

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

Department of Trade, Industrialization, Cooperative Development, Tourism and Wildlife

1. Mbegu Fund Manager J/G 'Q' (1 Post) REF: CG/KLF/CPSB/ADVRT/28/04/18

Duties and responsibilities

- Secretary to the Board
- Overseeing day to day running of the Fund
- Receiving ,registering ,vetting and appraising applications for loan consideration by the Board
- Taking minutes of the Board meetings
- Maintaining proper records and books of accounts
- Receiving and accounting for funds
- Regular submissions of all returns and reports of Board's operations
- Custodian of all boards assets and documents including the official seal
- Mandatory signatory to the Fund
- Supervision of staff under him/her
- Regular monitoring of loans and recipients
- Recovering matured loans.
- Preparation and implementation of the Fund annual work plan and budget
- Preparation and implementation of procurement plan
- Network and collaborate with development partners for the benefit of the Fund

Requirements for Appointment

- A masters degree in Commerce, Economics, Finance , Project Management or any business related field from a recognized university
- Bachelors degree in Commerce, Economics, Finance, Project Management or business related field from a recognized university
- A work experience of not less than 10 years in a reputable financial institution at a senior management level
- Accounting knowledge at CPA II or equivalent
- Have proficiency in computer applications
- Satisfy the requirements of Chapter six of the Constitution of Kenya on leadership and integrity.
- Able to work independently without supervision

Terms of service: Contract 3 years

Salary Scale: 94,850 – 127,110 p.m.

Other Allowances are as issued by SRC from time to time.

2. Senior Credit Officer J/G ‘L’ (1 post) REF: CG/KLF/CPSB/ADVRT/29/04/18

Duties and Responsibilities

Duties and responsibilities will entail;

- Analyzing loan applications, preparing reports on loan uptake and repayments
- Analyzing applicants financial status and credit worthiness
- Review, recommend and refer loan applications for approval
- Monitor and make follow ups on loan recovery
- Resolve customer complaints
- Provide guidance to clients financial management
- Training of loan beneficiaries on business management
- Performing any other task as may be assigned from time to time

Requirements for Appointment

- Bachelor’s degree in Economics, Entrepreneurship, Commerce, Finance, Accounting from a recognized university
- A work experience of at least 5 years in a financial institution at a management level
- Excellent interpersonal and communication skills
- Proficiency in computer applications
- Ability to work under minimum supervision

Terms of service: Contract 3 years

Salary Scale: 39,110 - 49,180 p.m.

Other Allowances are as issued by SRC from time to time

3. Credit Officer II J/G 'J' (2 Posts) REF: CG/KLF/CPSB/ADVRT/30/04/18

Duties and Responsibilities

- Processing loan applications
- Undertake recovery of matured loans
- Assist in training loan beneficiaries
- Maintaining loanees records and books
- Disseminating information about the Fund
- Performing any other task as may assigned from time to time

Requirements for Appointment

- Bachelor's degree in Economics, Entrepreneurship, Commerce, Finance, Accounting from a recognized university
- A work experience of at least 3 years in a financial institution
- Excellent interpersonal and communication skills
- Proficiency in computer applications
- Ability to work under minimum supervision

Terms of service: Contract 3 years

Salary Scale: 27,680 - 32,920 p.m.

Other Allowances are as issued by SRC from time to time

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct
- (e) Credit Reference Bureau clearance

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials. The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 10th day of May, 2018.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

Note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.