



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O Box 2870-20100
Email: countypublicserviceboard@nakuru.go.ke



[VACANCY NO. 02/2021]

VACANT POSITIONS IN THE COUNTY PUBLIC SERVICE BOARD

Pursuant to the Constitution of Kenya (2010) Articles 235 and the County Governments Act No. 17 of 2012, section 59, the Nakuru County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions:

CHIEF HUMAN RESOURCE MANAGEMENT OFFICER- II ONE (1) POSITION -VACANCY No. 02/2021/01

Basic Salary Scale: Ksh 49,000 – Ksh 65,120 p.m **(Job Group ‘M’)**

Allowances as per the SRC circulars

Terms of Service: Three (3) year Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. Have a Bachelors degree in Human Resource Management **OR** a Bachelors degree in Social Sciences with a Higher Diploma/ Diploma in Human Resource Management;
- iii. Be a member of the Institute of Human Resource Management (IHRM);
- iv. Be Proficient in computer applications;
- v. Have worked as a Human Resource Management Officer or its equivalent for a period of not less than six (6) years, two (2) of which were in a supervisory role;
- vi. CHR(K) will be an added advantage;
- vii. Demonstrate understanding of National values and principles of governance and Public Service as stipulated in Articles 10, 232 of the Constitution of Kenya, 2010 and;
- viii. Meet the requirements prescribed in Chapter Six (6) of the Constitution of Kenya 2010 on leadership and integrity.

Duties and Responsibilities

COUNTY OF UNLIMITED OPPORTUNITIES

- i. Analyzing Human Resource Management data from County Departments and making appropriate recommendations thereof;
- ii. Analyzing Human Resource Management issues emanating from County Departments and advice on appropriate action;
- iii. Planning and coordinating of Board activities in regards to recruitment, selection, appointments, discipline and employee relations;
- iv. Preparation of Board papers and briefs;
- v. Analyzing requests for recruitment from County Departments;
- vi. Providing administrative support to the relevant Committees of the Board;
- vii. Developing tools for the Board for monitoring the implementation and impact of existing Human Resource Management policies, guidelines and procedures in the County Departments;
- viii. Handling routine HR correspondences and preparing reports on Board activities related to the human resource functions of the Board;
- ix. Analyzing issues emanating from County Departments related to Collective Bargaining Agreements and Labor Relations and make appropriate recommendations to the Board;
- x. Interpreting Labor Laws and government policies on human resource management; and,
- xi. Performing any other duties assigned from time to time.

HUMAN RESOURCE MANAGEMENT OFFICER ONE (1) POSITION -VACANCY No. 02/2021/02

Basic Salary Scale: Ksh 38,270 – Ksh 51,170 p.m (Job Group 'K')

Allowances as per the SRC circulars

Terms of Service: Three (3) years Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. Have a Bachelors degree in Human Resource Management **OR** a Bachelors degree in Social Sciences with a Higher Diploma/ Diploma in Human Resource Management;
- iii. Have worked as a Human Resource Management Officer or its equivalent for a period of not less than two (2) years;

- iv. Be Proficient in computer applications;
- v. Demonstrate understanding of National values and principles of governance and Public Service as stipulated in Articles 10, 232 of the Constitution of Kenya, 2010 and;
- vi. Meet the requirements prescribed in Chapter Six (6) of the Constitution on leadership and integrity.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Collecting and collating data on the Human Resources as may be required by the board from the county departments;
- ii. Preparation of Board papers and briefs; and,
- iii. Performing any other Human Resource functions that may be assigned.

ASSISTANT OFFICE ADMINISTRATOR I ONE (1) POSITION -VACANCY No.

02/2021/03

Basic Salary Scale: Ksh 38,270 – Ksh 51,170 p.m **(Job Group ‘K’)**

Allowances as per the SRC circulars

Terms of Service: Three (3) year Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. Be in possession of Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- iii. Have a Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- iv. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - a. Shorthand III (minimum 100 w.p.m.);
 - b. Typewriting III (50 w.p.m)/ Computerized Document Processing III;
 - c. Business English III/ Communication II;
 - d. Commerce II;
 - e. Office Practice II;

- f. Office Management III/Office Administration and Management III;
- g. Secretarial Duties II;
- v. A certificate in Public Relations and customer care course lasting not less than two weeks from a recognized institution;
- vi. Certificate in computer applications from a recognized institution; and,
- vii. Have a working experience of not less than five (5) years.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Managing e-office;
- ii. Operating office equipment;
- iii. Attending to visitors and clients;
- iv. Handling telephone calls and appointments;
- v. Ensuring security, integrity and confidentiality of office records and documents;
- vi. Preparing responses to simple routine correspondence;
- vii. Establishing and monitoring procedures for record keeping of correspondence and file movements and maintaining an up to date filing system;
- viii. Managing office protocol and etiquette;
- ix. Supervising office cleanliness; and,
- x. Undertaking any other office administrative services duties that may be assigned.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - ONE (1) POSITION - VACANCY No. 02/2021/04

Basic Salary Scale: Ksh 31,270 – Ksh 41,260 p.m **(Job Group ‘J’)**

Allowances as per the SRC circulars

Terms of Service: Three (3) year Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. A Bachelor of Science in Information Communication Technology/ Computer Science from a recognized institution; **OR,**
- iii. A Higher Diploma in Computer Science/Information Communication Technology.

Duties and Responsibilities

Duties and Responsibilities Duties and responsibilities at this level will include:

- i. Analyzing, designing, coding, testing and implementing computer programs providing user support;
- ii. Maintaining support systems and training of users;
- iii. Repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- iv. Receiving, installing and certifying of Information Communication Technology equipment; and,
- v. Configuring of new Information Communication Technology equipment.

RECORDS MANGEMENT OFFICER II - ONE (1) POSITION -VACANCY No. 02/2021/05

Basic Salary Scale: Ksh 31,270 – Ksh 41,260 p.m (Job Group 'J')

Allowances as per the SRC circulars

Terms of Service: Three (3) year Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. Have a Bachelors degree in Records Management/Information Science or Records and Archives Management from a recognized institution;
- iii. Be Proficient in computer applications.
- iv. A certificate in Digital/Electronic record keeping/management will be an added advantage.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- i. Updating file index, updating and maintaining an up-to-date file movement records and ascertaining the general cleanliness of the registry;
- ii. Sort, cross reference, file correspondences and responses according to Board's indexing plan;
- iii. Proper storage and maintenance of records and files to promote longevity and ensure prompt repair or replacement of worn-out files;
- iv. Ensure proper handling of all board documents, pending correspondence and bring up;

- v. Receive and dispatch mails/ letters and maintain tracing register while ensuring adherence to the required security protocols and confidentiality;
- vi. Maintain a structured file classification for all records for ease in retrieval and accessibility;
- vii. Create a new file for new information/subject and allocate a reference number for ease in retrieval;
- viii. Ensuring security of files and board documents by monitor access to the Records Management area to safeguard the records integrity from unauthorized access.
- ix. Trace files that have already been actioned on and file them back to the records office for easier retrieval in the future.
- x. Assist in scanning of documents at the Board Secretary's office, renaming and sending for action by the Board Secretary.
- xi. Assist in circulating files after action by the Board Secretary and filing back to the Records office after action.
- xii. Any other duties assigned.

SENIOR DRIVER -TWO (2) POSITIONS -VACANCY No. 02/2021/06

Basic Salary Scale: Ksh 22,270 – Ksh 30,020p.m (Job Group 'G')

Allowances as per the SRC circulars

Terms of Service: Three (3) year Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. Be in possession of Kenya Certificate of Education Division IV or Kenya Certificate of Secondary Education grade D (Plain) or its equivalent qualifications from a recognized institution.
- iii. Have a valid driving license free from any current endorsement(s), Class(es)of vehicles an officer is required to drive
- iv. Have attended a first aid certificate course lasting not less than one (1) week At St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHIBT) or any other recognized institution;
- v. Have Passed suitability test for driver grade III;
- vi. Have Passed practical test for drivers conducted by the respective Ministry /Department;

- vii. Have a valid clearance certificate from the Directorate of Criminal Investigation (DCI); and,
- viii. Have at least five (5) years driving experience.

Duties and Responsibilities;

Duties and responsibilities at this level will involve;

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicles cooling, oil electrical and brake systems;
- iii. Maintenance of work tickets for vehicles assigned;
- iv. Ensuring security and safety of the vehicle on and off the road; and,
- v. Safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

SENIOR SUPPORT STAFF ONE (1) POSITIONS No. 02/2021/07

Basic Salary Scale: Ksh 22,270 – Ksh 30,020 p.m (Job Group 'G')

Allowances as per the SRC circulars

Terms of Service: Three (3) year Renewable contract subject to satisfactory performance

For appointment to this position a candidate must;

- i. Be a Kenyan citizen;
- ii. Have a Kenya Certificate of Secondary Education Grade D (Plain) or its equivalent qualification from a recognized institution;
- iii. Have a Certificate in basic computer applications;
- iv. Be a person of high integrity.

Duties and Responsibilities;

Duties and responsibilities at this level will involve;

- i. Maintaining cleanliness of the office and its surroundings;
- ii. Hospitality management;
- iii. Performing office administrative support services; and,
- iv. Any other duties assigned.

How to Apply

Interested and qualified persons are requested to make their applications by **downloading an employment form** from Nakuru County website www.nakuru.go.ke

A dully filled form and copies of ID, KCSE, Degree/Diploma/College and Professional Certificate where applicable, should be sent by **POST** or **COURIER SERVICES** in a sealed

envelope and the **vacancy number** clearly indicated on the top of the envelope and addressed to; **Secretary, Nakuru County Public Service Board, Public Works Building – Prisons Road, P.O. Box 2870-20100, NAKURU** on or before **17th May, 2021. (No hand delivered applications will be accepted)**

County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalised and Minority** communities are encouraged to apply. **Canvassing in any form will lead to automatic disqualification.**

Only shortlisted candidates will be contacted.

Please be informed that Nakuru County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEES** for any of its services.