



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100



Email: cpsb@nakuru.go.ke

VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act, Cap. 265 of the laws of Kenya, Nakuru County Public Service Board invites applications from qualified persons **servicing in Nakuru County Public Service** to fill the following vacant positions

1. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING - ADVERT NO. 03/INTERNAL/2026

DEPUTY ACCOUNTANT GENERAL, (DIRECTOR FINANCE) (ONE (1) POSITION) - ADVERT 03/INTERNAL/2026/01

Basic Salary Scale: Kshs. **127,340- 182,890** p.m **CPSB 03 (J/G 'R')**

Allowances as per the SRC circulars attached to the position

Terms of service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- i. Relevant working experience of twenty (20) years in the Accounting, Audit or Financial field;

OR

Served in the grade of Assistant Accountant General job group 'P' and above or in a comparable and relevant position in the Public Service for a minimum period of two (3) years.

- ii. Passed Part III of Certified Public Accountant (CPA) Examination or its recognized equivalent.
- iii. Master's degree in any of the following disciplines: - Accounting, Finance, Business Administration, Commerce or their relevant equivalent qualification from an approved institution;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);

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

Duties and Responsibilities

- i. Reviewing the applications of accounting standards and systems including IFMIS and recommending changes and improvements;
- ii. Attending Public Accounts Committee hearings as necessary;
- iii. Overseeing cash management and exchequer operations both for expenditure and revenue in liaison with the Central Bank of Kenya and other banks;
- iv. Monitoring banking arrangements in the departments;
- v. Drafting and revising regulations for new and existing funds respectively;
- vi. Monitoring and ensuring timely production of management and stationary financial reports including the bi-annual accounts;
- vii. Monitoring data management for departments and entities for IFMIS and other systems;
- viii. Reviewing and investigating losses including making recommendations for write-offs requested by departments;
- ix. Follow up with Heads of Accounting Units (HAU) on non-compliance with standards, circulars, financial regulations and procedures, letters and instructions;
- x. Ensure safe custody of government assets and records under him/her;
- xi. Supervision, training, development and deployment of accounts staff in the unit;
- xii. Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- xiii. Acting as liaison officer between the accounting unit and the Accountant General;
- xiv. Provision of advisory services to the accounting officer and other stakeholders on all financial and accounting matters in an accounting unit;

- xv. Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- xvi. Developing supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures;
- xvii. Provision of quality and timely accounting services in the accounting unit including maintenance of accurate accounting records and preparation of management and statutory financial reports ensuring conformity to the law;
- xviii. Participate fully in departmental committees' especially tender, planning, audit, training, etc.;
- xix. Authorizing payments, sign cheques, identify suitable cheques signatories and set limits as appropriate;
- xx. Maintain an inventory on all bank accounts in the accounting unit and their approved signatories;
- xxi. Ensuring safe custody of government assets and records;
- xxii. Attending Public Accounts Committee hearings; and
- xxiii. Supervision, training, development and deployment of accounts staff in the unit.

CHIEF FINANCE OFFICER (REVENUE INSPECTORATE) (ONE (1) POSITION) - ADVERT 03/INTERNAL/2026/02

Basic Salary Scale: Kshs. 127,340- 182,890 p.m **CPSB 03 (J/G 'R')**

Allowances as per the SRC circulars attached to the position

Terms of service: Permanent and Pensionable

For appointment to this grade, an officer must have;

- i. Served in the grade of Senior Principal Finance Officer/Assistant Director of Budget Job Group 'P' and above, or a comparable and relevant position in the Public Service for at least three years (3);
- ii. Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- iii. Shown outstanding capability in Financial Management; and

- iv. Attended Strategic Leadership Development Programme course lasting not less than six (6) from a recognized institution.

Duties and Responsibilities.

- i. Systematic scheduling of expenditures consistent with work plans;
- ii. Contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- iii. Budget planning, preparation and implementation at the ministry level;
- iv. Coordinating the preparation of annual work plans, procurement plans and cash management;
- v. Advising the accounting officer on financial management matters;
- vi. Coordinating the preparation of the departmental public expenditure reviews and the sector reports.
- vii. Coordinate the allocation of resources among a number of departments through the sector process;
- viii. Take charge of all matters pertaining to the budget, including preparation, printing and submission of the estimates;
- ix. Advise the treasury on budget management; and
- x. Assess the risks involved in new and existing budget policies;

**INTERNAL AUDITOR GENERAL (DIRECTOR INTERNAL AUDIT SERVICES)
ONE (1) POSITION) - ADVERT 03/INTERNAL/2026/03**

Basic Salary Scale: Kshs. 127,340 -182,890 p.m. **CPSB 03 (J/G 'R')**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent & Pensionable

For appointment to this grade, an officer must have;

- i. Served in the grade of Senior Assistant Director Internal Auditor services, Job Group 'P' and above or a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Been registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors (IIA);
- iii. Demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high level including the ability to device, develop and implement strategic corporate and operational audit plans; and

- iv. Demonstrated a high degree of integrity at previous position

Duties and Responsibilities;

- i. Reviewing budgetary re-allocation process to ensure legislative and administrative compliance and advice Accounting Officers through the Internal Auditor General where commitments are entered into when there are no budgetary provision and inadequate funds;
- ii. Carrying out investigations on irregularities identified or reported on any wastage of public funds resulting from decisions which may not have been well planned, decisions made without being cost conscious and/ or general misuse or misappropriation of financial resources and Government property;
- iii. Identify training needs for internal auditors, conduct training and evaluate impact on training; and
- iv. Develop and review audit guidelines and systems.

CHIEF ECONOMIST/STATISTICIAN, (DIRECTOR ECONOMIC PLANNING AND BUDGETING) (ONE (1) POSITION) - ADVERT 03/INTERNAL/2026/04

Basic Salary Scale: Kshs. 127,340 - 182,890 p.m CPSB 03 (J/G 'R')

Allowances as per the SRC circulars attached to the position

Terms of Employment: Permanent & Pensionable

For appointment to this grade an officer must have:

- i. Served in the grade of Principal Economist/ Principal Statistician Job Group 'P' and above for a minimum period of three (3) years or in a comparable and relevant position in the public service;
- ii. Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.
- iii. Demonstrated outstanding professional competence matched with proper appreciation of the country's economic development needs at the national, sectoral and regional levels and the strategies necessary to meet them; and

- iv. Demonstrated a high degree of administrative capability coupled with wide experience in economic planning or in the production and interpretation of statistical data.

Duties and Responsibilities

- i. Direction of economic planning functions or production of statistical data at the county level;
- ii. Co-ordination and formulation of county development strategies, policies and programmes and for collation and presentation of statistical data in the form of survey reports or bulletins;
- iii. Preparation of county development plans and co-ordination of county positions on international economic subjects;
- iv. Monitoring and evaluation of policies and programmes;
- v. 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 County Public Service Board, undertaking labor force studies and monitoring unemployment in the county;
- vi. Assisting in collection, collation, processing and administration of statistical data in accordance with the Statistics Act;
- vii. Formulating coordinated strategies, policies and programmes for the harmonious development of the economic sectors, carrying out Sectoral studies and research, monitoring changes in key indicators of sectoral economic structure, trends and efficiency; and
- viii. Supervising of officers in his/her division.

DEPUTY INTERNAL AUDITOR GENERAL (DEPUTY DIRECTOR INTERNAL AUDIT SERVICES) ONE (1) POSITION) - ADVERT 03/INTERNAL/2026/05

Basic Salary Scale: Kshs. 105,570 - 139,790 p.m. **CPSB 04 (J/G 'Q')**

Allowances as per the SRC circulars attached to the position

Terms of Employment: Permanent & Pensionable

For appointment to this grade an officer must have;

- i. Served in the grade of Internal Auditor Job Group 'N' and above or a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Be a registered member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK);
- iii. Have demonstrated wide administrative capabilities and a high degree of competence in managing the audit function at a high including the ability to device, develop and implement strategic corporate and operational audit plans; and
- iv. Have demonstrated a high degree of integrity at the previous position and be a team player.

Duties and Responsibilities

- i. The officer will assist the Internal Auditor-General for efficient organization, control and supervision of all Internal Audit Units;
- ii. An officer at this level will also be responsible for the review of audit plans and programs in consultation with Internal Auditor General; and
- iii. Carrying out any other duties that may be assigned.

DEPUTY CHIEF FINANCE OFFICER (THREE (3) POSITIONS) - ADVERT 03/INTERNAL/2026/06

Basic Salary Scale: Kshs. 105,570 -139,790 p.m. **CPSB 04 (J/G 'Q')**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **Permanent and Pensionable**

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal budget officer Job Group 'N' and above or an equivalent position in the Public Service for at least three (3) years;
- ii. A Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- iii. Attended a Strategic Leadership Course; and
- iv. Shown outstanding capability in Financial Management.

Duties and Responsibilities;

- i. Control of budgetary commitments;

- ii. Financial evaluation and processing of major policy changes (i.e. Changes with substantial financial implications) within a department;
- iii. Incorporation of budgets and other agencies funded in the parent departments budget, release of funds and monitoring the use of financial resources;
- iv. Monitoring and servicing of guaranteed loans and taking follow up action on the recovery of funds owed to the county;
- v. Monitoring and review of program implementation and taking corrective measures;
- vi. Timely issuance of authority-to-incur expenditure (AIE) to various spending points and ensuring that AIEs are consistent with quarterly ceilings;
- vii. Undertaking risk management for the department.

DEPUTY CHIEF ECONOMIST/ DEPUTY CHIEF STATISTICIAN (ONE (1) POSITION) - ADVERT 03/INTERNAL/2026/07

Basic Salary Scale: Kshs. 105,570 -139,790 p.m. **CPSB 04 (J/G 'Q')**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this grade an officer must have;

- i. Served at the level of Senior Economist I / Senior Statistician I Job group 'N' and above or other comparable and relevant position in the field in the field of economics, policy research and statistics in the public sector for at least three (3) years;
- ii. Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results;
- iii. Managerial experience necessary for the effective management of staff; and
- iv. Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

Duties and Responsibilities

- i. General direction of the economic planning function and production of statistical data at county level;
- ii. Preparation of County Development Plans, strategies, policies and programs;
- iii. Monitoring and evaluation of policies and programs;
- iv. Collation and presentation of statistical data in the form of survey reports and bulletins in the department; and
- v. Direction, control and coordination of all the various planning or statistical activities of professional and supporting staff within the department as well as those serving in similar capacities in other departments.

SENIOR ASSISTANT ACCOUNTANT GENERAL, (DEPUTY DIRECTOR ACCOUNTING SERVICES AND FINANCIAL SERVICES) (TWO (2) POSITIONS) - ADVERT 03/INTERNAL/2026/08

Basic Salary Scale: Kshs. **105,570 -139,790** p.m. **CPSB 04 (J/G 'Q')**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

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

- i. Relevant working experience of seventeen (17) years in the Accounting, Audit or Financial field;
- OR**
- Served in the grade of Principal Accountant, Job Group 'N' and above or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
 - iii. Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
 - iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);

- v. Attended a Strategic Leadership Development Course from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. The officer will be responsible to the Director, Accounting Services for making reports on outstanding audit reports;
- ii. Periodic review of accounting systems and recommending necessary changes;
- iii. Ensure Asset registers are maintained by the departments;
- iv. Compiling reports on non-compliance by Accounting Units with standards and other financial regulations for action by the divisional head;
- v. Compiling and maintaining an up-to-date list of staff for departments under him/her;
- vi. Attending Parliamentary Accounts Committee hearings and maintaining and implementing status matrix reports on the Public Accounts Committee (PAC) recommendations on ministries under him/her; and compiling Treasury Memorandum.
- vii. Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- viii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- ix. Provision of quality and timely accounting services in the accounting unit;
- x. Maintenance of accurate accounting records and preparation of management and statutory financial reports;
- xi. Participating and advising in all departmental Committees especially tender, planning, audit, training, etc.;
- xii. Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories and set limits as appropriate;

- xiii. Authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate;
- xiv. Ensuring all statutory reports are prepared as per the required law;
- xv. Attending Public Accounts Committee hearings;
- xvi. Safe guarding Government Assets and records in the accounting unit; and
- xvii. Supervision, training, development and deployment of accounts staff.

HOW TO APPLY

Interested and qualified serving officers will be required to visit and make applications through <https://recruitment.nakuru.go.ke>

Follow the following steps;

1. Register an account by providing the required information.
2. Login into your portal using your 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 job you are interested in.**
7. The job application will be submitted. Follow the progress of your application on my applications tab.

Applications should be submitted on or before **8th June, 2026 (Hand delivered or email applications will NOT be accepted)**

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons with Disabilities, Marginalized and Minority communities** are encouraged to apply.

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters

and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board