

**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:

DEPARTMENT OF FINANCE, PLANNING, BUDGET AND REVENUE**1. PRINCIPAL ACCOUNTANT 'N' (2 POSTS)****Duties and Responsibilities**

An officer at this level will be responsible for the following duties and responsibilities: - Receiving and analyzing financial reports from public sector entities; maintaining database of all public-sector entities; providing technical advice; reviewing the quality of financial statements; preparing the annual consolidated financial report for the County; developing training materials; capturing exchequer issues and receipts in the system; reconciling bank statements with exchequer issues and receipts; raising exchequer requisition for the County and counties; ensuring safe custody of County government assets and records; preparing management reports in accordance with the financial orders and regulations; and verifying payment advice (PA) forms. The officer at this level will also be responsible for: raising accounting debt entries; processing payments, reimbursements and disbursements; recording proceeds of domestic debt; preparing annual final accounts; verifying payment and receipt vouchers and committal documents; capturing data; maintaining primary records such as cashbooks, ledgers, vote books; preparing management reports; keeping safe custody of Accounting records and assets; receiving duly processed payments and receipt vouchers; writing cheques, posting payments and receipt vouchers in the cash books; authorizing payments and signing cheques subject to set limit; balancing and ruling of the cash books as provided; and ensuring security of cheques and cheque books. In addition, the officer will be responsible for: verifying Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; verifying invoices; preparing accounting and management reports in the system; uploading accounting data into the system; coordinating closure of the monthly accounting periods; verifying users in the preparation of final accounts; reviewing business process; providing user support on accounting processes and system setup; and training and development of staff.



Requirements for Appointment

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

- (i) Served in the grade of Chief Accountant, job group 'M' for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: - Accounting, Finance, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), Business Management (Accounting or Finance option) from a recognized institution and passed Part II of the Certified Public Accountant (CPA) Examination

OR

Any other relevant equivalent qualification plus Part III of the Certified Public Accountant (CPA) Examination or its recognized equivalent;

- (iii) Membership of the Institute of Certified Public Accountant of Kenya (ICPAK);
- (iv) Certificate in computer applications or data base management or enterprise resource management from a recognized institution;
- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution; and
- (i) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

2. CHIEF ACCOUNTANT 'M' (10 POSTS)

Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: - Receiving and analyzing financial reports from public sector entities; maintaining database of all public-sector entities; reviewing quality of financial statements; preparing Annual Consolidated Financial Report for the County; developing training materials; capturing exchequer issues and receipts in the system; reconciling bank statements with exchequer issues and receipts; verifying payment and receipt vouchers and committal documents; capturing data; maintaining primary records such as cashbooks, ledgers, vote books; preparing management reports; keeping safe custody of Accounting records and assets; receiving duly processed payments and receipt vouchers; writing cheques, posting payments and receipt vouchers in the cash books; authorizing payments and signing cheques subject to set limit; balancing and ruling of the cash books as provided; ensuring security of cheques and cheque books; and verifying Authority to Incur Expenditure (AIE) in the system and filing returns. In addition, the officer at this level will also be responsible for: preparing Appropriation in Aid (AIA) returns; ensuring safe custody of equipment, records and accountable documents; verifying invoices; preparing accounting and management reports in the system; uploading accounting data into the system; coordinating closure of the monthly accounting periods; verifying users in the preparation of final accounts; reviewing business process; providing user support on accounting processes and system setup; and training and development of staff.



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) Bachelor's degree in any of the following fields: - Accounting, Finance, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), Business Management (Accounting or Finance option) from a recognized institution and passed Part II of the Certified Public Accountant (CPA) Examination

OR

Any other relevant equivalent qualification plus passed Part III of the Certified Public Accountant (CPA) Examination or its recognized equivalent;

- (iii) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
- (ii) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

3. CLERICAL OFFICER I, JOB GROUP 'G'-1 POST

Duties and Responsibilities

An officer at this level may be deployed in any of the following Units/Sections: Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer. Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, sorting out, filling and dispatching correspondence; receiving, recording, folioing and filling applications for registration and licensing documents; preparing initial documents for issuance of stores; preparing Pay Change Advices (PCAs); and checking general office cleaning.

Requirements for Appointment

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

- (i) Served in the grade of Clerical Officer II Job Group 'F' for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- (iii) Passed the Proficiency Examination for Clerical Officers;
- (iv) Certificate in computer application skills from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).



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.**


SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD
01 JUL 2026

CS. Redempta Kavindu
Secretary/CEO Box 49 - 90300,
MAKUENI

MAKUENI COUNTY PUBLIC SERVICE BOARD