgeting, procurement plan, management and final finance reports on timely basis;
- v. Ensuring safe custody of KCRA assets and financial records;
- vi. Supervising banking of revenue cheques credited to KCRA and reconciliations;
- vii. Preparing audit reports ;
- viii. Providing leadership and guidance to the staff; and
- ix. Performing any other lawful duties that may be assigned.

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be a Kenyan citizen;
- ii. Have ten (10) years relevant working experience, five (5) of which must be in a senior management position in public service or large organization;
- iii. Have a Bachelor's Degree in any of the following disciplines; Commerce (Finance or Accounting Option), Economics, Business Administration (Finance or Accounting Option), Business Management (Finance or Accounting Option), Finance or its equivalent qualification from a recognized institution;

- iv. Master's degree in any of the following disciplines; Commerce (Finance or Accounting Option), Economics, Business Administration (Finance or Accounting Option), Business Management (Finance or Accounting Option), Finance or its equivalent qualification from a recognized institution;
- v. Be a Certified Public Accountant of Kenya (CPAK) or its recognized equivalent;
- vi. Be a member, in good standing, of the Institute of Certified Public Accountant of Kenya (ICPAK); and
- vii. Leadership course from a recognized institution will be an added advantage.

(2). POSITION: DEPUTY DIRECTOR, REVENUE & COMPLIANCE - JOB GROUP CPSB 04 ('Q') (1 POST)

Basic Salary: Kshs. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,550 -115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

Terms of Service: Three (3) years contract renewable subject to performance

Reporting to: Chief Revenue Administrator

Duties and Responsibilities

The officer shall report to the Chief Revenue Administrator, Kakamega County Revenue Agency. Specific duties will entail:

- i. Developing and Implementing Revenue Enforcement Practices and Compliance Strategies;
- ii. Planning, coordination and administration of Revenue Enforcement Unit;
- iii. Implement, monitor and evaluate Training and Development programmes for compliance and enforcement officers;
- iv. Carrying out risk and audit assessment for the Revenue Agency security and compliance systems;
- v. Liaise with relevant security agencies, advising the respective authority on mitigation measures;
- vi. Manage and supervise Revenue Enforcement and compliance function including discipline of the staff;
- vii. Put in place welfare programs for the staff of Revenue Agency enforcement;
- viii. prepare regular reports for the agency; and
- ix. Enforcement of Kakamega County Revenue Agency Laws and Regulations.

Requirements

For appointment to this grade a candidate must have:

- i. Bachelor of Arts degree in Criminology, Psychology, Sociology or any other related Social Science from a recognized University;
- ii. Master's degree in Criminology, Psychology, Sociology or any other related Social Science from a recognized University;
- iii. Ten (**10**) years relevant working experience, five (5) of which must be in a senior management position in the Public Service; Service in the Kenya Police Service, Prisons Service or Kenya Defense Forces will be an added advantage;
- iv. Demonstrate thorough understanding of County development objectives and Vision 2030;
- v. Demonstrate high integrity, good communication skills, interpersonal relationship and be a team player; and
- vi. Leadership Course from a recognized institution will be an added advantage.

(3). POSITION: PRINCIPAL INTERNAL AUDITOR - JOB GROUP CPSB 06 ('N') (1 POST)

Basic Salary Scale: Kshs. 56,370 x 2,170 – 59,120 x 2,550 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 - 87,360 p.m.

Terms of Service: Three (3) years Renewable Contract, based on agreed performance levels

Reporting to: Chief Revenue Administrator

Duties and Responsibilities

Specific duties will entail:

- i. Supervising internal audit technical activities within the department comprising of audit systems and information technology;
- ii. Developing Audit strategies, policies and procedures
- iii. Supervising the implementation of strategic and operational plans including quality assurance programmes;
- iv. Establishing the design, development and operation of major computer-based systems of the County Government to determine whether adequate controls are in place;
- v. Supervising activities subject to audit coverage, evaluating their significance and assessing the degree of risks inherent in terms of the audit costs involved, determining adequacy and effectiveness of internal control system;
- vi. Carrying out investigations on irregularities identified or reported in audit reports;
- vii. Reviewing and approving audit engagements and work plans, programmes and budgets;
- viii. Reviewing internal control systems on budgetary controls and financial returns and other operations of the County Government;
- ix. Monitoring and Evaluating audit findings and implementation of audit recommendations
- x. Evaluating the effectiveness of risk management mechanisms, controls and governance processes and recommending improvements;
- xi. Supervising staff including assessing training needs, designing and implement training programmes for staff and audit committee members;
- xii. Mentoring and coaching of staff; and
- xiii. Preparing quarterly audit reports to management for implementation of recommended actions.

Requirements for Appointment:

For appointment at this grade an officer must have: -

- i. Served in the grade of Chief Internal Auditor, Job Group CPSB 07 ('M') or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following fields: - Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized institution;
- iii. A Certified Public Accountant of Kenya (CPAK) or a Certified Internal Auditor (CIA) or an equivalent qualification from a recognized institution;
- iv. Certificate of registration as a member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditors (CISA) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;

- v. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- vi. Shown merit and ability and demonstrated a high degree of professional competence in managing the internal audit function and be of integrity with proven leadership qualities in the previous position and results oriented.

(4) POSITION: PRINCIPAL ACCOUNTANT, JOB GROUP CPSB 06 'N' (1 POST)

Basic Salary Scale: Kshs. 56,370 x 2,170 – 59,120 x 2,550 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 - 87,360 p.m.

Terms of Service: Three (3) years Renewable Contract, based on agreed performance levels

Duties and Responsibilities

An Officer at this level will be deployed to deputize the Head of Accounting Unit or Head the following sections Budget, Debt Management and Revenue. Specific duties will entail: -

- i. Ensuring timely and accurate preparation of quality management report;
- ii. Preparation of revenue and expenditure returns in the County as required by Treasury regulations and law;
- iii. Preparation of annual financial statements;
- iv. Undertaking ad hoc assignment relating to accounting services;
- 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 and maintenance of up to date and accurate books of accounts;
- vi. Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instruction;
- vii. Assist in preparation of responses to external audit reports on departmental financial matters;
- viii. Ensuring effective internal control systems;
- ix. Advice the Departments on financial matters;
- x. Responsibility to authorize payments and sign cheques;
- xi. Verify returns, documents, vouchers, monitor revenue collection and safe guarding Government assets and records; and
- xii. Perform any other duties that may be assigned from time to time.

Requirements for the Appointment

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

- i. Served in the grade of Chief Accountant, Job Group '**CPSB 07' (JG '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; and
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK).

B. OFFICE OF GOVERNOR – LEGAL SERVICES UNIT

(1) POSITION: LEGAL OFFICER II - JOB GROUP CPSB 08 ('L') (1 POST)

Basic Salary Scale: Kshs. 42,970 x 1,920 - 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m.

Terms of Service: Permanent and Pensionable

Reporting to: The County Attorney

Duties and Responsibilities

Specific duties will entail:-

- i. Attending court to represent the County in both civil and criminal litigation;
- ii. Developing County legislation including review of drafts bills, research on various pieces of legislation and departmental advisory on the legislative drafting;
- iii. Preparing legal opinions and reviewing County legislation;
- iv. Undertaking research on assigned legal issues;
- v. Analyzing research data and compiling reports;
- vi. Advising departments and agencies on various legal policy issues;
- vii. Undertaking conveyancing duties on behalf of the County; and
- viii. Any lawful other duties as may be assigned from time to time.

Requirements for the Appointment

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

- i. Be a Kenyan citizen;
- ii. Hold a Bachelor of Laws (L.L.B) degree from a university recognized in Kenya;
- iii. Hold a Post Graduate Diploma in Law from the Kenya School of Law;
- iv. Be an advocate of the High Court of Kenya with a current practicing certificate;
- v. Have post-admission experience of at least three (3) years;
- vi. Be proficient in computer applications; and
- vii. Have good standing with the Law Society of Kenya.

PLEASE NOTE:

1. Candidates should **NOT** attach any documents to the application form.
2. All the details requested in the advertisement should be filled on the form.
3. ALL Serving Officers in the Public Service, **MUST** clearly indicate: -
 - ✓ The Officer's Payroll Number;
 - ✓ Date of first appointment;
 - ✓ Date of last promotion to the current grade;
 - ✓ Substantive designation and Job Group; and
 - ✓ The Officer's respective public institution.
4. During interviews, shortlisted candidates will be required to produce the following **original documents**: National Identity Card; Academic and Professional Certificates; **and** where applicable; current payslip and letter of last promotion to the current grade.
5. Canvassing in any form will lead to automatic disqualification.
6. The County Government of Kakamega is an equal opportunity employer.

7. Persons living with Disabilities are encouraged to apply.
8. Only shortlisted and successful candidates will be contacted.
9. Successfully selected candidates will be required to fulfill the Chapter Six requirements of the Constitution of Kenya, 2010 on integrity and leadership, before appointment.

HOW TO APPLY

All applicants should **click** on the **Job Offers Option** on the County Website www.kakamega.go.ke, fill the Application Form and submit it **ONLINE** on or before **28th April, 2021 at 11.59 P.M.**

N/B: No hard copy or emailed applications to the Board's official email i.e. cpsb@kakamega.go.ke will be accepted.

Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically disqualified.

PLEASE NOTE: Kakamega County Public Service Board (KCPSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address cpsb@kakamega.go.ke and phone number **0713852573 ONLY**.

SECRETARY/CEO, CPSB