



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751
Email: cpsb@makueni.go.ke
Web: www.makuenipsb.go.ke

JOB VACANCY

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following positions as per Section 59 of the County Governments' Act 2012.

DEPARTMENT OF FINANCE, BUDGET, PLANNING AND REVENUE

1. Statistician II (1 Post)

Salary: Job Group "K"

Salary Scale: Ksh.39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x
 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

Terms: Permanent and Pensionable

Duties and Responsibilities.

This is the entry grade for Statistician cadre. An officer at this level will be responsible for a specific sector, location, service or area of activity. Duties and responsibilities at this level will involve providing economic planning data; economic analysis ;formulation of development strategies; identification, preparation and evaluation of development projects and programmes and monitoring of their implementation: conducting feasibility studies, determining project viability and setting project priorities; collection, collation and analysis of data relating to production and marketing of agricultural/industrial products, computerization and analysis of data; writing and submitting reports on specific assignments; and control and supervision of technical and other supporting staff.

In the statistical field, duties will involve management of a specific economic sector or an area of statistical activity, drawing up survey questionnaires and setting up control



procedures for receiving returns and taking the necessary action; collection, collation, computerization and analysis of data; writing and submitting reports on specific assignments; and direction and supervision of technical and other supporting staff.

Requirements for Appointment

For appointment to the grade of Economist II, candidates must be in possession of:

- (i) A minimum of an Upper Second Class Honours degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institutions; or
- (ii) A minimum of an Upper Second Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- (iii) A minimum of an upper Second Class Honours degree in Statistics with appropriate specialization from a recognized university /institution; or
- (iv) A postgraduate Bachelor of Philosophy degree in Economics from recognized institution or equivalent institution or a post graduate diploma or Master's degree in subjects enumerated at (i) –(ii)

2. Revenue Officer I - (10 Posts)

Salary: Job Group 'K'

Terms: Permanent and Pensionable

Salary scale: Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920
– 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

Duties and Responsibilities

This will be the entry grade for professional Revenue officers. An officer at this level will be required to deal with accounting operations in an Accounting Unit. Work at this level will be subjected to occasional checks rather than close supervision. Specifically, work will involve:

- (i) Data capture, maintenance of primary records such as revenue cashbooks, revenue ledgers, registers and preparation of simple revenue management reports e.g. daily/weekly/monthly collection and banking returns, Revenue reconciliations etc;
- (ii) Will be responsible for the safe custody of County Government records and assets under him/her;
- (iii) Posting receipt vouchers in the revenue cash books;
- (iv) Arranging for banking of all revenues collected and ensuring safety of the same at all times;
- (v) Extracting and providing revenue flow analysis;
- (vi) Ensuring security of accountable documents and revenue equipment;



Requirements for Appointment

Direct Appointment

- (i) For direct appointment to this grade, a candidate must have a Bachelor's degree in Commerce (Accounting or Finance option) OR its equivalent and passed Part II of the Certified Public Accountants (CPA) Examination;

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

- (ii) Certificate in Computer Applications; and
(iii) shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- (i) Ability to get on well with the diverse workforce;
- (ii) Good knowledge in the professional field of specialization;
- (iii) Good communication skills;
- (iv) Ability to take instructions; and
- (v) Good organizational and supervisory skills.

Core Skills

In addition to the above requirements, an officer must have the following qualities:

- (i) Team playing skills
- (ii) Accuracy
- (iii) Care for resources
- (iv) Manual dexterity
- (v) Execution of instructions
- (vi) Interpersonal skills
- (vii) Analytical skills
- (viii) Records management skills

HOW TO APPLY

Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to;



**The Secretary/CEO
Makueni County Public Service Board
P.O. Box 49 - 90300
MAKUENI.**

Or delivered by hand at the reception desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before 5:00 p.m. on **Friday, 3rd May, 2024**

NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Only shortlisted candidates will be contacted. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;
- (iv) Academic Qualifications of external origin **MUST** be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to any of the position will lead to automatic disqualification.
- (vi) Please note that it is a criminal offence to present fake certificates;
- (vii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (viii) Affirmative action as stipulated in the constitution shall be applied;
- (ix) The successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- (x) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**



Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD

