

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KISUMU

KISUMU COUNTY PUBLIC SERVICE BOARD

VACANCIES

Pursuant to Article 235 of the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the Kisumu County Public Service Board is pleased to invite applications from suitably qualified, motivated and pro-active individuals to fill the following vacancies: -

S/N	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES
1	Chief Officer Finance	CPSB 02	KCPSB/8/2021/13	1
2	Director Accounting Services	CPSB 03	KCPSB/8/2021/14	1

Terms of Service: These positions will be on contract basis for a period of three (3) years.

Remuneration: As determined by the Salaries and Remuneration Commission

For details on the above advertised positions, applicants are asked to visit our website www.kisumu.go.ke

HOW TO APPLY:

Candidates should apply by downloading and filling **Application for Employment Form** available on our website: www.kisumu.go.ke, fill and submit together with CERTIFIED copies of academic and professional Certificates to the undersigned on or before **13th September 2021** by 5.00 pm. Please indicate the vacancy reference number and the position applied for on the envelope.

Candidates will be expected to get clearance from the following bodies:

- Kenya Revenue Authority (KRA);
- Higher Education Loans Board (HELB);
- Ethics and Anti-Corruption Commission;
- Criminal Investigation Department (Certificate of Good Conduct);
- Credit Reference Bureau (CRB); and
- Commission of University Education (for clearance of foreign qualifications).

DISCLAIMER:

- i. Any form of canvassing will lead to automatic disqualification.
- ii. The Kisumu County Public Service Board is an equal opportunity employer, the minority, marginalized groups and Persons with Disabilities who meet the minimum requirements are encouraged to apply.
- iii. The Board does not use agents and/or charge any fee for interviews or processing of applications. Report any person asking for money in exchange of appointment letter to the nearest Police station for action.
- iv. Only shortlisted candidates will be contacted

1. CHIEF OFFICER FINANCE – CPSB 03 (1 POST) KCPSB/8/2021/13

Duties and Responsibilities

The Chief Officer shall be the authorized officer in the Department of Finance and Economic Planning and shall be responsible to the County Executive Committee Member for Finance and Economic Planning

Specific Duties and Responsibilities:

- i. Administration of a County Department;
- ii. Formulation and implementation of programs to attain Vision 2030 and sector goals;
- iii. Development and implementation of strategic plans and sector development plans;
- iv. Implementation of policies and regulations;
- v. Providing strategic policy direction for effective service delivery;
- vi. Ensuring compliance with the National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- vii. Ensuring effective and efficient utilization of the Department's financial and non-financial resources including management, control and reporting on financial information, material resources and facilities;
- viii. Building human resource capacity by developing and implementing Human Resource Plans for the Department;
- ix. Efficient and effective service delivery to the public;
- x. Promoting the realization of County Integrated Development Plan (CIDP): and
- xi. Performing any other duties as may be assigned from time to time.

Requirements and competencies for Appointment

- i. Be a Kenyan citizen;
- ii. Have a bachelor's degree in Commerce, Economics, Finance, Business Administration or any other related field from a recognized university in Kenya.;
- iii. Possession of a relevant professional qualification and membership with a relevant professional body will be added advantage;
- iv. Master's degree in a relevant field will be an added advantage;
- v. Have a vast knowledge and experience of not less than 10 years in a relevant field, 5 years of which MUST be in leadership or senior management position in public or private sector;
- vi. Have a proven experience in managing resources in a high performing organization;
- vii. Demonstrate thorough understanding of County development objectives and vision 2030;
- viii. Be result oriented and a strategic thinker;
- ix. Have excellent communication, organizational and interpersonal skills;
- x. Have capacity to work under pressure to meet strict deadlines;
- xi. Have ability to work in a multi-ethnic environment with sensitivity and respect to Diversity;
- xii. Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya;
- xiii. Demonstrate understanding and commitment to the values and principles of governance and public service as outlined in Articles 10 and 232 of the Constitution of Kenya;
- xiv. Be computer literate and have a working knowledge of IFMIS

2. DIRECTOR ACCOUNTING – CPSB 03 (1 POST) - KCPSB/08/2021/14

Duties and Responsibilities

Reports directly to the Chief Officer Finance and is in-charge of the County Treasury Accounting Services and responsible for the following duties: -

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

Requirements and competencies for Appointment

- i. A Bachelor's degree in Commerce (Accounting or finance option) Business Management/Administration (Accounting or finance option);
 - ii. Master's degree in a relevant field will be an added advantage;
 - iii. Served for cumulative five (5) years, three (3) of which should have been at the grade of Deputy Director Accounting, Job Group 'Q' and above or in a comparable and relevant position in public or private sector;
 - iv. Must be a Certified Public Accountant of Kenya, CPA(K)
 - v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) 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 (6) of the Constitution of Kenya 2010.
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