

COUNTY GOVERNMENT OF TRANS-NZOIA

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KITALE



01/07/2025
[Signature]

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

VACANCIES FOR PROMOTION

The Trans Nzoia County Public Service Board invites applications from suitably qualified serving officers to fill the following positions competitively. Applications should be submitted online through the County Public Service Board's website: cpsbtransnzoia.co.ke/internal.

VII. FINANCE AND ECONOMIC PLANNING

1. SENIOR ACCOUNTANT, JOB GROUP 'L' - (6 POSTS)

Ksh44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 p.m.

Duties and Responsibilities

An officer at this grade will be responsible for the timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include planning, directing, coordinating, supervising areas of control; training and development of staff under him/her, and setting targets for the section (s). The officer may occasionally be required to undertake ad hoc assignments relating to accounting services; He/She may be assigned responsibilities to authorize payments and sign cheques, subject to a limit set. He/She will certify and verify returns, documents, vouchers, monitor the collection of revenue, including inspection and be responsible for Government assets, records, and custody of Accountable Documents under his/her sections(s).

Requirements for Appointment

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

- (i) Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

- (ii) Certificate in Computer Applications.
- (iii) Shown merit and ability as reflected in work performance and results.

2. CHIEF ACCOUNTANT, JOB GROUP 'M' – (6 POSTS)

Kshs50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

A Chief Accountant will be deployed to head one or more divisions of an Accounting Unit/ County Department. Work at this level will be similar to that performed by the Senior Accountant but of wider scope and higher complexity. Work at this level will include 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 the preparation of final accounts. The officer will ensure safe custody of Government assets and records under him/her and will also be responsible for authorizing payments and signing of cheques, subject to set limits. The officer will be responsible for the timely and accurate preparation of management reports that fall under his/her division. He/She will be responsible for guiding officers under him/her to achieve the desired results.

Requirements for Appointment

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

- (i) Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.

- (ii) A Bachelor's 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 recognized equivalent.

- (iii) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
- (iv) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- a) interpersonal skills including being a team player;
- b) integrity and commitment to producing results;
- c) proven working attitude and ability to give and take instructions; and
- d) ability to get on well with the diverse workforce.

3. PRINCIPAL ACCOUNTANT, JOB GROUP 'N' – (1 POST)

58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 61,110 x 3,540- 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m

Duties and Responsibilities

A Principal Accountant will be deployed to head a Division in the County Treasury or deputize to head a Division in an Accounting Unit.

As Head of Treasury Division, the officer will be responsible for providing advisory services to County Departmental heads and other stakeholders on all financial matters in the County.

Participating and providing advice as expected of the office in Tender Committee, projects committee, interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions; ensuring expenditures are within the voted allocations.

Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; preparation of management financial reports, which include monthly expenditure, returns, monthly bank reconciliation statements, and revenue/AIA returns, cash flow statements, and analysis of deposits.

Maintenance of up-to-date and accurate books of accounts; safeguarding Government Assets and records in the County Treasury; and supervision, training, development and deployment of Accounts staff in the County Treasury.

As Deputy Head of County Treasury, duties and responsibilities will entail

- a) Assisting in day to day running of the County treasury.
- b) Authorization of payments and signing of cheques subject to set limits
- c) Preparation of revenue and expenditure returns in the County as required by Treasury regulations and law.
- d) Assisting in developing of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures.
- e) Training officer of the accounting staff in the County; and any other relevant duties as assigned by the Head of Treasury.

As Head of Division in an Accounting Unit, an officer will be responsible for

- a) Planning, directing, coordinating, and supervising areas of control.
- b) Training and development of staff under him/her and setting targets for the division.
- c) Undertaking ad hoc assignments relating to accounting services.
- d) Assisting in the preparation of final accounts.
- e) Ensuring safe custody of government assets and records under him/her.
- f) Authorizing payments and signing of cheques subject to the limit set for him/her
- g) Ensuring timely and accurate preparation of quality management reports that fall under his Division, and
- h) Guiding officers under him/her to achieve the desired results.

Requirements for the Appointment

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

- (i) Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

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

- (iii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and the Registration of Accountants Board (RAB).
- (iv) Shown merit and ability as reflected in work performance and results. In addition to the above requirements, an officer must have the following key competencies:
 - a. Integrity
 - b. Commitment
 - c. Creative and Innovative
 - d. Problem solving
 - e. Transformative and resource management skills
 - f. Ability to work with minimum supervision

4. SENIOR ASSISTANT ACCOUNTANT GENERAL, JOB GROUP 'Q' – (1 POST)

Ksh102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Duties and Responsibilities

- (i) An officer at this level may be deployed at the County Director of Accounting Service's office or in an Accounting Unit or in the County Treasury.
- (ii) In the Directors Office, the officer will be responsible to the Director of Finance for making reports on outstanding audit reports follow-up.
- (iii) Periodic review of accounting systems and recommending necessary changes.
- (iv) Ensure Asset registers are maintained by the Department under their section.
- (v) Compiling reports on noncompliance by Accounting Units with standards and other financial regulations for action by the Chief Officer.
- (vi) Compiling and maintaining an up-to-date list of staff for the Department.
- (vii) Attending the County Assembly Parliamentary Accounts Committee.
- (viii) Hearings and maintaining and implementing status matrix reports on the Public Accounts Committee (PAC) recommendations on the County under and compiling Treasury Memorandum.

As Head of an Accounting Unit, duties will entail

- (i) Provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit.
- (ii) Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions.

- (iii) Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures.
- (iv) 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.
- (v) Participating and advising in all Department especially tender, planning, audit, training.
- (vi) Maintaining an inventory on all bank accounts in the County and their approved signatories including department.
- (vii) Authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate.
- (viii) Ensuring all statutory reports are prepared as per the required law.
- (ix) Attending Public Accounts Committee hearings.
- (x) Safe guarding Government Assets and records in the County.
- (xi) supervision, training, development and deployment of accounts staff.
- (xii) Interpretation and implementation of financial regulation and procedures,
- (xiii) Treasury circulars, letters and instructions; and ensuring expenditure is within authorized allocations.

Requirements for Appointment.

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

- (i) Relevant working experience of seventeen (17) years in the Accounting,
- (ii) Audit or Financial field; or
- (iii) Served in the grade of Assistant Accountant General, Job Group 'P' or

in a comparable and relevant position in the Public Service for a minimum period of three (3) years.

- (i) Passed Part III of the Certified Public Accountants (CPA) Examination or
- (ii) its recognized equivalent.
- (iii) Master's degree in any of the following: Commerce, Accounting,
- (iv) Business Administration, Finance, or their equivalent qualification from
- (v) a recognized institution.
- (vi) Registered with the Institute of Certified Public Accountants of Kenya
- (vii) (ICPAK) and Registration of Accountants Board (RAB).
- (viii) Attended a Strategic Leadership Development Course lasting not less than
- (ix) four (4) weeks from a recognized institution.
- (x) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- a) Integrity and commitment to produce results;
- b) Organizational, managerial, and administrative skills; and
- c) Clear understanding of Government accounting systems, processes, procedures required in the management of functions within the Ministries/Departments; and
- d) A high degree of professional competence and administrative capability, and leadership qualities required for effective planning, direction, control, and coordination of the accounting function.

5. PRINCIPAL INTERNAL AUDITOR, JOB GROUP 'N' - (1 POST)

Ksh58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 × 3,540 – 70,650 × 3,690 – 74,340 × 3,890 – 78,230 × 3,900 – 82,130 × 4,010 – 86,140 × 4,060 – 90,200 p.m.

Duties and Responsibilities

- (i) Co-ordination and control of Operations in the departments at the County Level
- (ii) Identifying activities subject to audit coverage, evaluating their significance, and assessing the degree of risks inherent in terms of audit costs involved.
- (iii) Determining the adequacy and effectiveness of internal control systems.
- (iv) Follow up on irregularities identified or reported in audit reports.
- (v) Ensuring government assets are safeguarded and properly utilized.

Requirement for Appointment

- (i) Must be a holder of a Master's degree in Business Administration/Master of Science in Auditing and Consultancy.
- (ii) Bachelor's degree in Finance/Accounting/Economics or a related field from a recognized institution.
- (iii) Must be a registered member of ICPAK (Institute of Certified Public Accountants of Kenya) in good standing
- (iv) Must be a registered member of IIAK (Institute of Internal Auditors of Kenya) in good standing
- (v) Have demonstrated administrative capabilities and a high degree of competence in planning, conducting, and supervising both financial and management audits as well as running a unit efficiently; and
- (vi) Be a person of high integrity and have demonstrated outstanding leadership qualities.

6. CHIEF INTERNAL AUDITOR, JOB GROUP 'M' - (2 POSTS)

Ksh50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 p.m.

Duties and Responsibilities

An officer at this level will be in charge of overall operations and programmes of an audit unit in a project or Department.

- (i) Evaluation and implementation of audit reports
- (ii) reviewing audit working papers;
- (iii) Ensuring maintenance of high audit standards within the unit and adherence to plans, budgets and work schedules;
- (iv) Ensuring compliance with existing regulations, instructions, and procedures in financial and other operations; and
- (v) verifying and auditing Annual Appropriations Accounts, statement of Assets by accounting officers for submission to the Commission on Revenue Allocation (CRA), the Controller of Budget, Office of the Auditor General (OAG), County Assembly, and National Treasury.
- (vi) The Officer will also be required to liaise with the Accounting Officer on matters raised in reference sheets from the Controller of Budget and the Auditor General; carry out investigations and head specific audit tasks; and prepare annual audit reports/returns.

Requirement for Appointment

For appointment to this grade, an officer must

- (i) Must have CPA Part III or CIA Part IV and a Master degree in Business Administration (Accounting/Finance OR related) or Master of Science in Auditing and have served in the grade of Senior Internal Auditor for at least three (3) years;
OR
- (ii) Have served for four (4) years as Senior Internal Auditor and have passed CPA Part 11 or CIA Part III
OR
- (iii) Have served for four (4) years as a Senior Internal Auditor and in Possession of a Bachelor of Commerce degree (Accounting/Finance) option, and in addition have a post-graduate Diploma in Internal Auditing or its equivalent.

In addition, the Officer must:

- (iv) Have demonstrated wide administrative capabilities and a high degree of professional competence in managing internal audit activities; and
- (v) Be a person of high integrity, a team leader, and results-oriented.

7. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'M' – (3 POSTS)

50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

An officer at this level may be deployed at the Directorate of Supply Chain Management Services or the Department. At the Directorate of Supply Chain Management Services, the officer will be required to coordinate the collection, collation, and analysis of data from the Departments and make appropriate recommendations thereof; analyze Supply Chain Management issues emanating from Departments and initiate appropriate action.

Additional duties will include monitoring of the implementation of existing Supply Chain Management policies, guidelines, and procedures.

In the Departments, an officer at this level will be in charge of a Supply Chain Management unit or head a section within a Supply Chain Management division of a Department headquarters. Duties and responsibilities will include planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory, and stock control.

In addition, the officer will be involved in supply chain secretariat duties and implementation of policy decisions.

Requirements for Appointment

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

- (i) Must have served for a minimum period of three(3) years at JG L
- (ii) 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;
- (iii) Certified Procurement and Supplies Practitioner in Kenya (CPSP-K part 1) or equivalent;
- (iv) Member Kenya Institute of Supplies Management (KISM) in good standing
- (v) Current annual practicing license from the Kenya Institute of Supplies Management (KISM)
- (vi) Shown administrative ability, wide knowledge and experience in procurement procedures.
- (vii) Shown merit and ability as reflected in work performance.

8. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'L' – (4 POSTS)

Kshs44,400 × 1,920 – 46320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,35-52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will include planning and coordination of Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market surveys and research, procurement planning, and inventory and stock control. The officer may also be called upon to head a Supply Chain Management section in a department or a sub-county.

(b) Requirements for Appointment

- (i) Served for a minimum period of three (3) years in the grade of Supply Chain Management Assistant, CSG 11 and above or in a comparable and relevant position in the public service;
- (ii) A Diploma in supply chain management or its approved equivalent from a recognized institution.
- (iii) 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;
- (iv) A management course lasting not less than 3weeks
- (v) Certified Procurement and Supplies Practitioner in Kenya (CPSP-K) level I or equivalent;
- (vi) Member Kenya Institute of Supplies Management (KISM) in good standing
- (vii) Current annual practicing license from the Kenya Institute of Supplies Management (KISM)
- (viii) Shown merit and ability as reflected in work performance.

9. SUPPLY CHAIN MANAGEMENT OFFICER/ASSISTANT I, JOB GROUP 'K' – (4 POSTS)

Ksh39,700 × 1,470 – 41,170 × 1,520 – 42,690 × 1,710 –44,400 × 1,920 – 46320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will include planning and coordination of Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market surveys and research, procurement planning, and inventory and stock control. The

officer may also be called upon to head a Supply Chain Management section in a department or a sub-county.

Requirements for Appointment

- (i) Served for a minimum period of three (3) years in the grade of Supply Chain Management Assistant/Officer II, CSG 10 and above or in a comparable and relevant position in the public service;
- (ii) 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;
- (iii) Member Kenya Institute of Supplies Management (KISM) in good standing
- (iv) Current annual practicing license from the Kenya Institute of Supplies Management (KISM)
- (v) Shown merit and ability as reflected in work performance

10. CHIEF FINANCE OFFICER / DIRECTOR BUDGET, JOB GROUP 'R' – (1 POST)

Ksh124,630 p.m. x 6,070- 130,700 x 6,370- 137,070 x 6,570-143,640 x 6,770- 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

Duties and Responsibilities.

Ministries/Departments

The Chief Finance Officer will head and coordinate the activities of the Finance Department at a Department level. An officer at this level will be required to develop budgetary requirements for the Department /Departments and will be responsible to the Accounting Officer for the overall financial management of the Department /Department, including risk management.

Specific duties will entail:

- (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 Department level; coordinating the preparation of annual work plans, procurement plans, and cash management;
- (iv) Advising the accounting Officer on financial management matters; and
- (v) Coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports.

Budgetary Supply Department

An officer at this level will be required to:

- (i) Coordinate: the allocation of resources among departments through the sector process; provide leadership in budget management to several Desk officers who are in charge of ministries;
- (ii) Take charge of all matters of the budget, including preparation, printing and submission of the estimates to Parliament;
- (iii) Deal with parliamentary questions and issues pertaining to expenditure, monitoring and control;
- (iv) Advise the Treasury on Budget management; and
- (v) Assess the risks involved in new and existing budget policies.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Deputy Chief Finance Officer/Senior Assistant Director Budget 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 a Strategic Leadership Development Programme course lasting not less than from a recognized institution.

11. SENIOR FINANCE OFFICER/SENIOR BUDGET OFFICER, JOB GROUP 'M' - (1 POST)

Ksh50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 p.m.

Duties and Responsibilities.

Ministries/Departments

Duties and responsibilities at this level shall entail: -

- (i) Preparing County Budgets for the recurrent and development votes;
- (ii) Preparing quarterly expenditure forecasts as a basis for discussions with the Treasury for the release of funds;
- (iii) Initiating proposals seeking funds for additional expenditure and reallocation of voted funds during the year; and

- (iv) Monitoring expenditure and projects, including programme implementation periodically and ensuring timely disbursement of funds.

Budgetary Supply Department

Within the Budgetary Supply Department, duties at this level will entail;

- (i) Compiling of budget estimates;
- (ii) Compiling of Fiscal returns;
- (iii) Preparing of Fiscal reports;
- (iv) Compiling of expenditure proposals; and
- (v) Compiling of Budget outputs and outcomes.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Finance Officer I or a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) A certificate in Public Financial Management from a recognized institution lasting not less than four (4) weeks;
- (iii) Attended a Senior Management course lasting not less than four (4) weeks; and
- (iv) shown merit and ability as reflected in work performance and results.

ECONOMIC PLANNING

1. PRINCIPAL ECONOMIST / STATISTICIAN JG 'P' – (1 POST)

Ksh87,360 p.m × 3,190 – 90,550 × 4,440 – 95,040 × 4,860 – 99,900 × 5,010 – 104,910 × 5,240 – 110,150 × 5,500 – 115,650 × 5,780 – 121,430 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

Supervision of officers working under them, initiating formulation, and implementation of county development plans, policies, strategies and programmes; capturing data on departmental budgetary requirements; preparation of the county planning and budget policy documents and aligning them to the programme based budget in line with MTEF; making follow-up and reporting on the implementation of

CIDP and other plans; preparing policy briefs, reviews and reports on the status of economy; facilitating state and Non-state Actors to develop donor funding proposals; updating and maintaining database required to generate key information such as key surveys and production of the county annual progress reports; overseeing capacity building support to government agents, civil society organizations and the private sector on planning and development matters , providing technical support in maintenance of development planning standards in the county ,presenting statistical data in the form of survey reports and bulletins; and monitoring, evaluating and reporting on the implementation of county and sector specific programmes, projects and activities; and disseminating county policies and strategies.

Requirement for Appointment

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

- (i) Served in the grade of senior Economist /senior Statistician I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- (iii) Master's degree in any of the following fields: Economics (policy management, Multilateral Trading System, Econometrics Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperative and Human Development, Transport, Labour, Industrial), statistics, Project Planning and Management, Philosophy in Economics of Development or Rural Economics from a recognized institution will be an added advantage;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.

2. SENIOR ECONOMIST I / SENIOR STATISTICIAN I, JG 'N' – (2 POSTS)

Ksh56,370 p.m. × 2,750 – 59,120 × 2,920 – 62,040 × 3,080 - 65,120 × 3,440 – 68,560 × 3,590– 72, 150 × 3,790 – 75,940 × 3,800 – 79,740 × 3,810 – 83,550 × 3,810 – 87,360 p.m.

a) Duties and Responsibilities

Work at this level will involve responsibility for a broad area of economic/statistical activity which may include supervision of several Economists I/Statisticians I; assisting in the formulation of economic and statistical policies; initiation, implementation and appraisal of county development plans, policies, strategies

and programmes; capturing data on departmental budgetary requirements; preparation of the county planning and budget policy documents and aligning them to the programme based budget in line with MTEF; making follow-up and reporting on the implementation of CIDP and other plans; Coordinating the preparation of County progress reports on Quarterly, Annual and Half yearly basis; preparing policy briefs, reviews and reports on the status of economy. Performing the role of head of planning division, or a Central planning and project monitoring division, in a department. And/or deputizing a county planning officer in a county planning and project monitoring unit.

b) Requirements for Appointment

For appointment to the grade of Senior Economist I / Senior Statistician I, an officer must have: -

- (i) Served in the grade of Senior Economist II / Senior Statistician II for at least three (3) years or at least 9 years in a comparable position in the public service as an Economist II /Statistician II;
- (ii) Demonstrated administrative and professional competence in executing work at this level and;
- (iii) Have a certificate in computer application skills from a recognized institution; and
- (iv) Have demonstrated merit and ability as reflected in work performance and results.

3. SENIOR ECONOMIST II / SENIOR STATISTICIAN II, JG 'M' – (1 POST)

Ksh49,000 p.m. × 2,170 – 51,170 × 2,550 – 53,720 × 2,650 – 56,370 × 2,750 – 59,120 × 2,920 – 62,040 × 3,080 – 65,120 p.m.

Duties and Responsibilities

Work at this level will involve heading a Planning Division in the department responsible for County Planning or a similar unit in any other department; carrying out more specialized and co-coordinating the activities of staff under him/her; and heading a planning and project monitoring unit in a wards/ sub counties (planning and project monitoring unit).

Requirement for Appointment

For appointment to the grade of Senior Economist II / Senior Statistician II, an Officer must have: -

- (i) Served in the grade of Economist I/ Statistician I, for at least three years;
- (ii) Demonstrated professional ability, initiative, and competence in organizing, directing, and executing work at this level; and
- (iii) Show merit and ability as reflected in work performance and results.

Please Note:

- A. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- B. All applications **MUST** be received on or before 21st July, 2025 by 5.00 p.m (E.A.T.).
- C. Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: 0713635352 and **not any other**.
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates **MUST** present their original academic and professional certificates during the interview.
- G. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
 - ✓ Clearance from Higher Education Loans Board (HELB);
 - ✓ Clearance from Criminal Investigations Department;
 - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
P.O. BOX 4210 - 30200
KITALE