

# COUNTY GOVERNMENT OF VIHIGA



## COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: [cpsb@vihiga.go.ke](mailto:cpsb@vihiga.go.ke)

***"Transforming Public Service"***

### CAREER OPPORTUNITIES

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

#### **DEPARTMENT OF FINANCE, REVENUE AND SUPPLY CHAIN MANAGEMENT**

##### **1. Senior Sub- County Revenue Officer Job Group L- Two (2) Posts**

The Sub-County Revenue Officer will report to the Principal Revenue Officer in the County Government.

An officer at this level will be based at the Sub-County Headquarters and will be responsible for co-ordination of the activities of the Revenue Directorate at the respective Sub-County.

##### **Duties and Responsibilities**

- i. Planning, directing and coordinating activities of the revenue unit;
- ii. Developing new strategies on revenue mobilization;
- iii. Managing the training and development function of the revenue unit staff;
- iv. Supervising and Co-coordinating collection of Revenue in line with stipulated revenue laws and regulations;
- v. Identifying and reporting untapped sources of revenue;



- vi. Preparing relevant daily, weekly, monthly and quarterly reports on revenue collection targets, trends and variances;
- vii. Conducting revenue potential assessment and baseline surveys for existing and new streams for adoption by the county government;
- viii. Detecting, preventing and reporting fraudulent activities in revenue collections;
- ix. Ensuring only duly authorized County documents are in use in revenue collection activities;
- x. Ensuring safe custody of the Vihiga County Revenue assets and records;
- xi. Providing professional leadership and guidance to revenue collectors;
- xii. Reporting revenue defaulters;
- xiii. Ensuring all own source revenue collected is accounted for and banked intact;
- xiv. Perform any other related duties as may be assigned from time to time.

### **Minimum Requirements**

- i. Must be a Kenyan citizen;
- ii. Must have a bachelor's degree in Commerce (Accounting or Finance): or a bachelor's degree in Business Administration/Management (Accounting or Finance) from a recognized institution;
- iii. Must be a qualified Certified Public Accountant of Kenya (CPA K);
- iv. Must be a member of the Institute of Certified Public Accountant of Kenya (ICPAK);
- v. Must have working experience of at least five (5) years in a comparable position in public or private sector;
- vi. Must satisfy the provisions of chapter six of the Constitution of Kenya 2010.

**Salary scale:** The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

**Terms of Service: 3 years Renewable Contract**



## RE-ADVERTISEMENT

### DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

#### 1. ASSISTANT LEATHER DEVELOPMENT OFFICER II JOB GROUP "H" – ONE (1) POST

For appointment to this grade, a candidate must: -

- i. Be in possession of at least KCE Division III or C- mean grade in KCSE or its equivalent with credits in relevant subjects;
- ii. Have a Diploma in any of the following disciplines: - Leather Technology, Animal Health, Environmental Resource Management, Leather Goods design and development and Footwear Technology.

#### **Duties and Responsibilities**

- i. Provision of advisory services on rural tannery projects;
- ii. Doing feasibility studies, tannery layout plans;
- iii. Plotting out effective effluent treatment plants, for small scale tanneries;
- iv. Monitor, train and supervise Hides and skins curing services and maintain records of leather activities in the County;
- v. Any other duties as shall be assigned by the County Director of Veterinary Services.

**Salary scale:** The salary, allowances and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

**Terms of Service: Permanent and Pensionable**

#### **How to Apply**

Interested and qualified candidates should submit their filled application forms with copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **29<sup>th</sup> day of November, 2024.**

**SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD**

**P.O BOX 880-50300**

**MARAGOLI.**



**Please Note**

- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.

