

ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

1. SHORTLISTED CANDIDATES AND NOTIFICATION FOR INTERVIEWS

Elgeyo Marakwet County Public Service Board wishes to inform members of the public and applicants for the positions of **Assistant Quantity Surveyor, Quantity Surveyor, Building Inspector, Assistant Architect, Civil and Structural Engineer, Architect, Draftsman, Road Overseers and Road Inspectors** that were re-advertised in the Standard and Nation newspapers of 06th January 2015 that the list of shortlisted candidates and interview schedule can be accessed from the County Website www.elgeyomarakwet.go.ke/jobsandvacancies or at www.elgeyomarakwetcpsb.org.

The same will be available on the notice boards at the respective office of the Sub-County and Ward Administrator as from Monday 16th February 2015.

2. RE –ADVERTISEMENT OF VACANCIES

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

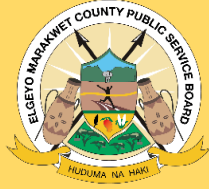
- I. REVENUE OFFICERS- **REF NO: EMCP SB/04/15-(105 positions)**
- II. ENFORCEMENT OFFICERS- **REF NO : EMCP SB/05/15- (09 positions)**

Details of the job descriptions, job requirements and application procedure can be obtained by logging onto www.elgeyomarakwetcpsb.org/ or www.elgeyomarakwet.go.ke/jobsandvacancies

IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. Those who had applied earlier for the positions of revenue and enforcement officers need not to re-apply.
- ii. All applications can only be submitted online on or before **Thursday 26th February 2015**.
- iii. Applicants should meet requirements of chapter six of the constitution of Kenya and will be required to get clearance certificates from EACC, KRA, HELB and obtain a certificate of good conduct from the police.
- iv. Only shortlisted candidates will be contacted.
- v. Elgeyo Marakwet is an equal opportunity employer.
- vi. Shortlisted candidates will be required to bring with them copies of their academic and professional certificates, a copy of the national identification card and copies of relevant testimonials

**The Secretary,
Elgeyo Marakwet County
Public Service Board.**



**ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD**

13th FEBRUARY 2015

VACANCY ADVERTISEMENT

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

1. REVENUE OFFICERS, JOB GROUP 'F' (105 POSTS): REF NO: EMCPSB/04/15

Duties and responsibilities

- Banking the cash collected intact
- Raising invoices against clients accounts
- Delivering invoices to the clients
- Posting receipts against the clients account
- Collect cash from clients

Requirements for Appointment

- Must have completed KCSE
- Those with KATC/CPA will have added advantage
- Have experience in Revenue collection

ENFORCEMENT OFFICER, JOB GROUP 'F' (09 POSTS): REF NO: EMCPSB/05/2015

Reporting to the senior administrator- enforcement, enforcement officers shall be responsible for:

Duties and responsibilities

1. Inspection and enforcing all County legislations including the Finance Act, Alcohol Drinks Control Act and other County legislations
2. Working with security agencies to enforce and prosecute persons alleged to break laws
3. Reporting on compliance with county laws, specifically on finance Act.
4. Working with revenue officers to ensure that all fees payable to county government are fully paid up
5. Ensuring that all property developments in the county are fully approved as per physical plans
6. Any other enforcement assignments as directed by the supervisors

Requirements for Appointment

- Must have completed KCSE
- Have experience in county operations e.g. revenue collections
- Those who attended NYS training will have added advantage.
- Any other qualification will have added advantage

IMPORTANT INFORMATION TO PROSPECTIVE APPLICANTS

- i. Applicants should meet requirements of chapter six of the constitution of Kenya and will be required to get clearance certificates from EACC, KRA, and obtain a certificate of good conduct from the police
- ii. Only shortlisted candidates will be contacted.
- iii. Elgeyo Marakwet is an equal opportunity employer.

NOTICE

You are hereby forewarned that Elgeyo Marakwet County Public Service Board does not solicit for money so as to employ.

TO APPLY, CLICK ON THE LINK BELOW

www.elgeyomarakwetcpsb.org/ or visit www.elgeyomarakwet.go.ke

**The Secretary
Elgeyo Marakwet County Public Service Board
P.O BOX 665-30700
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