



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

INTERNAL VACANCY ADVERTISEMENT

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

MAKUENI COUNTY PUBLIC SERVICE BOARD

1. CHIEF ACCOUNTANT, JOB GROUP 'M' (1 POST)

Duties and Responsibilities

Work at this level will include: Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her; Setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services; assisting in preparations of final accounts; ensuring safe custody of Government assets and records under him/her ; authorizing payments and signing of cheques subject to set limits; timely and accurate preparation of management reports; providing guidance to officers under him/her to achieve the desired results.

Requirements for Appointment

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

- (i) Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- (ii) A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR



- (iii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- (iv) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
- (v) Shown merit and ability as reflected in work performance and results.

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

- (i) Interpersonal skills including being a team player;
- (ii) Integrity and commitment to producing results;
- (iii) Proven working attitude and ability to give and take instructions; and
- (iv) Ability to get on well with the diverse workforce

Personal Qualities

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

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skill

HOW TO APPLY

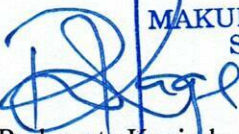
Interested and qualified officers are requested to make their applications ONLINE through the Boards website: www.makuenipsb.go.ke or jobs portal: <http://kazi.makuenipsb.go.ke/jobs/>

Please Note:

- i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included;
- ii) Only shortlisted and successful applicants will be contacted and their names published on the Board's website;



- iii) Academic qualifications obtained from foreign universities MUST be accompanied by a letter of Recognition or equivalent of qualifications from the Commission of University Education (CUE).
- iv) Shortlisted candidates shall be required to produce the following documents during the interview:
 - a. original National Identity Card/passport
 - b. Letter of 1st appointment
 - c. Confirmation letter to Permanent and Pensionable Establishment;
 - d. Letter of promotion to the current job group (if applicable);
 - e. Original academic certificates
 - f. Original professional certificates and transcripts
 - g. Registration certificate (where necessary)
- v) Canvassing in any form will lead to automatic disqualification;
- vi) It is a criminal offence to present or provide fake certificates/ documents/ information;
- vii) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;
- viii) **Beware of fraudsters soliciting bribes from the public while masquerading as Board staff.**
- ix) **The Board does not charge any fees for job applications, shortlisting, interviews or appointments.**
- x) **Payment of any form of fee will lead to automatic disqualification;**
- xi) Application should reach the Board on or before **Thursday 16th July, 2026** latest **5:00 p.m.**




 CS. Redempta Kavindu
 Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD