



# **COUNTY GOVERNMENT OF TAITA TAVETA**

## **COUNTY PUBLIC SERVICE BOARD**

### **INTERNAL ADVERTISEMENT**

#### **VACANT POSTS IN THE DEPARTMENT OF TRADE AND COMMUNITY AFFAIRS**

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

#### **VACANCIES IN THE DEPARTMENT OF TRADE AND COMMUNITY AFFAIRS**

##### **1. CO-OPERATIVE AUDITOR I JG 'K' (1POST) – PERMANENT & PENSIONABLE**

#### **Duties and Responsibilities:**

- i. Examining all books of accounts of co-operative societies in accordance with the law, rules and regulations;
- ii. Preparing detailed audit observations;
- iii. Verifying statement of accounts and reporting the findings to immediate supervisors.

#### **Requirements for Appointment**

- i. Bachelor's degree in any of the following disciplines:- Commerce(Accounting/Finance option),Economics( Upper 2<sup>nd</sup> ), Mathematics, Statistics or Co-operative Management from a recognized institution;

**OR**

- ii. Certified Public Accountants ( CPA) Kenya Part III or Certified Internal Auditors (CIA) Part IV from a recognized institution; and
- iii. A Certificate in Computer Applications from a recognized institution.
- iv. Must satisfy the requirements of Chapter Six of the Constitution.

## **2. PRINCIPAL CO-OPERATIVE OFFICER III JG ‘N’ (1POST) –PERMANENT & PENSIONABLE**

### **Duties and Responsibilities:**

An Officer at this level may be deployed as a subject matter specialist in any of these areas:- Education and Training, Marketing, Finance, Savings and Credit, Projects, Accounts, Governance or Statistics.

- i. Promoting Co-operative Societies;
- ii. Advising on co-operative investments;
- iii. Overseeing co-operative elections;
- iv. Analyzing data for policy formulation;
- v. Developing and monitoring work plans for co-operative extension services;
- vi. Overseeing co-operative activities and trends for promoting the co-operative movement;
- vii. Enforcing compliance with co-operative legislation.

### **Requirements for Appointment**

- i. Bachelor’s degree in any of the following disciplines:- Commerce, Business Administration,Agriculture/Horticulture,Economics,Sociology,Law,Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- ii. Served in the grade of Chief Co-operative Officer for a minimum period of three(3) years at JG M;
- iii. Certificate in Senior Management Course lasting not less than four(4) weeks from a recognized institution;
- iv. Demonstrated merit and shown ability as reflected in work performance and results.

- v. Satisfy the requirements of Chapter Six of the Constitution.

**3. CHIEF WEIGHTS AND MEASURES ASSISTANT OFFICER JG ‘M’ (1 POST) –  
PERMANENT & PENSIONABLE**

**Duties and Responsibilities:**

- i. Testing and stamping of mechanical and electronic weighing and measuring, fabric and area measuring equipment and class II mechanical and electronic scales used for pharmaceutical dispensing and jewelry trade;
- ii. Sampling pre-packed goods for quantitative analysis;
- iii. Testing of meters for water, milk, other liquid foods and liquefied gas;
- iv. Supervising and coordinating verification activities at stamping stations;
- v. Testing automatic weighing machines, bulk weighers and totalizing machines, bulk meters at oil depots;
- vi. Carrying out verification of weighing and measuring equipment used by local authorities and other Government institutions to ensure accuracy;
- vii. Analyzing data collected on verified equipment at trader’s premises, stamping stations and verification office;
- viii. Carrying out inspections on internal controls by manufactures and measuring systems including software for data processing of measuring results;
- ix. Attending and giving evidence in court during prosecution of offences arising from infringement of the weights and measures Act.( Cap.513),the Trade Descriptions Act( Cap 5050) and regulations made there under;
- x. Carrying out bi-annual comparison of working standards with secondary reference standards;
- xi. Developing sampling schemes for checking pre-packages;
- xii. Carrying out research in specific areas of legal metrology and consumer protection;
- xiii. Carrying out inspection on wholesale and retail trading premises on the use of weighing and measuring equipment;
- xiv. Preparing materials for trade fairs and exhibitions;
- xv. Calibrating power tanks and maintaining secondary reference standards;

- xvi. Collecting and accounting for Appropriation-in-Aid(A.I.A);
- xvii. Delivering lectures at traders courses;
- xviii. Requisitioning workshop tools and verification materials.

### **Requirements for the Appointment**

- i. Served in the grade of Senior Weights and Measures Assistant for a minimum period of three(3) years JG L;
- ii. Diploma in any of the following disciplines:- Law,Instrumentation,Computer Science, Information Communication Technology(ICT),Legal Metrology, Engineering(Mechanical, Electrical/Electronic) or equivalent qualification from a recognized institution.
- iii. Supervisory management course lasting not less than two(2) weeks from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution.
- v. Shown merit and ability as reflected in work performance and results.
- vi. Satisfy the requirements of Chapter Six of the Constitution

**The Secretary**  
**County Public Service Board**  
**Private Bag**  
**Voi**

Or hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi.

### **Important information**

- Candidates **must** attach a clear copy of their national identity card or valid passport.
- All candidates should satisfy the requirements of chapter six. In their applications ,they should attach clearance certificates from Ethics and Anti-Corruption Commission(**EACC**),Kenya Police Service Clearance(**Certificate of good Conduct**),

Kenya Revenue tax clearance (**KRA**), Higher Education Loans Board(**HELB**), Credit Reference Bureau(**CRB**)

The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Monday 21<sup>st</sup> August 2017 at 4.30 PM**

- Only shortlisted candidates will be contacted
- Youth, women and persons with special needs are encouraged to apply.

Candidates found canvassing will automatically be disqualified.

**The Secretary**  
**County Public Service Board**

**31<sup>st</sup> July 2017**