

THE COUNTY GOVERNMENT OF WEST POKOT

When replying please quote
Our Ref: **WPC/CPSB/18**



P.O. Box 577 - 30600
KAPENGURIA.

COUNTY PUBLIC SERVICE BOARD

VACANCIES

3rd AUGUST, 2018

The West Pokot County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No. 17 of 2012

1. CHIEF ACCOUNTANTS JG “M”

Reporting to the Head of Treasury (Accounting), will be responsible for timely and accurate preparation of management reports that fall under his/her section.

Duties and Responsibilities

- Planning, directing, coordinating and supervising areas of control.
- Training and development of staff under him/her and setting targets for the section.
- Preparations of final accounts
- Ensure safe custody of Government assets and records under him/her department
- Providing guidance to officers under him/her to achieve the desired results
- Responsible to authorize payments and sign cheques.
- Certify and verify returns.

Requirement for Appointment

- Be a Kenyan citizen.
- Be a holder of Bachelor of commerce (Accounting or Finance option).
- Have knowledge in computerized accounting.
- Must be CPA (K) holder.
- Attended Senior Management Course Lasting not less than four (4) weeks from the Kenya School of Government.
- Shown merit and ability as reflected in work performance and results
- Minimum experience of 5 years
- Satisfy the requirements of Chapter six of the Constitution.

2. SENIOR ACCOUNTANTS JG “L”

Reporting to the Chief Accountant will be responsible for timely and accurate preparation of management reports that fall under his/her section.

Duties and Responsibilities

- Planning, directing, coordinating and supervising areas of control.
- Training and development of staff under him/her and setting targets for the section.
- Responsible to authorize payments and sign cheques.
- Certify and verify returns.

Requirement for Appointment

- Be a Kenyan citizen.
- Be a holder of Bachelor of commerce (Accounting or Finance option).
- Have knowledge in computerized accounting.
- Must be CPA (II) holder.
- Certificate in Computer applications
- Shown merit and ability as reflected in work performance and results
- Minimum experience of 5 years

3. ACCOUNTANTS JG “K”

Reporting to senior accountant finance department, an officer at this level will be responsible for performing variety of accounting work;

Duties and Responsibilities

- Preparing and verification of vouchers.
- Primary data entry.
- Writing and balancing of cashbook.
- Maintain imprest and advances ledger.
- Maintain vote book.
- Any other duty as may be assigned by senior accountant.

Requirement for Appointment

- Be a Kenyan citizen.
- Be a holder of Bachelor of commerce (Accounting or Finance option).
- Have knowledge in computerized accounting.
- CPA part II qualification
- Shown merit and ability as reflected in work performance and results

How to Apply

Written applications, CVs, copies of Certificates, Testimonials and Copy of National Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary/CEO
West Pokot County Public Service Board
P.O BOX 577-30600, KAPENGURIA.**

Applications should reach the County Public Service Board on or before **Friday 17th August, 2018 at 5.00 p.m.**

NOTE:

Applicants for position of **Chief Accountant** are required to get clearance from the following institutions to meet requirements of Chapter Six of the Constitution of Kenya:

- **Kenya Revenue Authority**
- **Higher Education Loans Board**
- **Ethics and Anti-Corruption Commission**
- **Criminal Investigation Department**
- **Credit Reference Bureau**

West Pokot County Public Service Board is an equal opportunity employer. Women, youth and people with disabilities are encouraged to apply.