

**COUNTY GOVERNMENT OF KIAMBU**



**COUNTY PUBLIC SERVICE BOARD**

**P.O Box 2362-00900**

**KIAMBU**

**RE-ADVERTISEMENT FOR VACANT POSITIONS IN THE DEPARTMENT OF  
FINANCE & ECONOMIC PLANNING**

Kiambu County Public Service Board is pleased to announce to the general public recruitment of the following posts on Contract Terms of Service.

**1: POSITION : DIRECTOR ACCOUNTING SERVICES - (CPSB 03)**

Job Reference No : KCPSB/FEP 1/2020  
Number of Posts : One (1)  
Terms of Service : Three (3) year Contract –Renewable  
Gross Salary Scale : 121,430 - 169,140 – As per SRC Guidelines

**Job Purpose & Reporting Responsibility**

The Director Accounting services will be In-charge of the County Treasury Accounting Services and shall Report directly to the Chief Officer Finance & Economic planning.

**Requirements and Competencies for Appointment**

For appointment to this post a candidate must;-

- i. Be a Kenyan citizen.
- ii. Have served in the public or private sector for a minimum period of ten (10) years.

- iii. Possess a Bachelor's degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution.
- iv. A holder of a Master's degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution.
- v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- vi. Demonstrated professional competence in the field of Accounting Services and shown merit and ability as reflected in work performance and results
- vii. Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

### **Duties and Responsibilities**

- i. Direction and coordination of routine & non-routine Accounting transactions and related matters;
- ii. Interpretation of Financial and Accounting policies, regulations and circulars in the County Treasury;
- iii. Establishment and maintenance of effective internal control system in the County Treasury;
- iv. Ensuring timely preparation of financial statements and reports;
- v. Coordination of IFMIS activities and overall capacity building;
- vi. Ensuring strict compliance with the Government Financial laws, Regulations and Procedures;
- vii. Ensuring proper handling of Banking Matters;
- viii. Coordinating authorization of payment vouchers and approval of payments in the Internet banking system;
- ix. Liaison with HRM on County Treasury Staff matters
- x. Plays advisory role to the Chief Officer and County Executive Committee member on accounting matters; and
- xi. Any other relevant duty as may be assigned from time to time.

## 2: DIRECTOR FINANCE – (CPSB 03)

Job Reference No	: KCPSB/FEP 1/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) year Contract –Renewable
Gross Salary Scale	: 121,430 - 169,140 – As per SRC Guidelines

### Job Purpose & Reporting Responsibility

The Director Finance shall be In-charge of the County Treasury Financial Services and shall report directly to the Chief Officer Finance & Economic planning.

### Requirements and Competencies for Appointment

For appointment to this post a candidate must;-

- (i) Be a Kenyan citizen.
- (ii) Hold a degree in Business Administration; Economics, Finance, Commerce or in a financial related discipline from a recognized university
- (iii) A holder of a Master's degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution
- (iv) Served in the public or private sector for a minimum period of ten (10) years.
- (v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- (vi) Shown outstanding capability in Financial Management.
- (vii) Ability to articulate and implement Departmental Mandates.
- (viii) Organizational, analytical, managerial and decision making skills.
- (ix) Resource management skills.
- (x) Leadership, advocacy, relationship building and collaboration, result oriented and self-driven, Integrity and commitment to producing results.
- (xi) Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

### **Duties and Responsibilities**

- i. Control of Budgetary commitments;
- ii. Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within the County
- iii. Incorporation of County budgets, release of funds to departments and monitoring the use of their financial resources;
- iv. Monitoring and servicing of guaranteed loans and taking follow up action on the recovery of funds owed to the County Government;
- v. Monitoring and review of programme implementation and taking corrective measures;
- vi. Timely issuance of Authority-to-Incur Expenditure (AIE) to various spending points and ensuring that AIEs are consistent with quarterly ceilings; and undertaking risk management for the County.
- vii. Plays advisory role to the Chief Officer and County Executive Committee member on Financial matters; and
- viii. Any other relevant duty as may be assigned from time to time.

### **3: DIRECTOR REVENUE- (CPSB 03)**

<b>Job Reference No</b>	<b>: KCPSB/FEP 3/2020</b>
<b>Number of Posts</b>	<b>: One (1)</b>
<b>Terms of Service</b>	<b>: Three (3) year Contract –Renewable</b>
<b>Gross Salary Scale</b>	<b>: 121,430 - 169,140 – As per SRC Guidelines</b>

#### **Job Purpose & Reporting Responsibility**

The Director Revenue shall be In-charge of the County Treasury Revenue Services and will report directly to the Chief Officer Finance & Economic planning.

### **Requirements and competencies for Appointment**

For appointment to this post a candidate must:-

- i. Be a Kenyan citizen.
- ii. Be a holder of Bachelor's degree in Business Administration/Management (Accounting or Finance option); Economics or Commerce from a recognized institution.
- iii. A holder of a Master's degree in Business Administration, Accounting, Finance, Commerce or other relevant equivalent qualification from a recognized institution.
- iv. A member of Institute of Certified Public Accountant of Kenya (ICPAK) and in good standing.
- v. Served in the public or private sector for a minimum period of ten (10) years
- vi. Demonstrated a thorough understanding of National goals, policies and development objectives and ability to align them to the County's mandate.
- vii. Be conversant with the provisions of the Public Financial Management Act.
- viii. Must satisfy the requirements of Chapter Six of the Constitution of Kenya.
- ix. Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills.
- x. Proficiency in Computer Application Skills relevant to financial management from a recognized institution
- xi. Must satisfy the provisions of chapter six of the constitution of Kenya 2010

### **Duties and Responsibilities**

- i. Day to day running of the County Revenue Collection Section.
- ii. Implementing County policies and regulations for revenue.
- iii. Developing and implementing plans to operationalized County revenue to enhance efficient revenue collection and growth.
- iv. Designing effective, efficient and secure systems of collecting revenue.
- v. Maintaining records of all the revenue sources/centres', rates and revenues collected.
- vi. Setting up and projecting regular revenue trends for planning and decision making in the county.
- vii. Planning, formulating strategies and identifying sources of revenue.
- viii. Submitting regular reports to county committees on matters of revenue collection.

- ix. Perform such other functions as may be delegated from time to time
- x. Plays advisory role to the Chief Officer and County Executive Committee member on revenue matters; and
- xi. Any other relevant duty as may be assigned from time to time.

## How to Apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Clearly indicate the position applied for both on the cover letter and the envelope.

**Posted Applications should be addressed to the:**

Secretary/CEO  
County Public Service Board  
County Government of  
Kiambu P.O Box 2362-00900  
KIAMBU

**Hand Delivered applications** should be provided at the County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between **8.00 a.m and 5.00 p.m** on weekdays.

Applicants should seek clearance from and attach copies of evidence thereof of the **CURRENT** (valid in 2020) documents below.

- **Kenya Revenue Authority ( Tax Compliance Certificate)**
- **Ethics and Anti-Corruption Commission**
- **Directorate of Criminal Investigations (Certificate of Good Conduct)**
- **Higher Education Loans Board (HELB)**
- **Credit Reference Bureau (CRB)**

Applications should reach the County Public Service Board (CPSB) **on or before 5pm of 4<sup>th</sup> December, 2020.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their application.

- Candidates who had applied for these positions need not re-apply.
- The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any number calling to solicit for cash from the applicants.
- The Board is an equal opportunity employer, persons with disability are encouraged to apply.
- Any form of canvassing will lead to automatic disqualification.
- Only shortlisted Candidates will be contacted.