



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING

COUNTY REVENUE ADMINISTRATOR – NYAMIRA COUNTY REVENUE AUTHORITY NO. OF VACANCIES – ONE (1)

Terms of Service: 3 Years Contract (Renewable)

Job Group: CPSB 03

Salary as per salaries and Remuneration Commission of Kenya

Requirements for Appointment:-

- Be a Kenya Citizen;
- A Degree in accounting, Finance, Economics or business related course from a reputable accredited University and relevant business professional qualifications;
- A Masters' Degree in the above disciplines will be an added advantage;
- At least fifteen (15) years working experience of which ten (10) must be at senior leadership and management level in large public or private entities;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010 and the Leadership and Integrity Act, and
- Have knowledge and understanding of public sector operations, Fiscal and Tax Policy Administration and, County revenue systems shall confer an added advantage.
- Membership with a relevant professional body will be an added advantage.

Duties and Responsibilities:-

- Efficient and prudent Management of funds and property of the Authority;
- Provide leadership in identifying Key Result Areas, and rally staff towards delivery of the Authority's goals;

- Promote revenue collection activities in line with County Government of Nyamira targets;
- Foster a conducive environment that encourages compliance with County Revenue Administration legislation;
- Promote tax administration practices that facilitate trade and business growth;
- Building and sustaining sound working relationships with Government agencies, tax payers and other stakeholders;
- As the Chief spokesman for the Authority, promote a positive image of the institution;
- Ensure there is effective communication between management and the Authority; and between different levels of management and staff;
- Maintain a conducive work environment to foster a corporate culture that promotes ethical practices and good corporate citizenship;
- Facilitate the preparation of budgets, operational proposals, annual plans, and corporate policies, for discussion by the Authority and promptly implement decisions and resolutions adopted by the Authority;
- Consistently strive to achieve the financial, revenue targets and other operating goals of the Authority;
- Spearhead the Authority's digital transformational agenda; and
- Perform such other functions as the Authority may assign from time to time.

How to apply

Interested and qualified persons willing to apply should submit their applications online attaching identification documents, detailed Curriculum vitae and relevant certificates and testimonials via www.cpsb.nyamira.go.ke on or before 30th August, 2024.

Note: Only shortlisted candidates will be contacted.

NYAMIRA COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**The Secretary,
County Public Service Board,
P.O BOX 434-40500,
Nyamira.**