REPUBLICOFKENYA COUN
GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE B
P.O BOX 2870-20100
Email: cpsb@nakuru.go.ke

INTERNAL ADVERTISEMENT FOR PROMOTION

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59,65AND70(1)oftheCountyGovernmentsAct,Cap.265LawsofKenya, **NakuruCountyPublicServiceBoardinvitesapplicationsfromcompetent andqualifiedofficerscurrentlyservinginNakuruCountyPublicService** to fill the following vacant positions.

DEPARTMENT OF TRADE, COOPERATIVES, TOURISM, AND CULTURE – ADVERT NO.02/PROM/2026

MARKET INSPECTOR I (5 POSITIONS) - ADVERT NO.02/PROM/2026/1

Basic Salary Scale: Kshs.**34,420 – 42,120** p.m. **JOB GROUP 'J'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointment to this grade, a candidatemust:

i. Served in the grade of Market Inspector II for a minimum period of three (3) years;
ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(Minus) or its equivalent qualification;
iii. SupervisorySkillsCourselastingnotlessthantwo(2)weeksfrom a recognized institution;
iv. Certificate in computer application skills from a recognized institution; andShownmeritandabilityasreflectedinworkperformanceandresults.

Duties and Responsibilities

i. compiling statistical records;

ii. pcarrying out transactions related to accounts or personnel information;
iii. filing receipts;
iv. receiving, sorting out, filling and dispatching correspondence;
v. preparing initial documents for issuance of stores;
vi. preparing Pay Change Advices (PCAs);
vii. checking general office cleaning and security of buildings and equipment;
viii. processing documents for issuance of licenses;
ix. maintaining an efficient filing system and safe keeping of invoices;
x. managing registers; controlling movement of records and files; and
xi. ensuring safe custody of equipment, documents and records.;

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING – ADVERT NO.03/PROM/2026

ASSISTANT DIRECTOR, ACCOUNTING SERVICES (4 POSITIONS) - ADVERT NO.03/PROM/2026/1

Basic Salary Scale: Kshs. **92,030 – 133,410** p.m. **JOB GROUP 'P'**
Allowances as per SRC Circulars attached to the position
Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Principal Accountant for a minimum period of three (3) years;
ii. Bachelor'sdegreeinanyofthefollowingfields:Commerce(Accountingor Financeoption),BusinessAdministration(Accountingoption)froma recognized institution or any other relevant equivalent qualification;
iii. Master'sdegreeinanyofthefollowingfields:Commerce,Accounting, BusinessAdministration,Finance,Economicsorits equivalent qualification from a recognized institution;
iv. PartI,IIandIIIoftheCertifiedPublicAccountant(CPA)Examinationor 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 computer applications, Database Management or Enterprise Resource Management from a recognized institution; and
vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. receiving and capturing of the Annual General Warrant;
ii. preparing cash projection/forecasts for Exchequer Committee;
iii. monitoring the preparation of Exchequer position statements for the County;
iv. maintaining and controlling exchequer ledger; monitoring KRA revenues;
v. monitoring compliance of accounting standards and systems; following up on audit matters, including compiling the Treasury memorandum;
vi. implementing Public Accounts Committee recommendations in respect ofSub-Counties;
vii. preparing Bi-annual Accounts;
viii. consolidating cash flow projections submitted by Departments;
ix. reviewing the quality of financial statements of public sector entities;
x. ensuring that public sector entities comply with National Treasury financial guidelines and other regulations;
xi. providing advisory services to stakeholders on financial and accounting matters;
xii. preparing management and statutory reports in accordance withfinancial orders and regulations;
xiii. preparing final accounts;
xiv. overseeing issuance of AIE to Sub-Counties;
xv. authorizing vouchers and signing of cheques subject to set limits;
xvi. ensuring safe custody of County government assets, records andaccountable documents;
xvii. interpreting financial regulations and procedures and Treasury Circulars;

xviii. ensuring expenditures are within the allocations;
xix. reviewing accounting business process;
xx. conducting User AcceptanceTests;
xxi. preparing and customizing management reports;
xxii. ensuring accounting controls in the system;
xxiii. training users;
xxiv. initiating improvement in the accounting business process;
xxv. managing user access rights, requests and approval;
xxvi. initiating and reviewing business processes;
xxvii. assessing systems controls and risks;
xxviii. overseeing maintenance and delivery of support functions;
xxix. preparing departmental budgets, procurement and annual work plans;
xxx. setting targets for the staff and evaluating achievements;
xxxi. mentoring and coaching of staff; and
xxxii. training and developing accounts staff in the Unit.

PRINCIPAL ACCOUNTANT/ ASSISTANT CHIEF ACCOUNTANT (2 POSITIONS) - ADVERT NO.03/PROM/2026/2

Basic Salary Scale: Kshs.**60,080 – 96,130** p.m. **JOB GROUP 'N'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Chief Accountant for a minimum period of three (3)years;
ii. Bachelor'sdegreeinanyofthefollowingfields:Commerce(Accountingor Financeoption),BusinessAdministration(Accountingoption)froma 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.

Duties and Responsibilities

i. receiving and analysing financial reports from public sector entities;
ii. maintaining database of all public-sector entities;
iii. providing technical advice;
iv. reviewing the quality of financial statements;
v. preparing the annual consolidated financial report for the County;
vi. developing training materials;
vii. capturing exchequer issues and receipts in the system;
viii. reconciling bank statements with exchequer issues andreceipts;
ix. monitoring and reconciling revenue from the receiver of revenue;
x. raising exchequer requisition for the County and counties;
xi. ensuring safe custody of County government assets and records;
xii. preparing management reports in accordance with the financial orders and regulations;
xiii. verifying payment advice (PA) forms.
xiv. raising accounting debt entries;
xv. processing payments, reimbursements and disbursements;
xvi. recording proceeds of domestic debt;
xvii. preparing annual final accounts;
xviii. verifying payment and receipt vouchers and committal documents;
xix. capturing data;
xx. maintaining primary records such as cashbooks, ledgers, vote books;
xxi. preparing management reports;
xxii. keeping safe custody of Accounting records and assets;
xxiii. receiving duly processed payments and receipt vouchers;

xxiv. writing cheques, posting payments and receipt vouchers in the cashbooks;
xxv. authorizing payments and signing cheques subject to set limit;
xxvi. balancing and ruling of the cash books on daily basis;
xxvii. withdrawing and ensuring safety of the cash;
xxviii. ensuring security of cheques and cheque books;
xxix. verifying Authority to Incur Expenditure (AIE) in the system and filingreturns;
xxx. preparing Appropriation in Aid (AIA) returns;
xxxi. monitoring collection of revenue including inspection;
xxxii. ensuring safe custody of equipment, records and accountable documents;
xxxiii. verifying invoices;
xxxiv. preparing accounting and management reports in the system;
xxxv. uploading accounting data into the system;
xxxvi. coordinating closure of the monthly accounting periods;
xxxvii. verifying users in the preparation of final accounts;
xxxviii. reviewing business process;
xxxix. providing user support on accounting processes and system setup;
andxl. training and development of staff.

ASSISTANT CHIEF REVENUE OFFICER/CHIEF REVENUE OFFICER (2 POSITIONS) - ADVERT NO.03/PROM/2026/3

Basic Salary Scale: Kshs. **60,080 – 96,130** p.m. **JOB GROUP 'N'**
Allowances as per SRC Circulars attached to the position
Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Senior Revenue Officer for a minimum period of three (3) years;

ii. Bachelor'sdegreeinanyofthefollowingfields:Commerce(Accountingor Financeoption),BusinessAdministration(Accountingoption)froma 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;

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;

iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).

v. Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution; and

vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Projecting regular revenue trends, setting targets, and analyzing data to identify untapped potential;

ii. Overseeing daily revenue collection operations across various streams, including land rates, parking fees, and unified business permits;

iii. Driving the digitization of revenue streams, including the use of the Nakuru Revenue System (NRS) to minimize human interference;

iv. Ensuring a clear audit history of transactions, system logins, andchanges for accountability;

v. Preparing daily, weekly, quarterly, and annual reports on revenue collection;

vi. Ensuring that all revenue collected isaccounted for, reconciled daily,and banked intact;

vii. Submitting revenue reports to the county relevant agencies; and

viii. Mentoring and coaching revenue staff to improve performance.

SENIOR REVENUE OFFICER (1 POSITION) - ADVERT NO.03/PROM/2026/4

Basic Salary Scale: Kshs.**52,330 – 68,940** p.m. **JOB GROUP 'M'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Revenue Officer I, for a minimum period of three (3)years;

ii. Bachelor'sdegreeinanyofthefollowingfields:Commerce(Accountingor Financeoption),BusinessAdministration(Accountingoption)froma 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 computer applications, Database Management or Enterprise Resource Management from a recognized institution; and

iv. Shown merit and ability as reflected in work performance and results;

Duties and Responsibilities

i. Overseeingtheday-to-daycollectionoflocalrevenue(fees,permits, charges), ensuring accuracy and accountability;

ii. Certifyingrevenuereturns,conductingreconciliationofrevenue streams, and preparing accurate daily, weekly, and monthly reports;

iii. Analyzing revenue trends to advise management on revenue enhancement strategies and identifying new revenue sources;

iv. Enforcingrevenuelaws,by-laws,andregulationstoensurealltaxpayers paytheirdues,whileensuringcompliancewithnationalandcountypolicies;

v. Operatingandmaintainingelectronicbillingsystems,ensuring that invoicing and payment processes are functional and secure; and

vi. Supervising, training, and guiding revenue collection staff within theirjurisdiction.

CHIEF ACCOUNTANT (3 POSITIONS) - ADVERT NO.03/PROM/2026/5

Basic Salary Scale: Kshs. **52,330 – 68,940** p.m. **JOB GROUP 'M'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Senior Accountant for a minimum period of three (3) years;

ii. Bachelor'sdegreeinanyofthefollowingfields:Commerce(Accountingor Financeoption),BusinessAdministration(Accountingoption)froma 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 computer applications, Database Management or Enterprise Resource Management from a recognized institution; and

iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. receiving and analysing financial reports from public sector entities;

ii. maintaining database of all public-sector entities;

iii. reviewing quality of financial statements;

iv. preparing Annual Consolidated Financial Report for the County;

v. developing training materials;

vi. capturing exchequer issues and receipts in the system;

vii. reconciling bank statements with exchequer issues andreceipts;

viii. verifying payment and receipt vouchers and committal documents;

ix. capturing data;

x. maintaining primary records such as cashbooks, ledgers, vote books;
xi. preparing management reports;
xii. keeping safe custody of Accounting records and assets;
xiii. receiving duly processed payments and receipt vouchers;
xiv. writing cheques, posting payments and receipt vouchers in the cash books;
xv. authorizing payments and signing cheques subject to set limit;
xvi. balancing and ruling of the cash books on daily basis;
xvii. withdrawing and ensuring safety of the cash;
xviii. ensuring security of cheques and cheque books;
xix. verifying Authority to Incur Expenditure (AIE) in the system and filing returns;
xx. preparing Appropriation in Aid (AIA) returns;
xxi. monitoring collection of revenue including inspection;
xxii. ensuring safe custody of equipment, records and accountable documents;
xxiii. verifying invoices;
xxiv. preparing accounting and management reports in the system;
xxv. uploading accounting data into the system;
xxvi. coordinating closure of the monthly accounting periods;
xxvii. verifying users in the preparation of final accounts;
xxviii. reviewing business process;
xxix. providing user support on accounting processes and system setup; and
xxx. training and development of staff.

REVENUE OFFICER I (3 POSITIONS) - ADVERT NO.03/PROM/2026/6

Basic Salary Scale: Kshs.**46,120 – 65,860** p.m. **JOB GROUP 'L'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Revenue Officer II, 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 equivalentqualification;

Plus

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

iii. Certificate in computer applications or Database Management froma recognized institution; and

iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Supervising revenue staff (clerks/assistants) within a designatedSub-County or area of jurisdiction, including assigning tasks training, and setting targets;

ii. Ensuring prompt collection, banking intact, and proper accounting of all revenue due to the County Government;

iii. Conducting daily monitoring of revenue streams, detectingfraudulent activities,andsubmittingweekly/monthly/quarterlyreportson revenue collection targets, trends, and variances;

iv. Requisitioning, maintaining safe custody of, and accounting for receipt books and other revenue-handling documents;

v. Undertakingsurveystodeterminethefeasibilityofnew revenue sourcesandidentifyinguntappedrevenuestreamstoenhancecollections;

vi. Ensuring compliance with County laws, policies, and regulations, and reporting revenue defaulters; and

vii. Implementingandoptimizingrevenuecollectionsystems (e.g., automated systems/IFMIS).

SENIOR ACCOUNTANT/ ACCOUNTANT I (3 POSITIONS) - ADVERT NO.03/PROM/2026/7

Basic Salary Scale: Kshs. **46,120 – 65,860** p.m. **JOB GROUP 'L'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. ServedinthegradeofAccountantIforaminimumperiodofthree(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 computer applications or Database Management from a recognized institution; and

iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. receiving and analysing financial reports from public sector entities;

ii. maintaining database of all public-sector entities;

iii. reviewing the quality of public sector entities financial statements;

iv. preparing the annual consolidated financial report for the CountyGovernment;

v. verifying payment and receipt vouchers and committal documents;

vi. data capture;

vii. maintaining primary records such as cashbooks, ledgers, vote books;

viii. preparing management reports;

ix. keeping safe custody of Accounting records;

x. receiving duly processed payments and receipt vouchers;

xi. writing cheques and posting payments and receipt vouchers in the cash books;
xii. authorizing payments and signing cheques subject to set limit;
xiii. balancing and ruling of the cash books on daily basis;
xiv. withdrawing and ensuring safety of the cash;
xv. ensuring security of cheques and cheque books under their custody;
xvi. capturing Authority to Incur Expenditure (AIE) in the system;
xvii. filing returns;
xviii. preparing Appropriation in Aid (AIA) returns;
xix. monitoring collection of revenue including inspection;
xx. keeping safe custody of equipment, records and accountable documents;
xxi. preparing payment advice(PA) forms;
xxii. raising 70 accounting debt entries;
xxiii. processing payments, reimbursements and disbursements;
xxiv. preparing annual final accounts;
xxv. verifying invoices and preparation of simple accounting reports in thesystem;
xxvi. defining employee and supplier details;
xxvii. uploading accounting data into the system;
xxviii. assisting in the closure of the monthly accounting periods; and
xxix. providing user support and help desk management.

SENIOR INTERNAL AUDITOR (1 POSITION) - ADVERT NO.03/PROM/2026/8

Basic Salary Scale: Kshs. **46,120 – 65,860** p.m. **JOB GROUP 'L'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointment to thisgrade, a candidatemust have :

i. Served in the grade of Internal Auditor 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

Certified Internal Auditor (CIA) II/ Certified Public Accountants of Kenya CPA (K) II or its equivalent qualification from a recognized institution;

iii. Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing from a recognized institution;

iv. Certificate in computer application skills; and Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. vouching sample transactions in audit investigation andverification preparing engagement and work plans;
ii. reviewing records of proceedings of entry and exit meeting;
iii. collecting and analysing data;
iv. reviewing audit working papers for approval by supervisor; and
v. signing off audit assignments.

ACCOUNTANT I/ ACCOUNTANT II (1 POSITION) - ADVERT NO.03/PROM/2026/9

Basic Salary Scale: Kshs.**41,420 – 57,230** p.m. **JOB GROUP 'K'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Accountant II 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; and

iii. Certificate in computer applications skills.

Duties and Responsibilities

i. receiving and analysing financial reports from public sector entities;
ii. collecting and maintaining data base of the public-sector entities;
iii. preparing payment and receipt vouchers;
iv. capturing data;
v. maintaining primary records such as cashbooks, ledgers and vote books;
vi. keeping safe custody of Accounting records;
vii. receiving duly processed payments and receipt vouchers;
viii. writing cheques and posting payments and receipt vouchers in the cashbooks;
ix. balancing and ruling of the cash books on daily basis;
x. withdrawing and ensuring safety of the cash;
xi. ensuring security of cheques and cheque books under their custody;
xii. capturing Authority to Incur Expenditure (AIE) in the system and filing returns;
xiii. preparing Appropriation in Aid (AIA) returns;
xiv. preparing payment advice(PA) forms;
xv. raising accounting debt entries;
xvi. processing payments, reimbursements and disbursements;
xvii. preparing annual final accounts;
xviii. verifying invoices and preparing accounting reports;
xix. defining employee and supplier details;
xx. uploading and capturing accounting data into the system; and
xxi. providing user support and help desk management.

SUPPLY CHAIN MANAGEMENT ASSISTANT I (6 POSITIONS) - ADVERT NO.03/PROM/2026/10

Basic Salary Scale: Kshs. **41,420 – 57,230** p.m. **JOB GROUP 'K'**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointmenttothis grade,acandidatemust have:

i. Served in the grade of Supply Chain Management Assistant II for a minimum period of three (3) years;

ii. Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

iii. Certified Procurement and Supply Professional of Kenya (CPSP-K) Part I

or

Diploma in Supplies Management Foundation Stage (FOS)

or

Advanced Diploma in Chartered Institute of Procurement and Supply(CIPS);

iv. Certificate in computer application skills; and

v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

iv. preparing procurement documents;

v. opening of bids;

vi. registering and updating suppliers' database;

vii. managing stores;

viii. publicizing of tender awards;

ix. registering and updating suppliers' database;

x. stock checking and stock-taking; and

xi. implementing security and safety procedures in the store.

HOW TO APPLY

Qualified officers are required to .make applications throughhttps://recruitment.nakuru.go.ke . Follow the following steps;

1. Register an account by providing the required information.
2. Login into your portal using email and password you provided above.
3. An OTP (One Time Password) will be sent to your mobile number. Use that code to verify your account.
4. Update your profile with the required details as per the steps provided. Ensure you fill all the mandatory fields.
5. Accept the terms and conditions as provided.
6. Check for the open vacancies. Click apply on the cadre you are qualified for.
7. The job application will be submitted. You can follow the progress on my applications tab.

(No hand delivered applications will be accepted. Also, applications sent throughtheemailaddresswillnotbeconsidered).

The applications should be done on or before 31st March, 2026.

The County Government of Nakuru is an equal opportunity employer. The Board and the County Government of Nakuru is committed to **Zero Tolerance toCorruption**.Wecautionapplicantsnottofallvictimtofraudstersand impersonators who solicit for money with a promise of influencing the outcome.**TheBoardshallbearnoresponsibilityforanypersonallossarisingfrom such unlawful dealings.**Such cases should be reported to the Police andother relevant Law Enforcement Agencies.

AnycommunicationfromtheCountyPublicServiceBoardSHALLbethrough the above address and official cellphone number: **0796848192**.

Canvassinginanyformwillleadtoautomaticdisqualification. Only shortlistedcandidateswillbecontacted.

Secretary/CEO
NakuruCountyPublicServiceBoard