



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCIES

Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the Finance and Economic Planning pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2025/19: DIRECTOR, REVENUE, JOB GROUP 'R' (1 POST)

a) Duties and Responsibilities

- i. Planning, organizing, directing, coordinating and controlling of the County revenue collection function. Overseeing the County's revenue generation;
- ii. Development and implementation of County Revenue diversification plans and revenue growth;
- iii. Develop and implement a Revenue Mobilization and Risk Management Strategy setting clear goals and objectives to achieve set strategy;
- iv. Implementation of County policies and regulations for revenue administration;
- v. Design, formulation and implementation of Comprehensive, efficient and effective revenue management system;
- vi. Maintenance of records of all the revenue sources rate and revenue collected;
- vii. Plan, monitor and evaluate performance of staff against the set targets; and
- viii. Any other duties as may be assigned.

John [Signature] 26/02/25

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26/02/2025

b) Requirement for Appointment

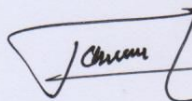
- i. Relevant working experience of minimum fifteen (15) years in the Accounting, Audit or Financial field; or served in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Be a holder of at least a degree in Commerce (Accounting or Finance option), Business Administration/Management (Accounting/finance option) or any other relevant and equivalent qualifications from a university recognized in Kenya;
- iii. Master's Degree in a relevant field;
- iv. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- vi. Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized institution is an added advantage; and
- vii. Shown merit and ability as reflected in work performance and results.

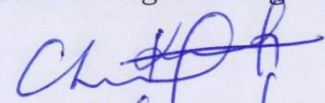
Terms of Service: Three (3) year Contract.

2. KCPSB/2025/20: DIRECTOR, INTERNAL AUDIT , JOB GROUP 'R' (1 POST)

a) Duties and Responsibilities

- i. Reviewing budgetary re-allocation process to ensure legislative and administrative compliance and advising accounting officers in case of inadequate funding;
- ii. Carrying out investigations on irregularities identified or reported;
- iii. Reporting any wastages of public funds, general misuse or misappropriation of financial resources and government property;
- iv. Identifying training needs for internal auditors, conducting training and evaluating impact of training;

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- v. Developing and reviewing audit guidelines and systems; and
- vi. Any other duties as may be assigned.

b) Requirement for Appointment

- i. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or Cooperative Management from a university recognized in Kenya;
- ii. A Masters' Degree in a relevant field;
- iii. A minimum of eighteen (18) years' relevant experience, three (3) years of which must have been in a senior management level in an institution either in the public or private sector;
- iv. Registered with Institute of Internal Auditors (IIA) and in good standing;
- v. Strategic Leadership Development Programme lasting not less than Six (6) weeks or its equivalent from a recognized institution is and added advantage;
- vi. Demonstrate managerial, administrative and professional competence in work performance and exhibit a thorough understanding of national goals, policies, objectives and ability to relate them to the co-operative audit function.

Terms of Service: Three (3) year Contract.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through <https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned:** National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Tuesday 18th March, 2025.**

J. Mwangi 26/02/25

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- Shortlisted Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted.
- Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B: County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

J. Mwangi 26/02/25

Ch. J. O. O.
26/02/2025