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PRINCIPAL SECRETARY
STATE DEPARTMENT FOR ECONOMIC PLANNING
20 JUN 2024 501
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P. O. Box 30005 - 00100 NAIROBI
REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING
STATE DEPARTMENT FOR ECONOMIC PLANNING
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MAIN RECORDS OFFICE
P. O. Box 30005 - 00100, NAIROBI

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MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES
(MSMEs) DEVELOPMENT
STATE DEPARTMENT FOR CO-OPERATIVES

THE NATIONAL TREASURY AND ECONOMIC PLANNING
STATE DEPARTMENT FOR ECONOMIC PLANNING
RECEIVED
21 JUN 2024
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Social Security House
Bishops Road, Capital Hill
P. O. Box 30547 - 00100
NAIROBI

Ref: MITC/SDC/PUB/8/4/VOL VI/ (130)

Date: 27th May, 2024

- All Cabinet Secretaries
- The Hon. Attorney General
- The Secretary/Chief Executive Officer, PSC (K)
- All Principal Secretaries
- All County Public Service Board
- The Solicitor General, State Law Office
- The Controller of State House
- The Inspector General, National Police Service
- The Clerk of the National Assembly
- The Chairman, Council of Governors
- All Heads of Departments, State Department for Cooperatives

~~Internal Memo~~

Internal Advertisement for Vacant Post in the State Department for Cooperatives

Applications are invited from suitably qualified serving offices in the Civil Service for the advertised vacant position shown here below: -

Designation	Job Group	No. of Posts	Vacancy No.
Principal Cooperative Officer	CSG 8	10	1/2024
Principal Assistant Cooperative Officer	CSG 8	4	2/2024
Senior Cooperative Officer	CSG 9	31	3/2024
Senior Assistant Cooperative Officer	CSG 9	4	4/2024
Assistant Cooperative Officer 1	CSG 10	6	5/2024
Principal Cooperative Auditor	CSG 8	2	6/2024
Senior Cooperative Auditor	CSG 9	8	7/2024

Interested and qualified persons are requested to make their applications by completing one (1) application form, PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website, www.publicservice.go.ke.

Completed application form, letter of appointment/promotion to the present substantive grade and certified copies of certificates should reach THE PRINCIPAL SECRETARY, STATE DEPARTMENT FOR COOPERATIVES; MINISTRY OF COOPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES (MSMES) DEVELOPMENT, P.O. BOX 30547-00100 NAIROBI OR HAND DELIVERED TO NSSF BUILDING, BLOCK 'B', 10TH FLOOR, - ROOM 1018 ON OR BEFORE 5TH JULY, 2024.

PRINCIPAL COOPERATIVE OFFICER -TEN (10) POSTS V/NO. 1/2024:

Salary Scale:	Ksh.50,610 p.m.– Ksh 90,200 p.m. (CSG 8)
House Allowance:	Ksh. 35,000
Commuter Allowance:	Ksh. 8,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

a) Requirements for Appointment

For appointment to this grade, an officer must have

- i. Served in the grade of Senior Cooperative Officer for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Bachelor's degree in any of the following disciplines: - Cooperative Business, Cooperative Management, Cooperative and Community Development, Commerce, Business Administration, Law, Economics, Statistics, Mathematics, Marketing, Entrepreneurship, Finance, Agri-Business or its equivalent qualification from a recognized institution;
- iii. Membership in any of the following professional bodies:- Kenya Society of Professional Cooperators (KSPC) or any other relevant professional body;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer applications from a recognized institution.; and
- vi. Demonstrate merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Processing and recommending documents for registration of cooperatives;
- ii. Preparing cooperative management reports for decision making;
- iii. Coordinating pre-cooperative training and education for federations, county staff, virtual and diaspora cooperatives;
- iv. Recommending proposed cooperative names for reservation;
- v. Recommending for registration of charges and debentures;
- vi. Implementing cooperative programmes;

- vii. Carrying out inquiries and inspections/investigations in Cooperatives management and governance;
- viii. Verifying and maintaining cooperative Register;
- ix. Supervising election of cooperative officials in federations and apex body.
- x. Processing cooperative marketing intelligence and trends;
- xi. Advising on cooperative investments;
- xii. Evaluating cooperative programmes, projects and trends.
- xiii. Carrying out cooperative research

PRINCIPAL ASSISTANT COOPERATIVE OFFICER -FOUR (4) POSTS V/NO. 2/2024:

Salary Scale:	Ksh. 50,610 p.m.–Ksh 90,200 p.m. (CSG 8)
House Allowance:	Ksh. 35,000
Commuter Allowance:	Ksh. 8,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

a) Requirements for Appointment

For appointment to this grade, an officer must have

- i. Served in the grade of Senior Assistant Cooperative Officer for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Diploma in any of the following disciplines: - Cooperative Management, Marketing, Entrepreneurship or its equivalent qualification from a recognized institution;
- iii. Membership in any of the following professional bodies;- Kenya Society of Professional Cooperators (KSPC) or any other relevant professional body;
- iv. Certificate in Senior management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer applications from a recognized institution; and
- vi. Demonstrate merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Processing and maintaining marketing intelligence;
- ii. Carrying out cooperative inquiries;
- iii. Inspections and investigations;
- iv. Providing technical advice in area of specialization;
- v. Advising on cooperative investments;
- vi. Analyzing data for policy formulation;
- vii. Report writing;
- viii. Enforcing compliance with cooperative legislation;
- ix. Ensuring implementation of work plans for cooperative extension services;
- x. Evaluating cooperative activities and trends for promoting the cooperative development.

SENIOR COOPERATIVE OFFICER –THIRTY ONE (31) POSTS V/NO. 3/2024:

Salary Scale:	Ksh. 44,610 p.m.–Ksh 61,110p.m.(CSG 9)
House Allowance:	Ksh. 28,000
Commuter Allowance:	Ksh. 6,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

a) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Cooperative Officer I for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Bachelor's degree in any of the following disciplines: - Cooperative Business, Cooperative Management, Cooperative and Community Development, Commerce, Business Administration, Law, Economics, Statistics, Mathematics, Marketing, Entrepreneurship, Finance, Agri-Business or its equivalent qualification from a recognized institution;
- iii. Membership in any of the following professional bodies:- Kenya Society of Professional Cooperators (KSPC) or any other relevant professional body;
- iv. Certificate in Computer applications from a recognized institution.; and
- v. Demonstrate merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

- i. Analyzing cooperatives data;
- ii. Vetting of registration documents;
- iii. carrying out pre-cooperative training for federations;
- iv. Carrying out training of county staff on aggregation of MSMEs into viable cooperatives
- v. Disseminating cooperative policies and standards.
- vi. Processing of name searches;
- vii. Processing of charges and debentures;
- viii. Implementing cooperative programmes and projects;
- ix. verifying cooperative Register;
- x. Updating cooperative data base
- xi. Verifying wealth declaration forms register;
- xii. Advising on cooperative investments;
- xiii. overseeing cooperative elections;
- xiv. carrying out inquiries, inspections and liquidations;
- xv. Advising cooperatives on markets and value chains development,
- xvi. Monitoring and advising on compliance with cooperative legislation;
- xvii. Evaluating applications for borrowing powers, agency notices and share refunds.

xviii. Undertaking cooperative research;

SENIOR ASSISTANT COOPERATIVE OFFICER –FOUR (4) POSTS V/NO. 4/2024:

Salary Scale:	Ksh. 44,610 p.m. – Ksh 61,110 p.m. (CSG 9)
House Allowance:	Ksh. 28,000
Commuter Allowance:	Ksh. 6,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

q) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Assistant Cooperative Officer I for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Diploma in any of the following disciplines: - Cooperative Management, Marketing, Entrepreneurship or its equivalent qualification from a recognized institution;
- iii. Membership in any of the following professional bodies:- Kenya Society of Professional Cooperators (KSPC) or any other relevant professional body;
- iv. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in Computer applications from a recognized institution; and
- vi. Demonstrate merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail: -;

- i. Advising on cooperative investments;
- ii. Overseeing cooperative elections;
- iii. Implementing government programmes,
- iv. Dissemination of cooperative policies and standards,
- v. Carrying out inquiries, liquidation, markets and value chains development,
- vi. Enforcing compliance with cooperative legislation,
- vii. Evaluation of application for borrowing powers, agency notices and share refunds.

ASSISTANT COOPERATIVE OFFICER 1 –SIX (6) POSTS V/NO. 5/2024:

Salary Scale:	Ksh.39,700p.m.–Ksh 52,960p.m.(CSG 10)
House Allowance:	Ksh. 16,500
Commuter Allowance:	Ksh. 5,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

a) Requirements for Appointments

For appointment to this grade an officer must have: -

- i. Served in the grade of Assistant Cooperative Officer II for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Diploma in any of the following disciplines: - Cooperative Management, Marketing, Entrepreneurship or its equivalent qualification from a recognized institution.
- iii. Certificate in Computer applications from a recognized institution; and
- iv. Demonstrate merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Analyzing of cooperatives data;
- ii. Updating of registers;
- iii. Vetting of registration documents;
- iv. Pre cooperative education training
- v. Enforcing of compliance by cooperatives;
- vi. Processing of name searches;
- vii. Processing of charges and debentures; and
- viii. Implementing of government programmes

PRINCIPAL COOPERATIVE AUDITOR –ONE (1) POSTS V/NO. 6/2024:

Salary Scale:	Ksh.50,610p.m.–Ksh 90,200p.m. (CSG 8)
House Allowance:	Ksh. 35,000
Commuter Allowance:	Ksh. 8,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Cooperative Auditor or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Bachelors Degree in any of the following disciplines: Cooperative Management, Cooperative Audit, Commerce (Accounting/Finance option) Mathematics, Statistics, Economics, Business Administration (Accounting/Finance option) or any relevant and equivalent qualification from a recognized Institution;
- iii. Certified Public Accountants (CPA) Kenya Part III examination or its equivalent qualification from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution

- v. Certificate in Computer application from a recognized institution.; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

(a) Duties and Responsibilities

An Officer at this level may head an Audit Team. Duties and responsibilities at this level will entail:

- i. Verifying applications for registration of Auditors;
- ii. Compiling audit queries and comments for presentation to management;
- iii. Developing and preparing audit work-plans and programs;
- iv. Evaluating audit working papers and audit evidence;
- v. Identifying audit risk and audit priority areas;
- vi. Reviewing audited accounts presentation formats and disclosures for compliance with the relevant standards and legal requirements
- vii. Identifying key actionable audit issues for appropriate action;
- viii. Coordinating work flows from the auditors to the directorate;
- ix. Offering tax consultancy services to Cooperative societies
- x. Carrying out compliance audits of societies and preparing compliance reports;
- xi. Undertaking inspections and inquiries of Cooperative Societies ;
- xii. Carrying out liquidations; and
- xiii. Auditing of liquidators accounts.

SENIOR COOPERATIVE AUDITOR –EIGHT (8) POSTS V/NO. 7/2024:

Salary Scale:	Ksh. 44,610 p.m. – Ksh 61,110 p.m. (CSG 9)
House Allowance:	Ksh. 28,000
Commuter Allowance:	Ksh. 6,000
Leave Allowance (once a year):	Ksh. 6, 000
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

(a) Requirements for Appointment

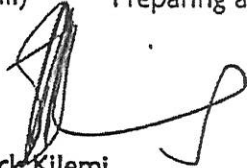
For appointment to this grade, an officer must have:

- i. Served in the grade of Cooperative Auditor I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; or in a comparable and relevant position in the Public Service;
- ii. Bachelor's Degree in any of the following disciplines: Cooperative Management, Cooperative Audit, Commerce (Accounting/Finance option) Mathematics, Statistics, Economics, Business Administration (Accounting/Finance option) or equivalent qualification from a recognized Institution;
- iii. Certified Public Accountant (CPA) Part II examination or its equivalent qualification from a recognized institution;
- iv. Certificate in computer application from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Processing applications for registration of Auditors;
- (ii) Collecting, collating, evaluating and documenting audit evidence and queries on societies financial statements;
- (iii) Providing technical support to cooperatives in preparation of financial statements and filing tax returns;
- (iv) Interpreting audited financial statements and issuing advisory to the management of Cooperatives;
- (v) Carrying out inspections and inquiries of assigned societies, preparing reports of findings, conclusions and recommendations;
- (vi) Vetting of cooperatives financial statements to ensure compliance with the accounting standards, cooperative laws, rules and regulations;
- (vii) Providing support to County Governments on cooperative accounting and audit; and
- (viii) Preparing annual audit report and development of audit standards.



Patrick Kilemi
PRINCIPAL SECRETARY