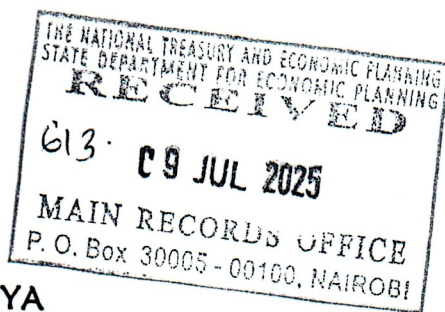


REPUBLIC OF KENYA



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

Telephone: 020-2731531-9
0704097021/23
0788484840/41
Fax: 020-2731511
Email: ps.ushirika@gmail.com
When replying please quote

Social Security House
Bishops Road, Capital Hill
P. O. Box 30547 - 00100
NAIROBI

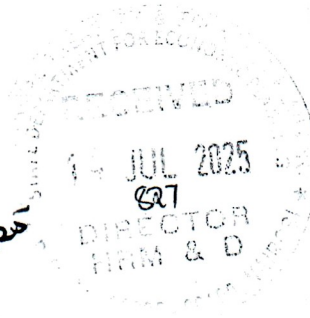
I HR/COMM
PSC deal
10/07/2025
[Signature]

Ref: MITC/SDC/PUB/8/4/ VOL VII/ (8)

Date: 19th June, 2025

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
All Heads of Departments, State Department for Cooperatives

II Admin
PSC ensure
circulation in
BSC
14/6/25



Internal Re - Advertisement for Vacant Post in the State Department for Cooperatives

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

Designation	Job Group	No. of Posts	Vacancy No.
Senior Cooperative Officer	CSG 9	20	1/2025
Senior Assistant Cooperative Officer	CSG 9	3	2/2025
Assistant Cooperative Officer 1	CSG 10	2	3/2025
Senior Cooperative Auditor	CSG 9	5	4/2025

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.

III Appointments

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 AUGUST, 2025**.

SENIOR COOPERATIVE OFFICER (CSG 9) –Twenty (20) POSTS V/NO. 1/2025:

Salary Scale:	Ksh. 46,120 p.m.– Ksh 65,860 p.m.
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. Certificate in Computer applications from a recognized institution.; and
- iv. Demonstrate merit and shown ability as reflected in work performance and results.

(b) 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 (CSG 9) –THREE (3) POSTS V/NO. 2/2025:

Salary Scale:	Ksh. 46,120 p.m.–Ksh 65,860p.m.
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 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. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer applications from a recognized institution; and
- v. Demonstrate merit and shown ability as reflected in work performance and results.

(b) 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 (CSG 10) –TWO (2) POSTS V/NO. 3/2025:

Salary Scale:	Ksh.41,420 p.m.–Ksh 57,230p.m.
House Allowance:	Ksh. 16,500
Commuter Allowance:	Ksh. 5,000
Leave Allowance (once a year):	Ksh. 5, 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.

(b) 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

SENIOR COOPERATIVE AUDITOR (CSG 9) – FIVE (5) POSTS V/NO. 4/2025:

Salary Scale:	Ksh. 46,120 p.m.–Ksh 65,860p.m.
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

iv.
v.

Certificate in computer application from a recognized institution; and
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, CBS
PRINCIPAL SECRETARY

