

COUNTY GOVERNMENT OF LAIKIPIA



COUNTY PUBLIC SERVICE BOARD

P.O. Box 52-20300

NYAHURURU

cpsb@laikipiacounty.go.ke

Cell phone: 0715052052

VACANCIES

Laikipia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions:-

DEPARTMENT OF FINANCE, PLANNING AND COUNTY DEVELOPMENT

1. ACCOUNTANT I, JOB GROUP 'CPSB 09' – 2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY: Kshs.34,260x1,550-35,810x1,610-37,420x1,690-39,110x1,790-40,900x1,870-42,770x1,980-44,750 p.m.

Duties and responsibilities

Duties and responsibilities at this level will involve:-

- Verification of vouchers, and committal documents in accordance with laid down rules and regulations.
- Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers, and preparation of management reports e.g. imprests and expenditure returns etc. Responsible for safe custody of Government records and assets under the office.
- Analysis of below the line accounts.
- The officer may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash book; balancing and ruling of the cash books on daily basis; arranging withdrawal of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books; preparation of expenditure and Authority to Incur Expenditure(AIE) funding returns on quarterly basis; preparation of Appropriation In Aid (AIA) returns on quarterly basis ; paying personal and merchants claims guided by cash balances in the cash book and treasury regulations; and receipting money due and payable to Government.

Requirements for Appointment:

For appointment to this grade, a candidate must have;

- i. Passed Part III of the Certified Public Accountants (CPA) examination.
- ii. Certificate in Computer Applications

2. ACCOUNTANT II, JOB GROUP 'CPSB 10' – 3 (THREE) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY:Kshs. 27,680x1,220 – 28,900x1,280 – 30,180x1,340 – 31,520x1,400 – 32,920p.m.

Duties and responsibilities

An officer at this level will be responsible for performing a variety of accounting work of limited scope under the guidance of a senior officer. Specifically, work will involve; Preparation and verification of vouchers in accordance with the laid down rules and regulations.

- Routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.
- Responsible for safe custody of records and assets under the office.

The scope of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.

Requirements for Appointment:

For appointment to this grade a candidate must have the following qualifications:-

- (i) Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other relevant and equivalent qualification from a recognized institution.
- (ii) Passed Part II of Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.
- (iii) Certificate in Computer Applications

3. LEGAL CLERK, JOB GROUP 'CPSB 10' – 2 (TWO) POSTS.

TERMS OF SERVICE: PERMANENT & PENSIONABLE

SALARY:Kshs. 27,680x1,220 – 28,900x1,280 – 30,180x1,340 – 31,520x1,400 – 32,920p.m.

Duties and responsibilities

- Drafting and filing legal documents in registries.
- Coordinate filing of legal documents in Courts of Law.
- Undertake routine errands to public registries, courts and other relevant offices.
- Undertake any other duty as may be assigned from time to time.

Requirements for Appointment:

For appointment to this grade, a candidate must have the following qualifications:-

- (i) Have a diploma in law or an equivalent and relevant qualification from a recognized institution.
- (ii) Have relevant knowledge and experience of not less than two years in the public sector or a reputable law firm.
- (iii) Be in possession of a current process server certificate and
- (iv) Be in possession of a certificate in computer applications.

Written application including a detailed curriculum vitae, copies of academic and professional certificates, testimonials and the National Identification Card or passport should be sent to:

**THE CEO/SECRETARY
LAIKIPIA COUNTY PUBLIC SERVICE BOARD
NYAHURURU TOWNHALL
P O BOX 52-20300
NYAHURURU**

Applications may also be hand delivered and dropped in the *Job Applications Box* at the County Public Service Board Offices, Nyahururu Town Hall.

To be considered, your application must be received on or before **Friday, 19th January, 2018**.

Laikipia County Public Service Board is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.

Qualified youth, women and persons with disability are encouraged to apply.