



**COUNTY GOVERNMENT OF NYERI**

P.O. BOX 90- 10100  
Telephone 061 2030700

**COUNTY PUBLIC SERVICE BOARD**

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**RE: INTERNAL RE-ADVERTISEMENT:**

- 1. DIRECTOR, REVENUE , JOB GROUP 'R'- 1 POST**
- 2. SENIOR ASSISTANT ACCOUNTANT GENERAL/DEPUTY DIRECTOR, JOB GROUP 'Q'- 1 POST**
- 3. SENIOR ECONOMIST II/ SENIOR STASTICIAN II - JOB GROUP 'N'-2 POSTS**

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the above stated positions in the Departments of Finance and Economic Planning.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)

A temporary waiver has been granted on Certificate in Strategic Leadership Development Programme.

The board will further consider the **cumulative years of service** in the relevant field.

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2015/2016, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,  
NYERI COUNTY PUBLIC SERVICE BOARD,  
KARSON'S PHOTO HOUSE KIMATHI STREET  
P.O BOX 90-10100,  
NYERI**

All applications should reach the Secretary on or before **15<sup>th</sup> October 2019**

The positions are as follows:

## **1. DIRECTOR, REVENUE , JOB GROUP ‘R’- 1 POST**

Reporting to the Chief Officer, Finance and Accounting, the officer will be responsible of the following:

### **(a) Duties and responsibilities**

- i) Collection and receiving all revenue payable to the County;
- ii) Accounting for all revenue collected;
- iii) Ensure enforcement of revenue collection;
- iv) Ensure realization of county revenue targets;
- v) Ensure safe custody and proper management of all revenue accountable documents;
- vi) Advise the County Executive Secretary on all matters relating to the administration and enforcement of collection of County revenue;
- vii) Preparation of accounts in respect of the revenue collected, received and recovered in a financial year;
- viii) Maintenance of records for all waivers granted as per requirement by the Public Finance Act;
- ix) Develop strategies that ensure revenue enhancement;
- x) Put in place internal controls that ensures elimination of revenue leakages;
- xi) Preparation of statutory reports as per the required law;
- xii) Supervision, training and development of Revenue staff;
- xiii) Carrying out such other roles as may be assigned by the Chief Officer.

### **(b) Requirements for Appointment (As per the County Government Revenue Act)**

For appointment to this grade, an officer must have:-

- i) Relevant working experience of minimum fifteen (15) years in the Accounting, Audit or Financial field; or served in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Be a holder of at least a degree in Commerce (Accounting or Finance option), Business Administration / Management (Accounting/finance option) or any other relevant and equivalent qualifications from a university recognized in Kenya.
- iii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- v) Shown merit and ability as reflected in work performance and results
- vi) Master’s degree will be an added advantage

## **2. SENIOR ASSISTANT ACCOUNTANT GENERAL/DEPUTY DIRECTOR, JOB GROUP'Q'- 1 POST**

Reporting to the Chief Officer, Finance and Accounting, the officer will be responsible of the following:

### **a) Duties and responsibilities**

- i) Preparation of management and statutory financial reports including monthly expenditure , bank reconciliations, cash flow statements, analysis of deposits etc.;
- ii) Maintenance of accurate accounting records.
- iii) Provision of advisory services to the Accounting Officers and other stakeholders on all financial and accounting matters in the departments;
- iv) Interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- v) Overseeing implementation of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- vi) Maintenance of an inventory on all bank accounts in the County and their approved signatories including departments;
- vii) Authorize payments and a signatory to County Bank accounts held with the Central Bank of Kenya and other bank accounts as may be authorized by the CEC Finance and Economic Planning;
- viii) Ensuring all statutory reports are prepared as per the required law;
- ix) Safe guarding County Assets and records and ensure Asset Registers are maintained by the departments;
- x) Supervision, Training and Development of Accounts Staff.
- xi) Carrying out such other roles as may be assigned by the Chief Officer.

### **(b) Requirements for Appointment.**

For appointment to this grade, an officer must have:-

- i) Relevant working experience of fifteen (15) years in the Accounting, Audit or Financial field; or served in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii) Be a holder of at least a degree in Commerce (Accounting or Finance option), Business Administration / Management (Accounting/finance option) or any other relevant and equivalent qualifications from a university recognized in Kenya.
- iii) Master's degree in any of the following: Commerce, Accounting, Business Administration/ Administration, Finance or relevant equivalent qualifications from a university recognized in Kenya.
- iv) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- vi) Attended a Management Course lasting not less than four (4) weeks from an Institution recognized in Kenya.
- vii) Shown merit and ability as reflected in work performance and result

**3. SENIOR ECONOMIST II/ SENIOR STATISTICIAN II - JOB GROUP 'N' – (2 POSTS)**

**(a) Duties and Responsibilities**

The officer will be the Senior Economist I and his/her duties and responsibilities will entail;

- (i) Preparation, analysis and reporting on MTEF and annual County Budgets;
- (ii) Economic Policy formulation, analysis and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans and other planning documents;
- (iii) Revenue analysis and reporting;
- (iv) Monitoring of projects and programmes implementation on a periodic basis;
- (v) Any other duty as may be assigned by the supervisor

In addition, the officer will be responsible for the coordination and supervision of all the staff working under him/her.

**(b) Requirement for Appointment**

- (i) Served in the grade of Senior Economist II or Statistician I for at least three (3) years or cumulative nine (9) years in the relevant field;
- (ii) A Bachelor Degree in Economics or Economics and Statistics, or Economics and Mathematics from an institution recognized in Kenya;
- (iii) Shown merit and ability as reflected in work performance and result
- (iv) Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level.