

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF V A C A N C I E S

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 AND ECONOMIC PLANNING – KAKAMEGA COUNTY REVENUE AGENCY

1. **Position: Senior Revenue Officer, Job Group CPSB 08 (14 Posts)**

Basic Salary Scale: Ksh. 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750 – 57,900 p.m.

An Officer at this level will report to the Chief Revenue Administrator, Kakamega County Revenue Agency.

Duties and Responsibilities

- Heading the Revenue Unit of the Kakamega County Revenue Agency at the Sub County Level;
- Ensuring planning, directing, coordinating, supervising the Unit's areas of control;
- Managing the training and development function of the Unit;
- Undertaking adhoc assignments relating to revenue services;
- Preparing activity based budgeting, procurement plan, management reports and final Revenue collections on timely basis;
- Ensuring safe custody of Kakamega County Revenue Agency assets and records;
- Banking revenue cheques credited to Kakamega County Revenue Agency;
- Managing revenue staff performance in line with set policies and procedures;
- Providing professional leadership and guidance to revenue collectors; and
- Performing any other lawful duties that may be assigned from time to time.

Requirements for appointment

For appointment to this grade, one must;

- Be a Kenyan citizen;
- A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution;
- Have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- Relevant working experience of at least five (5) years in a comparable position in Public or private sector;
- Certificate in Computer Applications;
- Shown merit and ability as reflected in work performance and results; and
- Be able to work under pressure with minimal supervision.

Terms of Service: Three (3) years renewable Contract subject to agreed performance levels.

2. Revenue Officer I, Job Group CPSB 09 (28 Posts)

Basic Salary Scale: Kshs. 37,070 x 1,470 - 38,540 x 1,520 - 40,060 x 1,710 – 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 pm.

An Officer at this level will report to the Senior Revenue Officer at the Sub County Level.

Duties and Responsibilities

- Heading the Revenue Unit of the Kakamega County Revenue Agency at the Ward Level;
- Ensuring planning, directing, coordinating, supervising the Unit's areas of control;
- Managing the training and development function of the Unit;
- Undertaking adhoc assignments relating to revenue services;
- Preparing activity based budgeting, procurement plan, management reports and final Revenue collections on timely basis;
- Ensuring safe custody of Kakamega County Revenue Agency assets and records;
- Banking revenue cheques credited to Kakamega County Revenue Agency;
- Supervising revenue staff/ interns performance in line with set policies and procedures;
- Providing professional leadership and guidance to revenue collectors; and
- Performing any other lawful duties that may be assigned from time to time.

Requirements for appointment

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution;
- Have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- Have relevant working experience of at least three (3) years in a comparable position in Public or private sector;
- Certificate in Computer Applications;
- Shown merit and ability as reflected in work performance and results; and
- Be able to work under pressure with minimal supervision.

Terms of Service: Three (3) years renewable Contract subject to agreed performance levels.

NOTE: APPLICANTS FOR THE ABOVE POSITIONS WILL BE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING TO MEET REQUIREMENTS OF CHAPTER 6 OF THE CONSTITUTION OF KENYA 2010:-

- ✓ Criminal Investigation Department;
- ✓ Ethics and Anti-Corruption Commission;
- ✓ For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education.

Copies of these clearances **MUST** be attached to the applications.

How to Apply

All applicants should submit their applications **together with copies** of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their **Sub-County and Ward** of origin.

Applications should be submitted to:

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Hand delivered applications can be submitted at the **County Public Service Board's** Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor.**

All applications should reach this office **on or before 12th February, 2020.**

County Government of Kakamega is an equal opportunity employer. Female Candidates and Persons living with Disabilities are encouraged to apply. Canvassing will lead to automatic disqualification. ***Only Shortlisted candidates will be contacted.***

PLEASE NOTE: Kakamega County Public Service Board does not charge **ANY FEE** at any stage of the recruitment. Our official communication channels are email address cpsb@kakamega.go.ke and phone number 0713852573 **ONLY.**

SECRETARY/CEO, CPSB