

REPUBLIC OF KENYA



NAROK COUNTY GOVERNMENT  
PUBLIC SERVICE BOARD

**VACANT POSITIONS IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE.**

Pursuant to the Constitution of Kenya 2010 (Article 185(2), 186(1) and 187(2) on distribution of functions between the National Government and County Government, the Narok County Public Service Board invites applications from suitably qualified candidates to fill the following position in the Narok County Government.

**DEPARTMENT OF FINANCE, ECONOMIC PLANNING, ICT & E-GOVERNMENT**

**DIRECTOR, ACCOUNTING SERVICES, -ONE (1) POSITION VACANCY NO: NCG/CPSB/31**

**TERMS OF SERVICE:** *PERMANENT AND PENSIONABLE*

**SALARY SCALE: CPSB 03:** *Ksh. 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.*

**Duties and Responsibilities**

Director, Accounting Services will be responsible for coordination and management of the accounting services function. Specific duties and responsibilities will include: overseeing implementation of policies, regulations, standards, guidelines and procedures pertaining to accounting; advising on the County on financial & accounting matters and financial reporting formats; interpreting financial regulations and procedures and Treasury Circulars; designing and developing County government accounting systems; liaising with National government on matters relating to financial reporting and standards; providing guidance on cash and treasury management; ensuring sub-county treasuries accounting data is incorporated in the (MDAs) ledgers; ensuring timely submission of statutory and management financial reports; overseeing issuance of AIE to Sub-Counties; and authorizing payments. In addition, the officer will also be responsible for: ensuring safe custody of County government assets, records and accountable documents; ensuring expenditures are within the allocations; reviewing responses to audit queries; advising the County on opening of bank accounts; facilitating arrangements for bank mandates; maintaining an inventory of bank accounts opened; reviewing requests from Sub-Counties for write-offs and making recommendations; responding to queries from the Parliament/County Assembly/Public Accounts Committee; approving departmental budgets and plans; training, developing and deploying accounts staff at the County; and managing performance.

**Requirements for Appointment** to this grade, an officer must have: -

- I. Served in the grade of Deputy Director, Accounting Services for a minimum period of three (3) years;
- II. Bachelor's degree in any of the following fields: - Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

- III. Master's degree in any of the following fields: - Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- IV. Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution;
- V. Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- VI. Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- VII. Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution;
- VIII. Demonstrated professional competence and merit as reflected in work performance and results; and
- IX. Demonstrated understanding of national development goals, objectives, policies, values and principles of governance and their application to the Accounting Function.

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Interested and qualified persons are requested to make their applications in written by completing one (1) application for employment form serial number **NRK-CPSB (1)2016 (REV. 2021)**

**Please note,** Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

- . Only shortlisted and successful candidates will be contacted.
- . Canvassing in any form will lead to automatic disqualification.
- . Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

**Shortlisted candidates** shall be required to produce **original and copies** of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.

All applications should be sent or hand delivered in a sealed envelope on or before **24<sup>th</sup> February 2022**, addressed to:

**The Board Secretary/CEO**  
**Narok County Public Service Board**  
**NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN**  
**P.O Box 545-20500**