



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

VACANCIES

DATE: 2nd AUGUST, 2018

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. ACCOUNTANT I - JG "K" FIFTEEN (15) POSTS : REF MCG/CPSB/FEP/2018/08/01

Duties and Responsibilities

- This will be the entry grade for professionals Accountants. An officer at this level will be required to deal with accounting operation in accounting unit or department. Work at this level will be subjected to occasional checks rather than close supervision;
- Work will involve verification of vouchers and committal documents in accordance with laid down rules and regulation, data capture, maintenance of primary records such as cash book, ledgers, vote book, registers and preparation of simple management reports e.g. imprest and expenditure returns etc.;
- He /she will be responsible for the safe custody of government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving dully processed payment and receipt vouchers; writing cheques and posting payment and receipt vouchers in the cash book; balancing and ruling of the cash book on daily basis;
- Arranging for withdrawals of cash 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 at district treasury level;
- Preparation of appropriation in Aid (AID) returns on quarterly basis at unit or department level;
- Paying personnel and merchant claims guided by cash balances in the cash books and treasury regulations and receipting of all money due and payable to government;
- Reconciliation and generating daily and monthly reports for various ledgers;
- Verification of payments vouchers in accordance with the laid down rules and regulation;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Bachelor's Degree in Business related field (finance or accounting option) or equivalent from a recognized university **OR** Passed part III of the certified public Accountant (K) Examination or its approved equivalent qualification.
- ACCA/CPA Part 1 or 2 will be an added advantage for those with first degree.
- Worked in a similar capacity for at least 2 years in busy accounts department in either public or private sector.
- Knowledge of IFMIS will be an added advantage.
- Knowledge of Public Sector Financial Reporting Format is necessary.
- Knowledge of Public Sector financial Regulation and procedure is necessary.
- Certificate in Computer application.
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills.
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills.
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

2. ACCOUNT ASSISTANTS- JG "H" TEN (10) POSTS: REF MCG/CPSB/FEP/2018/08/02

Duties and Responsibilities

- This is entry and training grade for non-professionals. An individual at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer.
- Work will involve preparation and verification of vouchers in accordance with the laid down rules and regulation involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.
- Provide monthly returns on income and expenditure of the departments.
- Maintain the asset register.
- Consolidation of cash-flow projection by departments.
- Maintaining of up –to date books of accounts.
- Preparation of timely accurate report for decision making by management.
- Preparation of annual expenditure returns.
- The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are.
- He/she will be responsible for safe custody of records and assets under him/her.
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- At least Diploma in Business related field (preferably finance or accounting option) or equivalent from a recognized university **OR** Passed part II of the certified public Accountant (K) Examination or its approved equivalent qualification;
- KCSE certificate or its equivalent;
- Worked in a similar capacity for at least 1-2 years in busy accounts department in either public or private sector;

- Computer literate;
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills;
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**3. SUPPLY CHAIN MANAGEMENT OFFICER I - JG “K” FIFTEEN (15) POSTS:
REF MCG/CPSB/FEP/2018/08/03**

Duties and Responsibilities

- Variety of Supply Chain Management duties;
- Warehousing; distribution management; fleet management; disposal of stores and equipment; procurement; market surveys and research;
- Inventory and stock control, in accordance with the laid down regulations and procedures;
- Issuing and receiving stores;
- Assisting in stock taking, reconciliation, preparation and maintenance of records;
- Responsible for safety and prompting filling of store documents;
- Preparation of weekly, monthly reports;
- Ensure efficient discharge of inventory activities;
- Disposal of stores and equipment;
- Processing and forwarding invoices for payment to account section;
- Assist in preparations of stores projections and documentation;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Must have a Bachelor’s Degree in any of the following:- Commerce/ Business Administration (Supplies Management Option), Procurement and Supplies Management, or their equivalent from a recognized Institution;
- Minimum of 1-2 years experiences in private or public sector;
- Knowledge of Public Sector procurement Regulation and procedure is necessary.
- Shown merit and ability as reflected in work performance and results;
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills;
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**4. SUPPLY CHAIN MANAGEMENT ASSISTANT III - JG “H” EIGHT (8) POSTS:
REF MCG/CPSB/FEP/2018/08/04**

Duties and Responsibilities

- Issuing and receiving stores;

- Assisting in stock taking, reconciliation, preparation and maintenance of records;
- Responsible for safety and prompting filling of store documents;
- Preparation of weekly, monthly reports;
- Ensure efficient discharge of inventory activities;
- Disposal of stores and equipment;
- Processing and forwarding invoices for payment to account section;
- Assist in preparations of stores projections and documentation;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- A Diploma in Business (Procurement option) or its equivalent qualification from a recognized Institution;
- Minimum of 1-2 years experiences in Public or Private Sector;
- Certificate in Computer application;
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills;
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

5. DIRECTOR INTERNAL AUDIT - JG 'R' ONE (1) POST: REF MCG/CPSB/FEP/2018/08/05

Duties and Responsibilities

- Planning, organizing, directing, coordinating and controlling of Internal Audit Services;
- Playing a key role in maintaining a strong control environment and supporting initiatives that improves performance;
- Executing proposals to integrate ICT into viable Internal Audit operations; developing risk management strategies and initiatives to identify and mitigate risks in Internal Audit in the County;
- Undertaking Capacity building for staff at the County level;
- Establishing risk-based audit plans consistent with the County objectives;
- Developing leading capabilities in terms of resources, methodology;
- Communicating plans of engagements and resource requirement for internal audit function.
- Following up to ensure implementation of Audit recommendations;
- Coordinating audit efforts with external efforts;
- Any other duty as may be assigned by the Chief Officer Finance.

Requirement for Appointment

- Have a Bachelor of Commerce/ Business Administration (Finance or Accounting), Economics/Statistics or its approved equivalent from recognized university; and
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE).
- Must have at least Five (5) years of experience, two (2) of which must have been in senior management level from reputable organization;

- Knowledge of professional standards (Economic, Financial, Commercial e.t.c);
- Excellent communication and interpersonal skills;
- Knowledge in use of Participatory M&E Tools;
- Shown outstanding professional competence and administrative ability in the management of the audit functions;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

6. DEPUTY DIRECTOR, INTERNAL AUDIT – JG ‘Q’ ONE (1) POST : REF MCG/CPSB/FEP/2018/08/06

Duties and Reponsibilities

- Deputizing the Director for Internal Audit function on various roles;
- Establishing risk-based audit plans consistent with the County objectives;
- Developing leading capabilities in terms of resources, methodology and technology;
- Communicating plans of engagements and resource requirement for internal audit functions;
- Management of Internal Audit Services;
- Maintaining a strong control environment and supporting initiatives that improve performance;
- Participate in preparing medium term plan, integrated County plan and strategic plans and budgeting for the department;
- Coordinating the preparation of County development plan and strategies on key sectors;
- Organizing coordination meeting and workshops with stakeholders and partners.
- Facilitate timely and accurate production of audit reports to management
- Prepare the audit departments work plan and budgets in liaison with the Director and audit staff;
- Give advice on the risk aversion measures and cost saving measures;
- In charge of follow up audits to monitor management intervention;
- Implement best practice audit planning and techniques;
- Ensure objective assurance on the effectiveness and adequacy of the risk management strategies and processes.
- Ensure all identified internal control concerns is addressed;
- Conducts regular and continuous audit of financial transactions of the county and reports on any diversion from the set financial regulations;
- Establishment risk based audit plans consistent with county objective;
- Conduct forensic audit where necessary.

Requirement for Appointment

- Be a holder of at least a first degree in any of the following: Commerce/Business Administration (Accounting, or Finance), Economic or statistics from a recognized university in Kenya;
- A master degree in the relevant field will be an added advantage;
- Have relevant knowledge ,experience and a distinguished career of not less than four (4) years from reputable organization;
- Demonstrated outstanding professional competence matched with appreciation of the County;

- Membership to a professional association/body;
- Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (CFE) and in good standing;
- Proficiency in relevant Computer applications;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

7. AUDITOR I - JG “K” FOURTEEN (14) POSTS: REF MCG/CPSB/FEP/2018/08/07
Duties and responsibilities

- An Internal Auditor I will be answerable to a unit leader and will be required to undertake audit assignments;
- Executing audit programs;
- Collecting audit evidence on major issues;
- Reviewing internal control system operation;
- Verifying the existence and safety of government assets;
- Preparation of draft reports and holding discussions with the clients;
- Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments;
- Ensuring completeness and accuracy of records and reports;
- Prepare an up-to-date guidelines and programs;
- Review and develop audit techniques and procedures for system audit;
- Establishing the risk based audit plans consistent with the county objectives;
- Play a key role in maintaining a strong control environment and supporting initiatives that improves performance;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Bachelor’s Degree in Business related field (finance or accounting option) or equivalent from a recognized university with ACCA/CPA Part 1 or 2; **OR**
- Passed part III of the certified public Accountant (K) Examination or its approved equivalent qualification;
- Work experience for a period of 1-2 years in either finance, accounting or audit section;
- Knowledge of systems audit will be an added advantage;
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors or Association of Certified Fraud Examiner (CFE) will be an added advantage;
- Knowledge of Public Sector financial Regulation and procedure is necessary;
- Certificate in Computer application;
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills;
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;

- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

8. AUDITORS ASSISTANT - JG “H” THIRTEEN (13) POSTS: REF MCG/CPSB/FEP/2018/08/08

Duties and responsibilities

- Work under Auditor and assist in executing audit programs;
- Assist in collecting audit evidence on major issues;
- Help in reviewing internal control system operation;
- Assist in verifying the existence and safety of government assets;
- Participate in preparation of draft reports and holding discussions with the clients;
- Ensuring completeness and accuracy of records and reports;
- Prepare an up-to-date guidelines and programs;
- Review and develop audit techniques and procedures for system audit;
- Provides advice on establishing the risk based audit plans consistent with the county objectives;
- Play a key role in maintaining a strong control environment and supporting initiatives that improves performance;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Diploma in Business related field (finance or accounting option) or equivalent from a recognized university; **OR**
- ACCA Part II OR Passed part II of the certified public Accountant (K) Examination or its approved equivalent qualification;
- Have work experiences at least 1 year in busy accounts department in either public or private sector;
- Certificate in Computer application;
- Ability to get on well with the diverse work force; Good knowledge in the professional field or specialization; Good communication skills; Ability to take instructions; Good organizational and supervisory skills;
- Team playing skills; accuracy; care for resources; manual dexterity; Execution of instruction; interpersonal skills; analytical skills; records management skills;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

9. DEPUTY DIRECTOR BUDGET- JG ‘Q’ ONE (1) POST : REF MCG/CPSB/FEP/2018/08/09

Duties and responsibilities

- Deputize the head of the budget section/unit;
- Analyzing, formulating and overseeing the management of fiscal policies and other economic policies;

- Undertaking, coordinating and preparing of a financial programme;
- Actively participating in the County budget preparation;
- Monitoring the implementation of the policies in the County budget;
- Preparing the County Fiscal Strategy Paper and County Budget Review & Outlook Paper;
- Coordinating the preparation of annual County budget and preparing the estimates of revenue and expenditure of the County Government;
- Monitoring fiscal sectors and County reforms;
- Formulating and analysis of economic policies;
- Reviewing, analyzing and advising on matters relating to private investment;
- Provide overall leadership, direction technical advice and assistance in budgeting formulation analysis, review and control process;
- Coordinate budgetary making process and implementation for the county;
- Responsible for all related budget preparation documents budgets paper, medium terms, expenditure framework and the program based budget;
- Provide guidance and advice regarding budget matters to the executive;
- Review, analyse, recommend and implement resource allocations and budget requirement for the execution of the approved operating budget;
- Evaluate expenditure partners to assure all critical needs are met and the budget is balanced Ensure effective utilization of budget resources;
- Prepare and submit annual measures of effectiveness and variance reports;
- Develop budget process policies and procedures for the county;
- Any other duties assigned from time to time.

Requirements for Appointment

- Hold a degree in Finance, Accounting, or any business related field from a recognized institution OR a degree in Economics/Statistics or any other relevant field from recognized university/institution. Master degree is an added advantage;
- Must have at least five (5) years of experience in public or private sector;
- Demonstrated knowledge of public financial management practices;
- Working knowledge of computer based accounting applications including the IFMIS system;
- Demonstrated knowledge of budgeting processes;
- Demonstrated knowledge of relevant professional standards including International Financial Reporting Standards;
- Demonstrated knowledge of relevant legislation including the Public Financial Management Act and Public Procurement and Disposals Act;
- Certificate in Computer application skills relevant to budget preparation from a recognized institution;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

10. CHIEF BUDGET OFFICER, JG ‘M’ TWO (2) POSTS : REF MCG/CPSB/FEP/2018/08/10

Duties and responsibilities

- Provide leadership in budget management to a number of desk officers in the various departments;
- Coordinate overall budget preparation at departmental level within the set timeframe and quality standards.
- Coordinate and analyse medium term expenditure framework for the county to ensure attainment of set objectives;
- Assist the department in costing the programmes to facilitate the budget preparation process;
- Determine the performance indicators for programmes to facilitate the monitoring and evaluation of progress of the programmes in line with the set objectives and budget;
- Initial preparation of response to all budgetary matters including issues raised by county assembly oversight committee;
- Analyse project proposals and budget estimates;
- Prepare technical briefs or financial management report for submission to management;
- System scheduling of expenditure consistent with work plan and set budget;
- Budget planning preparation and implementation at the departmental level;
- Coordinate allocation of resources among the departments through sector process;
- Prepare reports on budget implementation process to inform management on the appropriate interventions where necessary;
- Implement county budget and supervises the process;
- Make financial report on county budget implementation process;
- Any other duties assigned from time to time.

Requirements for Appointment

- Be a holder of Bachelor's degree in Commerce (Accounting or Finance option), Economics/Statistics or Business Administration/Management (Accounting or Finance) from a recognized university;
- Certified Public Accountant will be an added advantage;
- Work experiences for a minimum period of two (2) years;
- Demonstrated knowledge of public financial management practices;
- Working knowledge of computer based accounting applications including the IFMIS system;
- Demonstrated knowledge of budgeting processes;
- Demonstrated knowledge of relevant professional standards including International Financial Reporting Standards;
- Demonstrated knowledge of relevant legislation including the Public Financial Management Act and Public Procurement and Disposals Act;
- Certificate in Computer application skills relevant to budget preparation from a recognized institution;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

11. BUDGET OFFICER I, JG 'K' TWELVE (12) POSTS : REF MCG/CPSB/FEP/2018/08/11

Duties and responsibilities

- Assist departments in developing and monitoring annual budgets;
- Liaise with budget holders to ensure timely submission of budget proposals;

- Prepare budget proposal comparative analysis reports, cost center activity and vote-line budget summary;
- Perform analysis of the expenditures in relation to budgeted figures;
- Verify and analyse financial data and information; and generate timely, accurate and comprehensive financial reports in the format stipulated by the County;
- Review budget proposals during budget rationalization and budget defense sessions;
- Undertakes operational research and statistical as may be required;
- Posts budget information to the budget module of the accounting system in operation
- Develop, maintain and secures budget databases;
- Collect and collate budgetary information from various departments for analysis & developing circulars for transmission to relevant department;
- Prepare monthly performance assessment reports of investments/projects;
- Ensure timely and effective implementation of financial investments/projects;
- Analyse revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control;
- Any other duties assigned from time to time.

Requirements for Appointment

- Be a holder of Bachelor's degree in Commerce (Accounting or Finance option), Economics/Statistics or Business Administration/Management (Accounting or Finance) from a recognized university;
- Certified Public Accountant II will be an added advantage;
- Work experiences for a minimum period of one (1) in public or private sector;
- Demonstrate understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- Be conversant with the provisions of the Public Financial Management Act;
- Conversant with Programme Based Budgeting process;
- Certificate in Computer application skills relevant to budget preparation from a recognized institution;
- Show merit and ability as reflected in work performance and results;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

12. DIRECTOR ECONOMIC PLANNING AND STATISTICS – JG ‘R’ ONE (1) POST: REF MCG/CPSB/FEP/2018/08/12

Duties and responsibilities

- Co-ordination and formulation of County development strategies, policies and programs;
- Responsible for County Economic Planning and other County Ministries and for collation and presentation of statistical data inform of survey reports or bulletin in the County;
- Preparation of County Development plans;
- Monitoring and evaluation of policies and programs in the County;
- Formulation, co-ordination of strategies, policies and programs for the harmonious development of the economic sectors, carrying out sector studies and research, monitoring changes in key indicators of sectors of Economics in the County;
- Direction of economics planning functions or production of statistical data at the County;

- Planning and management of human resources, projection of manpower needs and training to meet County Development objectives, population surveys and compilation of data for planning and social services, Manpower surveys and in conjunction with the Ministry responsible for employment, undertaking labor force studies and monitoring unemployment in the County;
- Any other duties a may be assigned from time to time.

Requirements for Appointment

- Have relevant knowledge, experience and a distinguished career of not less than five (5) years two (2) of which must have been in research using survey techniques and demographic techniques;
 - Knowledge and experience in programme based budgeting, planning and financial analysis;
 - Have a Bachelor of in Economist, Economics and Statistics, Economics and Mathematics or any other relevant qualification from recognized university/institution;
 - A relevant Master’s degree will be an added advantage;
 - Proficiency in relevant Computer applications;
 - Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.
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13. ECONOMIST II/STATISTICIAN II, JG ‘K’ EIGHT (8) POSTS : REF MCG/CPSB/FEP/2018/08/13

Duties and responsibilities

- Providing economic planning data;
- Formulation of development strategies;
- Identification, preparation and evaluation of development projects, programmes and monitoring of their implementation;
- Conducting feasibility studies, determining project viability and setting development priorities;
- Collection, collation, computerization and analysis of data;
- Writing and submitting reports on specific assignments.

Requirements for Appointment

- Be a holder of degree in Economics, Economics and Statistics OR Economics and Mathematics from a recognized institution;
 - Work experiences in the public or private sector for a minimum period of 1-2 years;
 - Demonstrate understanding of national goals, policies and development objectives and ability to align them to the County’s mandate;
 - Possess knowledge on formulation of County development plans;
 - Certificate in Computer application skills relevant to statistical analysis from a recognized institution;
- Proficiency in computer from a recognized institution;

- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

14. DEPUTY DIRECTOR REVENUE, JG “Q” TWO (2) POSTS : REF MCG/CPSB/FEP/2018/08/14

Duties and Responsibilities

- Deputizing the Director of Revenue Services on various roles;
- Planning, formulating strategies and identifying sources of revenue;
- Implementing County policies and regulations for revenue;
- Preparation and submission of revenue collection reports;
- Developing and implementing plans to operationalize County revenue to enhance efficient revenue collection and growth;
- Designing effective, efficient and secure systems sources /centers, rates and revenues collected;
- Setting up and projecting regular revenue trends for planning and decision making in the County;
- Plan, direct, coordinate and supervise revenue section in the county to ensure the staff collect the revenue and meet the collection targets as set out;
- Advise the relevant county committee on matters of new revenue streams to increase county revenue collection from the new sources;
- Submitting regular reports to County Executive Committees on matters of revenue collection;
- Implement county policies and county regulations on revenue collection to improve revenue collection for the county;
- Design effective, efficient and secure systems of collecting revenue and liaise with enforcers in case of defaulters of revenue payers to seal all revenue leakages;
- Maintain schedules for revenue source within the county to ensure all new revenue sources are identified and improve revenue collection in the county;
- Set broad performance targets in revenue collection to ensure the county collects sufficient revenue to meet its budgetary activities;
- Undertake periodic surveys to determine feasibility in revenue collection from the new revenue sources to develop policies on the revenue collection;
- Forward the revenue reconciliations to the county Director of revenue and expenditure to ensure all revenue is accounted for as required by the financial policies and regulations;
- Prepare demand notes and debtors’ lists for recovery and follow up to ensure the county recovers all its debts;
- Perform any other duties as may be assigned.

Requirement for appointment

- Be a holder of Bachelor’s degree in Commerce, Economics or Business Administration/ Management or Bachelor of Arts from a recognized university;
- Conversant with QuickBooks and sage pastel accounting;
- Must have experience in revenue collection in the public or private sector for a minimum period of five (5) years;
- Membership to professional bodies (e.g. ICPAK, ACCA etc.) will be an added advantage;

- Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- Be conversant with the provisions of the Public Finance Management (PFM) Act;
- Be a team player with exemplary leadership qualities, interpersonal, communication, and collaborative skills;
- Certificate in Computer application skills relevant to financial management from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

15. CHIEF REVENUE OFFICER, JG 'M' FIVE (5) POSTS : REF MCG/CPSB/FEP/2018/08/15

Duties and responsibilities

- Advise the treasury heads on revenue management;
- Provide leadership in revenue management to a number of revenue officers in charge of specific revenue points;
- Assist in development and implementation of county revenue policies;
- Develop and implement a plan to create demand and achieve revenue growth;
- Take charge of matters pertaining Revenue Collection;
- Assess risks involved in new and existing Revenue policies;
- Assist in the setup of an effective mechanism for monitoring and ensure system integrity and security to ensure the system is not altered by fraudsters;
- Monitor revenue collection in the sub county to ensure revenue targets at the sub counties are met;
- Prepare timely and accurate revenue reports for the sub county level;
- Tracking accountable documents;
- Verifying and reconciling figures and authenticating the work of Revenue Clerks;
- Issuing and accounting for revenue handling materials;
- Banking collections on time;
- Heading teams of revenue assistants/clerks in performance of tasks;
- Heading revenue collection transactions of critical nature;
- Perform any other duties that maybe assigned from time to time.

Requirements for Appointment

- Be a holder of Bachelor's degree in Commerce, Economics or Business Administration/ Management or Bachelor of Arts from a recognized university;
- Conversant with QuickBooks and sage pastel accounting;
- Must have experience in revenue collection in the public or private sector for a minimum period of two (2) years;
- Membership to professional bodies (e.g. ICPAK, ACCA etc.) will be an added advantage;
- Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- Be conversant with the provisions of the Public Finance Management (PFM) Act;
- Be a team player with exemplary leadership qualities, interpersonal, communication, and collaborative skills;

- Certificate in Computer application skills relevant to financial management from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

16. REVENUE OFFICER, JG 'K' EIGHT (8) POSTS : REF MCG/CPSB/FEP/2018/08/16

Duties and Responsibilities

- Supervise and coordinate collection of revenues especially at the sub county level;
- Responsible for maintenance of Sub-county revenue documents, collection of revenue and supervision of staff under him/her;
- Making accurate entries of revenue;
- Tracking accountable documents;
- Verifying and reconciling figures and authenticating the work of Revenue Clerks;
- Issuing and accounting for revenue handling materials;
- Banking collections on time;
- Heading teams of revenue assistants/clerks in performance of tasks;
- Heading revenue collection transactions of critical nature;
- Develop and implement a plan to create demand and achieve revenue growth;
- Assist in the design of effective, efficient and secure systems of collecting revenue to prevent revenue leakages;
- Identify and rate economic potentials of new revenue streams to enhance revenue collection in the county;
- Maintain schedules for revenue source within the Sub County to ensure revenue is collected at the sub county level;
- Assist in the setup of an effective mechanism for monitoring and ensuring system integrity and security to ensure the system is not altered by fraudsters;
- Monitor revenue collection in the sub county to ensure revenue targets at the sub counties are met;
- Prepare timely and accurate revenue reports for the sub county level;
- Submitting weekly revenue returns and preparation of monthly returns for the sub county;
- Perform any other duties that maybe assigned from time to time.

Requirements for Appointment

- Be a holder of Bachelor's degree in Commerce, Economics or Business Administration/ Management or Bachelor of Arts from a recognized university;
- Conversant with QuickBooks and sage pastel accounting;
- Must have experience in revenue collection in the public or private sector for a minimum period of 1-2 years;
- Membership to professional bodies (e.g. ICPAK, ACCA etc.) will be an added advantage;
- Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- Be conversant with the provisions of the Public Finance Management (PFM) Act;

- Be a team player with exemplary leadership qualities, interpersonal, communication, and collaborative skills;
- Certificate in Computer application skills relevant to financial management from a recognized institution;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

17. WARD REVENUE OFFICER (REVENUE ASSISTANT), JG ‘H’ TWENTY (20) POSTS : REF MCG/CPSB/FEP/2018/08/17

Duties and Responsibilities

- Responsible for coordinating collection of revenue in respective ward and prepares report, then account for all revenue collected in the area of jurisdiction;
- Supervise the revenue collection within the area of jurisdiction to ensure revenue is collected from all the revenue sources in the ward;
- Submit weekly revenue returns & preparation of monthly returns for the ward and do posting & analysis in cash book at the ward;
- Custodian of accountable documents at the ward and Identify and mainstream new revenue sources;
- Deliver all the revenue collected on a daily basis to the sub county revenue officer/ senior revenue Assistant;
- Do inspection of business premises and issue of various and single business permits;
- Bank the revenue collected and maintain revenue collection entries in the primary books and institute daily reconciliations;
- Provide advisory role to the revenue management section on un-tapped revenue sources;
- Identify challenge impending collection of revenue to escalate to senior management for the solution;
- Perform any other duties that maybe assigned from time to time.

Requirements for Appointment

- Be a holder of Diploma in Business (Accounting or Finance) or its equivalent; **OR**
- Certified Public Accountant II; **OR**
- Kenyan Accounting Technical Certificate(KATC/ATC PART III) or its equivalent;
- Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- Certificate in computer application skills;
- Good planning, organizational, communication and analytical skills;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

18. REVENUE CLERK, JG ‘E/F/G’ TWENTY FIVE (25) POSTS: REF MCG/CPSB/FEP/2018/08/18

Duties and Responsibilities

- Collect and post revenue to appropriate accounts for charged fees and other money paid to the county;
- Map, identify revenue sources in the ward and report defaulters to ensure the county collects all the revenue due;

- Verify other deposit from other county offices and agencies and other revenue due to the county;
- Sort and post payments received by mail or by other means and prepare office documents and reports;
- Prepare daily, weekly and monthly revenue reports per each collection stream;
- Issue inventory and check accountable documents;
- Do inspection of business premises for issue of business permits and issue out of single business invoices;
- Handling regular revenue collection transactions;
- Making entries in accountable documents, including electronic;
- Writing and issuing receipts;
- Collecting and recording cheques.

Requirements for Appointment

- Be a holder of a minimum KCSE with certificate in Business or its equivalent; **OR**
- Certified Public Accountant I; **OR**
- Kenyan Accounting Technical Certificate(KATC/ATC PART II) or its equivalent;
- Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- Good planning, organizational, communication and analytical skills;
- Proficiency in computer applications;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

19. SPECIAL PROGRAMME OFFICER- JG ‘K’ FIVE (5) POSTS : REF MCG/CPSB/FEP/2018/08/19

Duties and Responsibilities

- Help in coordination of special programs activities and issues: food security, disaster management, humanitarian assistance and civic education at sub-county level;
- Assist in Developing, implementing and reviewing county special programs strategies, policies and Programs;
- leading disaster management and emergency response activities;
- Participating in the formulation, implementation, monitoring and evaluation of projects and Programs;
- Coordination of the preparation of periodic reports of the department Programs and activities;
- Representing the department of special programs in various stakeholders meetings at directorate level;
- Coordinate emergency food and non- food items for first line emergency response;
- Implement programs targeting community empowerment;
- Coordinate development of capacities for prevention, preparedness, and response to natural and human induced Disasters and Refugees;
- Coordinate and monitor the implementation of special program for Mandera County
- Relief food management;

- Dissemination of early warning information systems to the public;
- Public participation initiatives including participatory public disaster monitoring systems;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a holder of at least a first degree from a university recognized in Kenya preferable in Social Sciences;
- Have knowledge, experience and a distinguished career of not less than two (2) years in community development as well as environmental and disaster management;
- Be a good team player with exemplary leadership qualities, interpersonal, communication and collaborative skills;
- Good planning, organizational, communication and analytical skills;
- Proficiency in computer applications;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.

For more Details concerning the above positions can be accessed from the County website www.mandera.go.ke.

How to Apply

Written applications, CVs, copies of Certificates, Testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300,
Mandera.**

Applications should reach the County Public Service Board on or before **Thursday, 16th August, 2018** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board at Mandera Vocational Training Centre. No Online application will be accepted.**

Only shortlisted candidates will be contacted.

Mandera County Government is an equal opportunity employer. Qualified women, youth and persons with disabilities are encouraged to apply.

SECRETARY

MANDERA COUNTY PUBLIC SERVICE BOARD