

COUNTY GOVERNMENT OF KIAMBU
COUNTY PUBLIC SERVICE BOARD
P.O BOX 2362-00900
KIAMBU



VACANCIES

Kiambu County Public Service Board wishes to recruit competent and qualified persons to fill the following positions under Article 235 of the Constitution of Kenya, 2010 and the County Government Act, No. 17 of 2012.

1. ASSISTANT CO-OPERATIVE OFFICER, JOB GROUP 'K', (5 POSTS)

V/NO. KCPSB/TRADE 01/2021

This position is responsible for promoting co-operative services and attends meetings of societies in order to advise cooperatives on matters relating to specialized activities in cooperative marketing, credit finance, education and training.

Duties and Responsibilities

- Prepare training materials for potential cooperative societies;
- Attend cooperative meetings;
- Advise cooperatives on the preparation of cooperatives by-laws;
- Act as a tallying clerk during cooperative elections;
- Enforce cooperative legislation;
- Prepare quarterly reports;
- Collect data and maintain a database on all cooperatives and their respective officials.
- Evaluate cooperative activities and trends for promotion of cooperative movement;
- Evaluating new and existing cooperative societies;

Requirement for appointment

- Diploma in Cooperative Management from a recognized Institution.
- Three (3) years relevant experience in a related area within the public service or private sector;
- Knowledge of relevant legislation - the Constitution of Kenya 2010 and County Government Act, 2012,

- Knowledge of intermediate clerical, operational or customer service skills acquired through education, experience or on the job training;
- Letter of good standing from relevant professional body;
- Computer literate;
- Meet the requirements of chapter six of the Constitution of Kenya.
- Knowledgeable in co-operative management

**2. CO-OPERATIVE AUDITOR, JOB GROUP 'K', (4 POSTS)
V/NO. KCPSB/TRADE 02/2021**

This position is responsible for checking on compliance with accounting standards to ensure compliance of cooperatives societies with the Cooperative's Societies Act.

Duties and Responsibilities

- Inspect on the compliance of the cooperative societies to the cooperative Act and their financial statements;
- Give audit reports of the undertakings by the cooperative societies;
- Review audit working papers by documenting audit tests and findings;
- Evaluate and implement audit report of the societies;
- Prepare audit reports;
- Carry out audit inspection on annual accounts of cooperative societies;
- Examine vouchers, cashbooks, ledgers confirming the proprietary and accuracy of the transactions in accordance with the law;
- Report findings to the immediate supervisors.

Requirement for appointment

- Bachelor's Degree in any of the following disciplines or related; Commerce (Accounting /Finance Option) Economics, Mathematics, Statistics or Cooperative Management from a recognized Institution;
- Certified Public Accountant (CPA) Kenya part III or Certified Internal Auditors (CIA) Part IV from a recognized Institution;
- Certificate in Computer Applications from a recognized Institution;
- Relevant professional experience of not less than three (3) years;
- A registered Member of relevant professional body;
- Should be a Kenyan Citizen;
- Have demonstrated Managerial, Administrative and Professional competence;
- Have demonstrated Leadership skills;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity;
- Computer literate.

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. Applications should be addressed to:

Secretary/CEO
County Public Service Board
P O Box 2362 - 00900
KIAMBU

Hand delivered applications should be dropped in the specific box 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 or evidence thereof of the **CURRENT** (valid in 2021) documents below.

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

Please Note:

- i. Only short listed and successful candidates will be contacted.
- ii. Canvassing in any form will lead to automatic disqualification.
- iii. Short listed candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv. The County Public Service Board is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

Interested and qualified persons are requested to deliver their applications so as to reach the undersigned on or before 12th March, 2021 at 5.00 pm.

Secretary/CEO
County Public Service Board
County Government of Kiambu

Disclaimer

The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any one/number calling to solicit for cash from the applicants.