



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF NAKURU**  
**NAKURU COUNTY PUBLIC SERVICE BOARD**



**INTERNAL ADVERTISEMENT FOR PROMOTIONS**

Pursuant to Article 235 of the Constitution of Kenya 2010 and Sections 59, 65 and 70(1) of the County Governments Act, 2012 the Nakuru County Public Service Board invites applications from competent and qualified officers currently serving in **Nakuru County Public Service on Permanent & Pensionable terms of service** to fill the following vacancies.

**DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, PUBLIC PARTICIPATION & HUMANITARIAN ASSISTANCE – VACANCY NO. 06/PROM/2023**

**CHIEF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER  
(1 POSITION) - VACANCY NO. 06/PROM/2023/01**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

**Job Group ‘M’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Senior Human Resource Management and Development Officer for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following fields; Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Science from a recognized institution;
- iii. Diploma in Human Resource Management/Development from a recognized institution;

**OR**

- Part III of Certified Public Secretaries/ Part III of Certified Human Resource Professionals (CHRP (K));
- iv. Membership to a relevant professional body;

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

### **Duties and Responsibilities**

- i. Preparing and processing cases for Departmental Human Resource Management Advisory Committee;
- ii. Implementing human resource management decisions within existing rules, regulations and procedures;
- iii. Preparing and compiling reports on the implementation of performance management and performance appraisal systems;
- iv. Supervising entry of payroll/complement data in the human resource management information system;
- v. Undertaking training needs assessment and evaluating training programmes for all cadres of staff in the department;
- vi. Identifying demand driven training programs and other relevant staff development programmes;
- vii. Preparing training projections and plans;
- viii. Providing secretarial support for the departmental training committees; and
- ix. Developing, updating and maintaining human resource development database and records.

### **CHIEF ASSISTANT OFFICE ADMINISTRATOR (3 POSITIONS) - VACANCY NO. 06/PROM/2023/02**

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

**Job Group ‘M’**

Allowances as per the SRC circulars attached to the position.

### **Requirements for appointment**

- i. Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- ii. Diploma in secretarial studies from Kenya National Examination Council (KNEC);

**OR**

Business Education Single and Group Certificate (BES & GC) stages I, II, and III from the Kenya National Examination Council in the following subjects:

- a) Typewriting III (minimum 50 w.p.m)/ computerized document processing III;
  - b) Short hand III (120 w.p.m);
  - c) Business English III/Communication II;
  - d) Office practice II;
  - e) Secretarial Studies II;
  - f) Commerce II;
  - g) Office Management III/ Office Administration and Management III;
- iii. Certificate in Secretarial Management Course not lasting less than four (4) weeks from Kenya School of Government or any other recognized institution;
  - iv. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
  - v. Certificate in computer application skills from a recognized institution; and
  - vi. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Taking oral dictations;
- ii. Using e-Office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Coordinating schedules of meetings and appointments;
- vii. Ensuring security of office records, equipment's and documents including classified materials;
- viii. Preparing responses to routine correspondence;
- ix. Managing office protocol and etiquette;
- x. Managing petty cash;
- xi. Monitoring procedures for record keeping of correspondence and file movements;
- xii. Maintain an up-to-date filing system in the office;
- xiii. Coordinating travel arrangements;

- xiv. Handling customers inquiries and complaints; and
- xv. Establishing and undertaking any other office administrative service and duties that may be assigned.

**SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER  
(1 POSITION) - VACANCY NO. 06/PROM/2023/03**

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

**Job Group ‘L’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Human Resource Management and Development Officer I for a minimum period of three years;
- ii. Bachelor’s degree in the following fields, human resource management, Human Resource Development, Human Resource Planning, Public/Business Administration, Political Science/Government Anthropology or any other relevant social science;
- iii. Higher Diploma in any of the following fields: Human Resource Management/Development, Industrial Labor Relations, or its equivalent from recognized institution;
- iv. Membership to a relevant professional body;
- v. Certificate in computer application from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Initiating action on human resource management services in search areas as appointment, promotion, payroll management, discipline, pensions, establishment and compliment control;
- ii. Verifying agenda and minutes for the Departmental human resource management advisory committee;
- iii. Preparing and processing cases for departmental human resource management advisory committee;

- iv. Implementing human resource management decisions within existing rules, regulations and procedures;
- v. Preparing and compiling reports on the implementation of performance management systems including performance Appraisal Systems, Rewards, and sanctions framework and human resource information systems;
- vi. Organizing training programmes and updating and maintaining human resource management and development records; and
- vii. Carrying out training needs analysis and preparing training plans.

**SENIOR ASSISTANT OFFICE ADMINISTRATOR (7 POSITIONS) - VACANCY NO. 06/PROM/2023/04**

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

**Job Group 'L'**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- ii. Diploma in secretarial studies from a Kenya National Examination Council;

**OR**

Business Education Single and Group Certificate (BES & GC) stages I, II and III from the Kenya National Examination Council in the following subjects:

- a) Shorthand III (minimum 110 w.p.m)
- b) Typewriting III (minimum 50 w.p.m)/ computerized document processing III;
- c) Business English III/Communication II;
- d) Office practice II;
- e) Secretarial Studies II;
- f) Commerce II;
- g) Office Management III/ Office Administration and Management III;
- h) Secretarial duties II;

- iii. Certificate in Public Relation and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results;

### **Duties and Responsibilities**

- i. Taking oral dictations;
- ii. Managing E-Office and data processing;
- iii. Word and data processing ;
- iv. Operating office equipment;
- v. Maintaining office diary, appointments and travel itineraries;
- vi. Attending to visitors/ clients;
- vii. Handling telephone calls;
- viii. Coordinating schedules of meetings, ensuring security of office records, equipment's and documents including classified materials;
- ix. Maintain an up-to-date filing system in the office;
- x. Establishing and monitoring procedures for record keeping for correspondence and file movements;
- xi. Preparing responses to simple routine correspondence;
- xii. Managing office protocol and etiquette;
- xiii. Supervising office cleanness;
- xiv. Managing office petty cash;
- xv. Ensuring security, integrity and confidentiality of data; and
- xvi. Undertaking any other office administrative services, duties that may be assigned.

**SENIOR OFFICE ADMINISTRATIVE ASSISTANT (4 POSITIONS) - VACANCY NO. 06/PROM/2023/05**

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

**Job Group ‘K’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Office Administrative Assistant I for a minimum of three (3) years;
- ii. Business Education Single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects:
  - a) Typewriting III (minimum 50 w.p.m)/ computerized document processing III;
  - b) Business English III/Communications II;
  - c) Office practice II;
  - d) Commerce II;
  - e) Secretarial duties II;
  - f) Office Management III/ Office Administration and Management III;

**OR**

- Craft Certificate in Secretarial Studies from Kenya National Examination Council;
- iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution;
  - iv. Certificate in computer application skills from a recognized institution; and
  - v. Shown merit and ability as reflected in work performance and results;

**Duties and Responsibilities**

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records;

- v. Attending to visitors/ clients;
- vi. Handling telephone calls and appointments;
- vii. Maintaining office diary and scheduling of meetings;
- viii. Ensuring an up-to-date filing system in the office;
- ix. Supervising office cleanliness;
- x. Handling routine correspondences;
- xi. Managing office petty cash; and
- xii. Undertaking any other office administrative services and duties that may be assigned.

**PRINCIPAL CLERICAL OFFICER (10 POSITIONS) - VACANCY NO.**

**06/PROM/2023 /06**

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

**Job Group ‘K’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (K.C.S.E) mean grade C-(minus) or its equivalent qualification;
- iii. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management and Records Management lasting not less than six (6) months from a recognized institution;
- iv. Passed the proficiency examination for Clerical Officers;
- v. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability in work performance and results.

**Duties and Responsibilities**

- i. Verifying compiled statistical records for accuracy;



- ii. Coordinating processing of human resource records and accounting transactions;
- iii. Ensuring maintenance of efficient filing system;
- iv. Safe custody of invoices, receipts, vouchers and related records;
- v. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- vi. Verifying payment vouchers;
- vii. Computing financial or statistical records based on routine or special sources of information;
- viii. Drafting complex routine correspondences;
- ix. Drafting indents for advertisement;
- x. Processing pension documents;
- xi. Processing documents for issuance of academic records;
- xii. Inducting new clerical personnel; and
- xiii. Mentoring and guiding other Clerical Officers.

**OFFICE ADMINISTRATIVE ASSISTANT I (5 POSITIONS) - VACANCY NO.**

**06/ PROM/2023/07**

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

**Job Group ‘J’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Office Administrative Assistant II for a minimum of three (3) years;
- ii. Business Education Single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects:
  - a) Typewriting III (minimum 50 w.p.m)/ computerized document processing III;
  - b) Business English III/Communications II;
  - c) Commerce II;
  - d) Secretarial Studies II;
  - e) Office practice II;

f) Office Management III/ Office Administration and Management III;

**OR**

Craft Certificate in Secretarial Studies from Kenya National Examination Council;

- vi. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records;
- v. Attending to visitors/ clients;
- vi. Handling telephone calls and appointments;
- vii. Maintaining an up-to-date filing system in the office;
- viii. Supervising office cleanliness;
- ix. Managing petty cash; and
- x. Undertaking any other office administrative services and duties that may be assigned.

### **CHIEF CLERICAL OFFICER (30 POSITIONS) - VACANCY NO. 06/PROM/2023/08**

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

**Job Group 'J'**

Allowances as per the SRC circulars attached to the position.

### **Requirements for appointment**

- i. Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;

- ii. Kenya Certificate of Secondary Education (K.C.S.E) mean grade C-(minus) **or** its equivalent qualification;
- iii. Passed the proficiency examination for clerical officer;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management and Records Management lasting not less than six (6) months from a recognized institution;
- viii. Certificate in computer application skills from a recognized institution; and
- ix. Shown merit and ability in work performance and results.

### **Duties and Responsibilities**

- i. Carrying out clerical duties in any of the following units;- Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services;
- ii. Compiling statistical records;
- iii. Carrying out transactions related to accounts or personal information;
- iv. Filing receipts, receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing pay change advice;
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licenses;
- x. Maintaining an efficient filing system and safe keeping of invoices;
- xi. Crafting agenda for cases due for presentation to the Departmental Human Resource Management and Advisory Committee (DHRMAC) and Departmental Training Committee (DTC) meetings;
- xii. Processing documents, managing registers, controlling movement of records and files; and
- xiii. Drafting correspondence and ensuring safe custody of equipment, documents and records.

**SENIOR CLERICAL OFFICER (9 POSITIONS) - VACANCY NO.**

**06/PROM/ 2023/09**

Basic Salary Scale: Kshs. **25,270 – 33,950** p.m.

**Job Group ‘H’**

Allowances as per the SRC circulars attached to the position.

**Requirements for appointment**

- i. Served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (K.C.S.E) mean grade C-(minus) or its equivalent qualification;
- iii. Passed the proficiency examination for clerical officers;
- iv. Certificate in any of the following disciplines;- Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management and Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability in work performance and results.

**Duties and Responsibilities**

- i. Carrying out clerical duties in any of the following units;- Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services;
- ii. Compiling statistical records;
- iii. Carrying out transactions related to accounts or personal information;
- iv. Filing receipts, receiving, sorting out, filing and dispatching correspondence;
- v. Recording, folioing, filing applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing pay change advice;
- viii. Checking general office cleaning and security of buildings and equipment;
- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;

- xii. Controlling movement of records and files ; and
- xiii. Managing registers.

### **HOW TO APPLY**

Qualified serving officers are required to make an application by downloading and completing a **Promotion Application Form (PSB FORM -2 (Revised 2023))** from County Government of Nakuru website [www.nakuru.go.ke](http://www.nakuru.go.ke)

Duly filled application form should be sent to the Board through the **Post Office** or **Courier Services** in a sealed envelope to the address below **On or Before 11<sup>th</sup> April, 2023** clearly indicating the vacancy number and position applied for on the envelope. **(Hand delivered applications will not be accepted)**

**The Secretary**  
**Nakuru County Public Service Board**  
**Public Works Building- Prisons Road**  
**P.O Box 2870-20100**  
**NAKURU**