



LAMU COUNTY GOVERNMENT

County Public Service Board



VACANCIES

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Sections 59 of the County Governments Acts.

FINANCE DEPARTMENT

DEPUTY DIRECTOR-FINANCE & ADMINISTRATION

Job Group 'Q' (1 Post)

REF: LCPSB/ADV/2017/11

Terms of Service: Contract (Three (3) years)

REQUIREMENTS

For appointment to this grade, an officer must have:

1. Bachelor's degree in Business Administration, Economics, Finance, Commerce or in a financial related discipline from a recognized University.
2. Relevant working experience of minimum (10) years in the Accounting, Audit or Financing field, Five (5) of which should be in a senior/managerial position in a large organization.
3. Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized University.
4. CPA (K) or its recognized equivalent
5. Registered with Institute of Certified Public Accountants of Kenya (ICPAK)
6. Attended a Strategic Leadership Course not less than four weeks; and
7. Shown outstanding capability in Financial Management.

Core Competencies

- Ability to articulate and implement Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.

DUTIES AND RESPONSIBILITIES

1. To provide advisory services to Accounting officers and other stakeholders on all financial and accounting matters;
2. To ensure proper interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
3. To develop supplementary financial regulations and procedures to enhance internal controls;
4. To be the receiver of revenue;
5. Monitoring and review of programme implementation and taking corrective measures;
6. Understand risk management for the Department.

CHIEF ACCOUNTANT**Job Group 'M' (1 Post)****REF: LCPSB/ADV/2017/12****Terms of Service: Permanent & Pensionable****REQUIREMENT**

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

1. Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service or private sector for a minimum period of three (3) years;
2. A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certificate Public Accountants (CPA) Examination.

OR

- Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
3. Attended a management course lasting not less than four (4) weeks from the Kenya School of Government or any other recognized institution;
 4. Shown merit and ability as reflected in work performance and results;
 5. Be a member of a recognized professional body.

Key Competencies

- Interpersonal skills including being a team player;
- Integrity and commitment to producing results;
- Proven working attitude and ability to give and take instructions; and
- Ability to get on well with the diverse work force;

Personal Qualities

- Good knowledge in the professional field of specialization;
- Good communication skills;
- Ability to take instructions;
- Good organizational and supervisory skills.

Core Skills

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity
- Execution of instructions;

- Interpersonal skills;
- Analytical skills;
- Records Management skills.

DUTIES AND RESPONSIBILITIES

1. A Chief Accountant will be deployed to head one or more divisions of an Accounting Unit. Work at this level will be similar to those performed by the Senior Accountant but of wider scope and higher complexity including planning, directing, coordinating, supervising areas of control, training and development of staff under him/ her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services. In addition the officer may be called upon to assist in preparations of final accounts;
2. The officer will be responsible for timely and accurate preparation of consolidated management reports and may occasionally be called upon to assist in preparation of final accounts. He / She will be responsible for providing guidance to officers under him/ her to achieve the desired results. The officer will be responsible for safe custody of Government assets and records under him/ her.

ACCOUNTANT I**Job Group 'K' (2 Posts)****REF: LCPSB/ADV/2017/13****Terms of Service: Permanent & Pensionable****REQUIREMENT**

For appointment to the grade of Accountant I, Job Group 'K' a candidate must have the following qualification:-

1. A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

OR

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

- approved recognized equivalent qualification;
- 2. Knowledge of computer application;
- 3. Shown merit and ability in work performance and results.

Personal Qualities

- Ability to get on well with the diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication and supervisory skills;

Core Competencies

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execution of instructions;
- Interpersonal skills;
- Analytical skills;
- Records Management skills.

DUTIES AND RESPONSIBILITIES

1. An officer at this level will be responsible for accounting operation, including verification of vouchers and committal documents in accordance with laid down rules and regulations;
2. Data capture, maintenance of primary records such as cashbooks, ledger, vote books,
3. Registers and preparation of simple management reports e.g imprest and expenditure returns etc. He/ she will be 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;
4. Writing cheques and posting payments and receipt vouchers in the cash books;
5. Balancing and ruling of the cash books on daily basis;

6. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
7. Extracting and providing cash liquidity analysis;
8. Ensuring security of cheques and cheque books;
9. Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis ;
10. Preparation of Appropriation in Aid (AIA) returns on quarterly basis;
11. Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
12. Receipting of all money due and payable to government.

DEPUTY DIRECTOR - SUPPLY CHAIN

MANAGEMENT SERVICES

Job Group 'Q' (1Post)

REF: LCPSB/ADV/2017/14

Terms of Service: Contract (Three (3) years)

REQUIREMENT

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

1. Served in the grade of Senior Assistant Director, Supply Chain Management Services, job group 'P' or in a comparable and relevant position in the Public Service for minimum period of three (3) years;
2. A Diploma in Supplies Management or its approved equivalent from recognized institution;
3. A Bachelor's degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management Marketing, Law or their equivalent qualification from a recognized institution;
4. A master's degree in any of the following:- Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized institution;

