

THE COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

Pursuant to the provisions of Article 235 of Constitution of Kenya, 2010 and Section 59, 65 and 70(1) of the County Governments Act Cap. 265 of the Laws of Kenya, Kilifi County Public Service Board invites applications from competent and qualified officers currently serving in Kilifi County Public Service on permanent and pensionable terms of service to fill the following vacancies.

DEPARTMENT OF FINANCE & ECONOMIC PLANNING

S/no.	Position	CPSB	No. of Positions
1	Revenue Officers	10	8

1. Revenue Officer (CPSB 10) - 8 POSTS - CG/KLF/CPSB/ADVERTS/4/1

Duties and Responsibilities

- Making accurate entries of revenue figures;
- Calculating and presenting figures in approved formats;
- Tracking accountable documents;
- Verifying and reconciling figures and authenticating the work of Revenue Clerks;
- Issuing and accounting for revenue handling materials;
- Banking cash and cheques on time.
- Any other duty assigned by the Director Revenue Management.

Requirements for appointment

- Cumulative service period of three (3) years;
- Bachelor's degree in any of the following disciplines: - Commerce (Accounting or Finance option), Finance, Economics or Business Administration/Management (Accounting or Finance) or equivalent qualifications from a recognized institution or a pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

Remuneration: Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

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 be:

- Downloaded from the Kilifi County website www.kilifi.go.ke

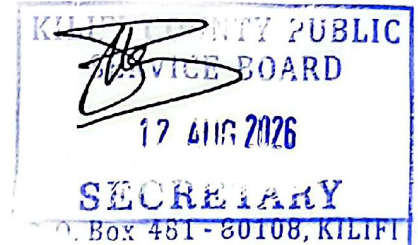
Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at Kilifi Plaza, along Charo Wa Mae Road next to Equity Bank (Kilifi Branch).

OR

- Address it to:-

THE SECRETARY/CEO,
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 Tuesday, 1st September, 2026.

Note:

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a criminal offence to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: EACC, KRA, HELB, CRB and DCI; and
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.


Chief Executive Officer/Secretary
County Public Service Board

