



**NAROK COUNTY GOVERNMENT
PUBLIC SERVICE BOARD**

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

The Narok County Public Service Board wishes to recruit competent and qualified persons to fill the following positions as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

DEPARTMENT OF AGRICULTURE LIVESTOCK AND FISHERIES

DEPUTY DIRECTOR, AGRICULTURE, JOB GRADE CPSB 4

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

SALARY SCALE: CPSB 04: Ksh. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-implementing and monitoring implementation of national agricultural policies, strategies and standards; providing technical support for compliance with national and international standards on bio-safety, phytosanitary and food safety; supervising packaging of new and existing agricultural technologies; mainstreaming of international agreements and protocols in agriculture; coordinating management and control of trans-boundary pests, diseases and invasive species; supervising development of proposals for national agricultural programmes and projects; coordinating interventions on crop and food nutritional security situations; identifying and promote public private partnerships in agricultural investments and initiatives; coordinating access to affordable credit, crop insurance and inputs for agricultural production; identifying and promoting local and foreign market opportunities; promoting research-extension-farmer linkages; collaborating with stakeholders in prioritizing areas of agricultural research; supervising mainstreaming of environmental management and climate change adaptation and mitigation actions in agriculture; and training agricultural stakeholders; and preparing reports.

b) Requirements for Appointment**For appointment to this grade, an officer must have: -**

- (i) served in the grade of Assistant Director, Agriculture for a minimum period of three (3) years;
- (ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines:- Agribusiness Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-land Agro Pastoral Systems; Dry-land Farming; Entomology; Entrepreneurship; Environmental Planning and Management; Farm Management; Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project Planning and Management; Rural Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programmes lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Senior management course lasting not less than four (4) weeks from a recognized institution; (vi) Certificate of membership to a professional body from a recognized institution;
- (vi) Certificate in computer application skills; and
- (vii) demonstrated merit and ability as reflected in work performance and results.

PRINCIPAL ACCOUNTANT, JOB GRADE CPSB 6 - TWO (2) POST**TERMS OF SERVICE: PERMANENT AND PENSIONABLE**

SALARY SCALE: CPSB 06: Ksh. 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 x 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 – 87,360 p.m.

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; monitoring and reconciling revenue from the receiver of revenue; 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 on daily basis; withdrawing and ensuring safety of the cash; 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; monitoring collection of revenue including inspection; 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.

b) Requirements for Appointment

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

- i. Served in the grade of Chief Accountant 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 Plus Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Interested and qualified persons are requested to make their applications in written by completing one **(1)** Application for employment form serial number **NRK-CPSB (2)2016 (REV. 2021)**. The form can be downloaded from the Narok County Government **website** <http://www.narok.go.ke>.

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 qualified and shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- It is a criminal offence to present fake certificates/documents.

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

Shortlisted candidates shall be required to produce **original and copies** of the following documents:

- National Identity Card;
- Academic and Professional certificates and transcripts that are certified by the issuing institution.
- Current Clearances from the following bodies:
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - A Registered Credit Reference Bureau;
 - Directorate of Criminal Investigations (Police Clearance Certificate);

Applications should reach the Board on or before **23rd June,2023** addressed to:

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