

**REPUBLIC OF KENYA**



**EMBU COUNTY REVENUE AUTHORITY**  
**P.O Box 2871 – 60100, Trade House, 2nd Floor, Kaunda Street, Embu**

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**ADVERTISEMENT**

Pursuant to Sections 57 and 58 of the County Government Act 2012, the County Government of Embu invites applicants to fill the vacancies of the various vacant positions in the Embu County Public Service

**1. CHAIRPERSON – EMBU COUNTY REVENUE AUTHORITY**

Terms of Service: Contract - 3 - Years

Requirements for Appointment

A person shall be qualified for appointment as Chairperson or member if the person:-

- i. Be a Kenyan citizen.
- ii. Holds at least a degree in finance, economics business administration, or other relevant degree from a recognized university;
- iii. Has Knowledge and experience of at least five (5) years in matters relating to business, finance and accounts;
- iv. Meets the requirements of Chapter Six of the Constitution; and
- v. Has had a distinguished career in the field.

**2. CHIEF EXECUTIVE OFFICER JOB GROUP ‘S’ – EMBU COUNTY REVENUE AUTHORITY**

Terms of Service: Contract - 3 - Years

Duties and Responsibilities

The Chief Executive Officer shall:-

- a) Subject to the direction of the board, be responsible for day to day management of the affairs of the Authority;
- b) For the administration, organization and control of staff of the authority;
- c) in consultation with the Board, be responsible for the direction or the affairs and transactions of the Authority, the exercise, discharge and performance of its objectives, functions, duties and general administration of the Authority ; and
- d) Carry out any other function as may from time to time assigned by the board.

Requirements for Appointment

- iv. Be a Kenyan citizen.

- v. Have a degree in Finance, Accounting, Economics, Business, Law or related field from a recognized university.
- vi. Have had experience in management for a period of not less than (5) years
- vii. Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- viii. Be conversant with the provisions of the Public Finance Management (PFM) Act;
- ix. Satisfies the conditions of chapter six of the constitution on leadership and integrity
- x. Has a distinguished career in the field.
- xi. Experience in Revenue Mapping, Automation and Enhancement will be an added advantage.
- xii. Membership to relevant Professional Body will be added advantage

**3. DIRECTOR/DEPUTY CEO JOB GROUP 'R' EMBU COUNTY REVENUE AUTHORITY, ONE (1) POSITION**

Terms of Service: Contract - 3 - Years

Duties and responsibilities

The director/ Deputy CEO shall be responsible to the chief Executive officer and:

- i. In consultation with the CEO and the Board, be responsible for the day today management and direction of the affairs and transactions of the Authority, the exercise, discharge and performance of its objectives, functions and general administration of the Authority.
- ii. Work with the CEO to design, implementation and monitoring of the Authority strategy and action plans.
- iii. Implementation and monitoring of the Authority performance management system
- iv. Building capacity and overall management of the Authority employees;
- v. Promotion of natural values and principles of good governance as outlined in articles 10 and 232 of the Constitution of Kenya;
- vi. Strategy formulation, development, Implementation and review of policies, plans and budget;
- vii. Be responsible for the execution and communication of the Board's strategies, decisions and policies;
- viii. Oversee the board planning, implementation and monitoring of all the assessment and collection of revenue, for the administration and enforcement of laws relating to revenue within the county and to provide for connected purposes.
- ix. Promote sound corporate governance and ethical standards;
- x. Ensure the Authority complies with all statutory, legal, social and regulatory requirements
- xi. Undertake any other function as may from time to time be assigned by the CEO.

Requirements for appointment.

- a) Be a Kenyan citizen.
- b) Be a holder of a minimum bachelor degree in finance, accounting, economics, business, law, or related field.

- c) Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- d) Be conversant with the provisions of the Public Finance Management (PFM) Act;
- e) Shown merit and ability as reflected in work performance and results.
- f) Willing to work under performance contracting.
- g) Meets the requirements of Chapter Six of the Constitution on leadership and integrity

**4. DEPUTY DIRECTOR REVENUE SERVICES JOB GROUP 'Q' -  
EMBU COUNTY REVENUE AUTHORITY, FOUR (4) POSITIONS.**

Terms of Service: Contract - 3 - Years

Duties and responsibilities

- a) Deputizing the ECRA Director / Deputy CEO
- b) Planning, formulating strategies and identifying sources of revenue;  
Implementing County policies and regulations for revenue;
- c) Preparation and submission of revenue collection reports;
- d) Developing and implementing plans to operationalize County revenue to enhance efficient revenue collection and growth;
- e) Designing effective, efficient and secure systems sources /centers, rates and revenues collected;
- f) Setting up and projecting regular revenue trends for planning and decision making by the Authority;
- g) Plan, direct, coordinate and supervise revenue section in the Sub-county to ensure the staff collect the revenue and meet the collection targets as set out;
- h) Implement county policies and county regulations on revenue collection to improve revenue collection for the Authority;
- i) Design effective, efficient and secure systems of collecting revenue and liaise with enforcers in case of defaulters of revenue payers to seal all revenue leakages;
- j) Maintain schedules for revenue source within the Sub-county to ensure all new revenue sources are identified and improve revenue collection in the county;
- k) Undertake periodic surveys to determine feasibility in revenue collection from the new revenue sources to develop policies on the revenue collection;
- l) Prepare demand notes and debtors' lists for recovery and follow up to ensure the county recovers all its debts;
- m) Perform any other duties as may be assigned.

Requirement for Job:

- a) Be a Kenyan citizen.
- b) Be a holder of Bachelor's degree in Commerce, Economics or Business Administration/ Management or Bachelor of Arts from a recognized university;
- c) Must have experience in revenue collection in public or private sectors for a minimum period of five (5) years;

- d) Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- e) Be conversant with the provisions of the Public Finance Management (PFM) Act;
- f) Be a team player with exemplary leadership qualities, interpersonal, communication, and collaborative skills;
- g) Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.
- h) Membership to relevant Professional Body will be added advantage

**5. ASSISTANT DEPUTY DIRECTOR REVENUE SERVICES JOB GROUP  
'P'-EMBU COUNTY REVENUE AUTHORITY, FOUR (4) POSITIONS**

Terms of Service: Contract - 3 - Years

Duties and responsibilities

- a) Assisting Deputy Director of Revenue in developing and implementing plans and goals for the department.
- b) Working with Deputy Director of Revenue to coordinate and supervise daily operations.
- c) Ensuring compliance with regulations and internal policies.
- d) In consultation with the deputy director Revenue Designing effective, efficient and secure systems sources /centers, rates and revenues collected
- e) In consultation with the deputy director Revenue Plan, direct, coordinate and supervise revenue section in the Sub-county to ensure the staff collect the revenue and meet the collection targets as set out
- f) Perform any other duties as may be assigned.

Requirements for appointment

- a. Be a Kenyan citizen.
- b. Be a holder of Bachelor's degree in Commerce, Economics or Business Administration/ Management or Bachelor of Arts from a recognized university;
- c. Must have experience in revenue collection in public or private sectors for a minimum period of three (3) years;
- d. Demonstrated a thorough understanding of national goals, policies and development objectives and ability to align them to the County's mandate;
- e. Be conversant with the provisions of the Public Finance Management (PFM) Act;
- f. Be a team player with exemplary leadership qualities, interpersonal, communication, and collaborative skills;
- g. Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

h. Membership to relevant Professional Body will be added advantage

## **6. ACCOUNTANT II JOB GROUP 'J' - EMBU COUNTY REVENUE AUTHORITY, ONE (1) POSITION**

Terms of Service: Permanent

Duties and Responsibilities

This is the entry and training grade for non-professionals. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledger etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him/her.

Requirements for Appointment

For appointment to the grade of Accountant II, Job Group 'J' a candidate must have the following qualification;-

- a) A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.
- b) OR Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

### **HOW TO APPLY**

The candidate should attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic: Professional Certificates and testimonials**
- iii. **Clearance certificate from Higher Education Loan Board (HELB); Kenya Revenue Authority (KRA); Criminal Investigation Department (CID); Ethics and Anti-Corruption Commission (EACC); and Credit Reference Bureau (CRB)**
- iv. **Any other relevant supporting documents.**

All applicants are requested to download application form and a detailed document containing requirements relevant to the positions advertised from Embu County website:- [www.embu.go.ke](http://www.embu.go.ke)

**Any candidate who directly or indirectly canvases shall lead to automatic disqualification.**

All applications should be sent to the undersigned on or before **23<sup>rd</sup> April, 2019**

**THE SECRETARY/CEO  
EMBU COUNTY PUBLIC SERVICE BOARD  
P.O BOX 2871 – 60100  
EMBU**

**NB:** 1. Only short listed candidates shall be contacted.

2. The reference number of the position being applied **MUST** be indicated on the envelope and the Application.

**Embu county Government is an equal opportunity Employer**