



**COUNTY GOVERNMENT OF MARSABIT
COUNTY PUBLIC SERVICE BOARD OF MARSABIT**

Pursuant to Article 235 (1) (a) (b) of the Constitution of Kenya 2010 and Section 59 (1) (a) (b) of The County Governments Act No.17, 2012, The County Public Service Board of Marsabit invites applications from suitably qualified persons to fill vacant positions in the Department of Education, Youth and Skills Development, Executive, Finance & Economic Planning and Livestock.

CPSBM 01/07/05/2021: VTC Instructors (Job Group H) – 35 posts

Terms of Service: Permanent and Pensionable

S/No	Cadre	No. required
1	Building Construction	5 Posts
2	Clothing & Textile	5 Posts
3	Electrical & Electronics Engineering	8 Posts
4	Mechanical Engineering	2 Posts
5	Hairdressing and Beauty Therapy	4 Posts
6	Computer Science/ICT	7 posts
7	Welding & Fabrication	2 Posts
8	Water Engineering/Plumber	2 posts

Responsibilities

- Conducting theoretical and practical instruction of trainees in the specified area of specialization.
- Preparing and maintaining professional documents including schemes of work;
- Preparing lesson plans, lesson notes, trainee's records, teaching and learning materials, carrying out trainee's assessment.
- Administering examinations and preparing trainee progress reports
- Supervising projects and income generating activities
- Coordinating and supervising trainees on industrial attachment and fieldwork.
- Ensuring proper care and maintenance of tools and equipment
- Organizing and Conducting co-curricular activities
- Maintaining trainees discipline and guiding and counselling trainees.

Requirements for Appointment

- Be a Kenyan citizen;
- Diploma/Grade I in any of the following: Building Construction, Electrical & Electronic Engineering, Water Engineering, Clothing and Textile, Beauty/Therapy/Cosmetology/massage & Hair Dressing, Welding & Fabrication and Computer science/Information Communication Technology
- For motor vehicle mechanic, one must have a minimum of trade test GI from NITA.
- Training/Teaching experience of at least 2 years in a Youth Polytechnic/Vocational Training Centre.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 02/07/05/2021: Assistant Leather Development Officer III (Job Group H) – 2 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- provision of advisory services on rural tannery projects;
- carryout feasibility studies,
- Advising on the salt type, storage and method of application in curing hides and skins;
- Participating in siting, designing, and overseeing the construction of suitable hides and skins premises and stores;
- Tannery layout plans and to plot out effective effluent treatment plants for small scale tanneries.
- production of quality hides and skins;
- Demonstrating to skins flayers and traders on the appropriate methods of flaying cleaning, curing and storage of hides and skins.

Requirements for Appointment

- Be a Kenyan citizen;
- Have a Diploma in Leather Science/ Technology or Animal Health/Husbandry/Environmental Science with previous hides and skins training at Certificate level qualifications.
- Be in possession of at least KCE Division II or D+ mean grade or its equivalent with credits in relevant subjects; and
- Certificate in computer application from a recognized institution.
- Have at least two (2) years' experience
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 03/07/05/2021: Leather Development Officer I (Job Group K) – 1 post

Terms of Service: Permanent and Pensionable

Responsibilities

- Monitor the production trends of leather and leather products;
- Undertake relevant training and demonstrations on best practices to stakeholders for production of high quality hides, skins and leather products;
- Collect and collate data on hides and skins;
- Undertake hides and skins and leather projects activities;
- Undertake inspection of curing premises and stores for issuance of registration of premises certificate;
- Monitor and advise tanners and traders on proper waste disposal from tanneries and hides and skins curing premises.

Requirements for Appointment

- Be a Kenyan citizen;
- Have a Bachelor’s Degree in any of the following fields- Leather Technology, Footwear Technology, Material Technology(Leather)or Leather Goods Design and Development from a recognized institute;
- Have a Certificate in computer applications from a recognized institution.
- Have at least three (3) years’ working experience
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 04/07/05/2021: Senior Clerical Officers (Job Group H) – 15 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- verifying compiled statistical records for accuracy;
- processing of human resource statistics
- maintenance of stores, records and equipment inventory;
- preparation of estimates of expenditure for general office services;
- planning office accommodation and layout;
- Preparation and maintenance of records.
- Maintenance of filing system.
- Any other clerical assignment given by supervisors.

Requirements for Appointment

- Be a Kenyan Citizen;
- Must have served in the grade of clerical officer I or possess a minimum of three years' work experience
- Proficiency in Computer application.
- Possess Diploma in any of the following disciplines; Human Resources, Records Management, Supplies Management, Business Management, Accounts Technician Certificate (KATC).
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 05/07/05/2021: Chief Clerical Officers (Job Group J) – 4 posts

Terms of Service: Permanent and Pensionable

Responsibilities:

- coordination of clerical work in a section;
- maintenance of general cleanliness and security of buildings and equipment;
- planning of office accommodation and layout;
- Induct new clerical officers
- Supervise and guide staff working under him/her.

Requirements for Appointment

- Be a Kenyan Citizen;
- Must have served in the grade of senior clerical officer or possess a minimum of three years' working experience
- Be in possession of an ICT certificate and be proficient in words Processors, Spread Sheets, Presentation and Database;
- Possess a Diploma in any of the following disciplines; Human Resources Records Management, Business management, Accounts
- Satisfy requirements of Chapter six of Constitution of Kenya 2010.

CPSBM 06/07/05/2021: Communication Assistant (Job Group H) – 1 post

Terms of Service: Permanent and Pensionable

Responsibilities

- Assist in the Public Communications function
- Information Gathering and packaging for news, documentation or speech writing
- Verifying authenticity of information, editing and dispatching information for dissemination to the public and media under the guidance of a senior officer.

Requirements for Appointment

- Be a Kenyan citizen;
- Diploma in Journalism from a recognized institution in any of the following disciplines: Journalism, Mass Communications, International Relations, Communication studies or any other approved equivalent qualifications.
- Be proficient in computer applications.
- Two (2) years' work experience relevant to the position.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 07/07/05/2021: Communication Officer (Job Group K) – 1 post

Terms of Service: Permanent and Pensionable

Responsibilities

- Overseeing, reviewing and developing of comprehensive public affairs and communications strategies
- Overseeing corporate Communications
- Advising the Government on the best media practices;
- Identifying and coordinating significant events and programs which require packaging for dissemination to the media and the public;
- Coordinating all the Government public functions
- coordinating reviewing of the Government corporate image
- Ensuring that appropriate Public feedback mechanisms are in place
- Ensuring maintenance of all public affairs and communications records and photographs
- Managing and nurturing relations with critical stakeholders.

Requirements for Appointment

- Be a Kenyan Citizen
- Bachelor's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution;
- Proficiency in computer application skills;
- Possess good oral and written communication skills in both English and Kiswahili;
- Must have served in the grade of Communication officer II or possess a minimum of three years' experience
- Demonstrate professional competence and administrative capability in work performance and results.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 08/07/05/2021: Secretary I (Job Group K)– 1 post

Terms of Service: Permanent and Pensionable

Responsibilities

- Recording dictations in shorthand and transcribing it in typewritten form
- Typing from drafts, manuscripts or recording from dictation machines
- Processing data
- Management of e-office
- Maintaining office diary: appointments, reminders, messages and cyclic events
- Ensuring security of records; documents and equipment including classified materials
- Preparing responses to simple routine correspondence
- Management of office protocol and managing of office petty cash
- Handling telephone calls and appointments
- Attending to visitors/ clients
- Guide and supervise junior secretarial personnel
- Operating office equipment.

Requirements for Appointment

- Be a Kenyan citizen;
- served in the grade of Personal Secretary II or Senior Secretarial Assistant or any other relevant and comparable position in the Public Service for a minimum period of three (3) years;
- A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution;

OR

- Have the following qualifications from the Kenya National Examination Council (KNEC):

1. Shorthand II (80/90 w.p.m)
2. Typewriting II (minimum 40w.p.m)/ computerized document processing
3. Office management III/ office administration and management III
4. Business English II/communications II
5. Commerce II
6. Office practice II
7. Secretarial duties II

- A diploma in secretarial studies from the Kenya examination council or equivalent qualifications from a recognized institution,
- Attend a secretarial management course from the Kenya institute of administration, or any other government training institution
- A certificate in computer applications from a recognized institution and
- Demonstrable professional competence in management of secretarial services
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 09/07/05/2021: Chief Drivers (Job Group H) – 5 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Driving the assigned vehicles, carrying out routine checks on the vehicle's cooling oil, electrical, tyres pressure and break systems, etc.
- Detecting and reporting malfunctioning of vehicles systems, maintenance of work tickets for vehicles assigned.
- Ensuring security of the vehicles on and off the road.
- Overseeing safety of the passengers and or goods.
- Maintaining cleanliness of the vehicles.

Requirements for Appointment

- Be a Kenyan citizen.
- Must have served in the grade of senior Driver or possess a minimum of three years' experience
- Holder of Kenya certificate of secondary Education with at least mean grade D+ or its equivalent
- Pass occupational trade test I for drivers
- Pass suitability test for driver grade III.
- A valid driving license free from any current endorsement for classes of vehicles the officer is required to drive.
- Passed practical test for drivers conducted by the recruiting authority.
- Attend a First Aid certificate course lasting not less than one (1) week
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 10/07/05/2021: Information Officer II (Job Group J) – 3 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Gathering, receiving, verifying, translating and editing news and features from various sources;
- Determining the quality of news in relation to original stories filed or received from News Agencies and relating their relevance to Government policy; and
- Monitoring other media under the guidance of a more senior officer.

Requirements for Appointment

- Be a Kenyan citizen;
- Be in possession of a Diploma in any of the following disciplines: Mass Communication, Communication Studies.
- Must have served in the grade of information officer III or possess a minimum of three years' experience
- Possess good oral and written communication skills in both English and Kiswahili; and

- Be proficient in computer applications.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 11/07/05/2021: Supply Chain Management Assistant II (Job Group J) – 19 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Issuing and receiving items and documents at the stores
- Assisting in stock taking periodically
- Preparing monthly reports
- Ensuring proper reconciliation
- Any other duties as may be assigned by the Supervisor.

Requirements for Appointment

- Be a Kenyan citizen;
- Must have a KCSE C-with C- and above
- Must have served in the grade of Supply Chain Assistant III or possess a minimum of three working years' experience.
- Diploma in Supply Chain Management from Chartered Institute of Purchasing and Supplies or its equivalent from a recognized institution in Kenya.
- Shown merit and ability as reflected in work performance and results.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 12/07/05/2021: Revenue Officers (Job Group K) – 13 posts

Terms of Service: Three (3) years contract

Responsibilities

- Ensuring planning, directing, coordinating, supervising the Unit's areas of control;
- Managing the training and development function of the Unit;
- Undertaking adhoc assignments relating to revenue services;
- Preparing activity based budgeting, procurement plan, management reports and final Revenue collections on timely basis;
- Ensuring safe custody of Marsabit County Revenue Agency assets and records;
- Supervising revenue staff/ interns performance in line with set policies and procedures;
- Providing professional leadership and guidance to revenue collectors; and
- Performing any other lawful duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Have a Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) from a recognized institution or any other relevant qualification approved to be its equivalent from an approved institution;
- Have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- Have relevant working experience of at least three (3) years in a comparable position in Public or private sector;
- Certificate in Computer Applications;
- Shown merit and ability as reflected in work performance and results; and
- Be able to work under pressure with minimal supervision.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 13/07/05/2021: Accountant I (Job Group K) – 17 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- 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.;
- 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 duly 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 County 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;

Requirements for Appointment

- Be a Kenyan citizen;
- Must possess 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 3 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.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 14/07/05/2021: Accountant II (Job Group J) – 5 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- 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.;
- 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 departmental level;
- Preparation of appropriation in Aid (AID) returns on quarterly basis at unit or department level;
- Reconciliation and generating daily and monthly reports for various ledgers;
- Verification of payments vouchers in accordance with the laid down rules and regulation;
- Any other duties given by immediate supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Possess Diploma 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.
- Worked in a similar capacity for at least 2 years in busy accounts department in either public or private sector.
- 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
- Satisfy requirements of Chapter six of Constitution of Kenya 2010.

CPSBM 15/07/05/2021: Accountant III (Job Group H) – 16 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Verifying the accuracy of invoices and other accounting documents or records.
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Constantly update job knowledge
- Statutory payments and filing
- Prepare accounts and submit reports as instructed

Requirements for Appointment

- Be a Kenyan citizen;
- KCSE C- and above
- Diploma in business related field and KATC certification or Certified Public Accountants Course (CPA) Part I and II
- Computer Literacy
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 16/07/05/2021: Audit Assistant (Job Group J) – 3 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Review internal control systems in operation and report on any weaknesses;
- Undertake specific audit assignments and preparing detailed audit program;
- Prepare the Vouching and verification of sample transactions and reporting observations and findings as required;
- Prepare audit working papers for review by audit supervisor
- Ensure the recording of proceedings of entry and exit meetings;
- Review budgetary controls, collecting and analyzing data and statistics;

- Carry out the physical verification of assets, supplies and stores and confirmation with relevant records kept and maintained

Requirements for Appointment

- Be a Kenyan citizen;
- Must possess Diploma in Internal Auditing or equivalent qualification from a recognized institution;
- Certificate in Certified Public Accountant (CPA) Part I or Certified Internal Auditor (CIA) Part I or equivalent qualification from a recognized institution will be added advantage for relevant diploma holders
- A certificate in Computer Application from a recognized institution.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 17/07/05/2021: Internal Auditor (Job Group K) – 3 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Preparing and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- Identifying loopholes and recommend risk aversion measures and cost savings
- Documenting process and prepare audit findings memorandum.
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.

Requirements for Appointment

- Be a Kenyan citizen.
- Should possess a Bachelor's degree in Accounting or finance from a recognized university.
- Be a Certified Public Accountant and a member of ICPAK.
- At least 2 years working experience in a busy accounting environment or internal audit department.
- Advanced computer skills on MS Office, accounting software and databases.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Proven knowledge of auditing standards and Government of Kenya financial procedures, laws, rules and regulations.
- High attention to detail and excellent analytical skills
- Sound independent judgment
- Membership to the Institute of internal auditors (IIA) will be an added advantage.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 18/07/05/2021: Planning Officer I (Job Group K) – 2 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Formulation, review and interpretation of planning, monitoring and Evaluation policies;
- Coordinator the development of departmental work plan and align them to the budget;
- Coordinator the preparation of departmental development plans;
- Monitor, Evaluate and report on progress in the implementation of projects & programmes;

Requirements for Appointment

- Be a Kenyan citizen;
- Have a Bachelor's degree in any of the following disciplines: Commerce, Economic, Statistics, Business Administration/Management, Finance
- Have at least three (3) years' experience
- Have a Certificate in computer application from a recognized institution.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 19/07/05/2021: Youth Development Officers (Job Group J) – 4 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Collection, Collation and submission of Data on Youth and Health.
- Gender mainstreaming Youth affairs at the sub County level.
- Researching & disseminating information on Youth Employment, Health and Crimes.
- Managing drug abuse and Gender special needs.
- Environmental conservation and Empowerment.
- Enterprise development leisure/recreation and Community Centers
- Developing & promoting an integrated information system for the youth
- Strengthening linkages & Dynamic Partnership's among Stakeholders.

Requirements for Appointment

- Be a Kenyan citizen;
- Must Possess Diploma in Social Science from recognized institutions. A Bachelor's Degree in Social Science from a recognized institution in Kenya is an added advantage.
- Certificate in computer application
- Three years of experience in the field, one (1) of which must be at a mid-level position in youth and development affairs in the public service or equivalent in the private sector.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 20/07/05/2021: Supply Chain Management Officer I (Job Group K) – 9 posts

Terms of Service: Permanent and Pensionable

Responsibilities

- Estimating and establishing cost parameters and budgets for purchases, Maintain accurate records of purchases and pricing Create and maintain good relationships with vendors/suppliers;
- Making professional decisions in a fast-paced environment;
- Maintain records of purchases, pricing, and other important data Review and analyze all vendors/suppliers, supply, and price options;
- Develop plans for purchasing equipment, services and supplies;
- Negotiate the best deal for pricing and supply contracts ensure that the products and supplies are high quality;
- Create and maintain inventory of all incoming and current supplies;
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development Working with team members and Procurement Manager to complete duties as needed

Requirements for Appointment

- Be a Kenyan citizen;
- Be in possession of at least Bachelor 's Degree in any of the following disciplines- Commerce (Supply chain options), Business Administration (Supply Management Option) or its equivalent from recognized institution in Kenya.
- In addition they must have served at the level of a Supply Chain Assistant II for at least three (3) years in a large government institution or Private Sector
- Must be conversant with the Public Procurement and Asset Disposal Act (PPADA) 2015
- Applicants must be of high integrity and able to supervise a large number of staff.
- Be registered with Kenya Institute of Supplies Management (KISM).
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 21/07/05/2021: Human Resource Officer I (Job Group K) – 5 post

Responsibilities

- Verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- Implementing human resource decisions within existing rules, regulations and procedures;
- Collecting and collating data for assessing training needs;
- Preparing training projections;
- Preparing agenda and minutes for Human Resource Committee at departmental level.
- Keep and manage Human resource records at departmental levels

Requirements for Appointment

- Be a Kenyan citizen;
- Have Bachelor's Degree in Human Resource Management OR any related Social Science from a recognized University;
- Have at least three (3) years' experience in a Human Resource position in the public or private sector; and
- Be a member of the Institute of Human Resource Management (IHRM) Kenya in good standing; and
- Have a Certificate in computer application skills from a recognized institution.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 22/07/05/2021: Human Resource Officer II (Job Group J) – 6 posts

Responsibilities

- Verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- Implementing human resource decisions within existing rules, regulations and procedures;
- Collecting and collating data for assessing training needs;
- preparing training projections;
- Preparing agenda and minutes for Human Resource Committee at departmental level.

Requirements for Appointment

- Be a Kenyan citizen;
- Have Diploma in Human Resource Management OR any related Social Science from a recognized University;
- Have at least three (3) years' experience in a Human Resource position; and
- Be a member of the Institute of Human Resource Management (IHRM) Kenya in good standing; and
- Have a Certificate in computer application skills from a recognized institution
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 23/07/05/2021: Supply Chain Management Assistant III (Job Group H) – 10 posts

Responsibilities

- Issuing and receiving items and documents at the stores
- Assisting in stock taking periodically
- Preparing monthly reports
- Ensuring proper reconciliation
- Any other duties as may be assigned by the Supervisor.

Requirements for Appointment

- Be a Kenyan citizen;
- Kenya Certificate of Secondary Education (KCSE) mean. Grade C-
- Diploma in Supply chain management or its equivalent from recognized institutions.
- Have at least two (2) years' experience
- Must be conversant with the Public Procurement and Asset Disposal Act (PPADA) 2015
- Applicants must be of high integrity and able to supervise a large number of staff.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

CPSBM 24/07/05/2021: Revenue Assistant (Job Group J) – 5posts

Terms of Service: Three (3) years contract

Responsibilities

- Assistant revenue officers in planning, directing, coordinating, supervising the Unit's areas of control;
- Collect and manage county revenues
- Undertaking assignments relating to revenue services in the County;
- Preparing activity based budgeting, procurement plan, reports and final Revenue collections on timely basis;
- Ensuring safe custody of Marsabit County Revenue Agency assets and records;
- Performing any other lawful duties that may be assigned from time to time by supervisor

Requirements for Appointment

- Be a Kenyan citizen;
- Must Possess a diploma in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) from a recognized institution or any other relevant qualification approved to be its equivalent from an approved institution;
- Have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- Have relevant working experience of at least two (2) years in a comparable position in Public or private sector;
- Certificate in Computer Applications;
- Shown merit and ability as reflected in work performance and results; and
- Be able to work under pressure with minimal supervision.
- Satisfy requirements of Chapter six of Constitution of Kenya 2010

Application Procedure

Interested applicant who meet the above qualifications should download prescribed application form from our website www.marsabitpsb.go.ke and submit dully filled form together with cover letter, updated curriculum vitae, copies of academic and professional certificates and identification card (ID) by hand delivery to the address below:

**The Acting Secretary/CEO
County Public Service Board of Marsabit**

P.O. Box 110 – 60500 MARSABIT

All applicants should seek clearance and attach copies or evidence thereof of the updated documents below:

- Kenya Revenue authority (Tax compliance certificate)
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department (Certificate of good conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

All the applications should reach the office of the Secretary/CEO, County Public Service Board of Marsabit, on or before close of business **Friday 28th May 2021**

Only shortlisted candidates will be contacted, canvassing in any form will lead to automatic disqualification, it is an offence to produce and /or present fake certificates/documents.

Youth, Women, Persons with Disabilities and other marginalized/Minorities who meet the requirement of the advertised posts are encouraged to apply.

‘The County Government of Marsabit is an equal opportunity employer’