



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
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 59,65 and 70 (1) of the County Governments Act, Cap. 265 Laws of Kenya, Nakuru County Public Service Board invites applications from competent and qualified officers currently serving in Nakuru County Public Service on permanent and pensionable terms of service to fill the following vacant positions

**1. 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 candidate must:

- 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. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. compiling statistical records;

- ii. carrying 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.;

**2. 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 appointment to this grade, a candidate must have:

- i. Served in the grade of Principal Accountant 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;
- iii. Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- iv. Part I, II and III of the Certified Public Accountant (CPA) Examination or 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 of Sub-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 with financial 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 and accountable 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 Acceptance Tests;
- 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 appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Accountant 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;

- 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 and receipts;
- 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 cash books;
- 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 filing returns;
- 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; and
- xl. 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 appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Revenue Officer 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;

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, and changes for accountability;
- v. Preparing daily, weekly, quarterly, and annual reports on revenue collection;
- vi. Ensuring that all revenue collected is accounted 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 appointment to this grade, a candidate must have:

- i. Served in the grade of Revenue Officer I, 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;
- 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. Overseeing the day-to-day collection of local revenue (fees, permits, charges), ensuring accuracy and accountability;
- ii. Certifying revenue returns, conducting reconciliation of revenue 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. Enforcing revenue laws, by-laws, and regulations to ensure all taxpayers pay their dues, while ensuring compliance with national and county policies;
- v. Operating and maintaining electronic billing systems, ensuring that invoicing and payment processes are functional and secure; and

- vi. Supervising, training, and guiding revenue collection staff within their jurisdiction.

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 appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Accountant 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;
- 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 and receipts;
- 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 appointment to this grade, a candidate must 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 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. Supervising revenue staff (clerks/assistants) within a designated Sub-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, detecting fraudulent activities, and submitting weekly/monthly/quarterly reports on revenue collection targets, trends, and variances;
- iv. Requisitioning, maintaining safe custody of, and accounting for receipt books and other revenue-handling documents;
- v. Undertaking surveys to determine the feasibility of new revenue sources and identifying untapped revenue streams to enhance collections;
- vi. Ensuring compliance with County laws, policies, and regulations, and reporting revenue defaulters; and
- vii. Implementing and optimizing revenue collection systems (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 appointment to this grade, a candidate must have:

- i. Served in the grade of Accountant I 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;
- 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 County Government;
- 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 the system;
- 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 this grade, a candidate must 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 and verification 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 appointment to this grade, a candidate must 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 cash books;
- 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 appointment to this grade, a candidate must 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 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 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.

(Hand delivered and applications sent through email address will not be considered).

The applications should be made on or before 6th April, 2026.

The County Government of Nakuru is an equal opportunity employer. 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**