



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100



Email: cpsb@nakuru.go.ke

INVITATION FOR APPLICATIONS

Pursuant to the provisions of Article 235 of Constitution of Kenya, 2010 and Section 59 of the County Governments Act No. 17 of 2012, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions.

1. DEPARTMENT OF EDUCATION, ICT, e-GOVERNMENT AND PUBLIC COMMUNICATIONS – ADVERT NO. 02/2023

INSTRUCTOR III – TWENTY-SEVEN (27) POSITIONS

Basic Salary Scale: **Kshs. 25,470 – 33,950** p.m.

(Job Group 'H')

Allowances as per the SRC circulars attached to the position.

Terms of service: Permanent and Pensionable

The available positions are in the following fields of training;

AREA OF TRAINING/ SPECIALISATION	VACANCIES
Motor Vehicle Mechanics	14
Electrical & Electronics	2
Fashion and Design	2
Carpentry & Joinery	4
Metal Processing & Fabrication	5
Total	27

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Have KCSE mean grade C plain and Diploma in any of the following disciplines:
Electronics Engineering; Welding and Fabrication, Metal Processing; Electrical

Engineering; Motor Vehicle and Mechanics, Carpentry and Joinery; Clothing Technology; from a recognized institution

OR

Have KCSE 'D-' and Craft or Trade Test Grade I certificate in any of the following disciplines: Electronics Engineering; Welding and Fabrication, Metal Processing; Electrical Engineering; Motor Vehicle and Mechanics, Carpentry and Joinery; Clothing Technology; from a recognized institution

- iii. Have an Instructors' course (**MANDATORY**);
- iv. Have a Certificate in basic Computer Application from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for the Vocational Training Instructors with diploma qualifications. An Instructor at this level will work under the guidance of a senior Instructor.

Duties and responsibilities at this level will entail;

- i. Theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, training and learning materials;
- iii. Carrying out trainee assessments, administering examinations and preparing progress reports;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities and maintaining trainees' discipline; and
- vi. Other duties assigned by the head of the institution.

2 . COUNTY PUBLIC SERVICE BOARD - ADVERT NO. 03/2023

CHIEF DRIVER – TWO (2) POSITIONS

Basic Salary Scale: Kshs. **25,470 – 33,950** p.m. **(Job Group 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of service: Permanent and Pensionable

Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent qualification;
- ii. A valid driving license free from any current endorsements;
- iii. Suitability Test for Driver Grade III;
- iv. Occupational Trade Tests III/II/I for Drivers;
- v. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- vi. Defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- vii. Refresher course for drivers lasting not less than one (1) week every three (3) years; and
- viii. Valid Certificate of Good Conduct from the Kenya Police.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Vehicle maintenance and management
- v. Maintenance of work ticket(s) for vehicle(s) assigned;
- vi. Ensuring security and safety of the vehicle on and off the road;
- vii. Overseeing safety of the passengers and/or goods therein; and
- viii. Maintaining cleanliness of the vehicle(s).

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from County Government of Nakuru website www.nakuru.go.ke

A duly filled employment application form attached with certified copies of **National ID, KCSE, Diploma/Degree/Masters Certificates, Instructors Course Certificate, Professional Registration Certificates, Driving License (For drivers)** should be sent through the **POST OFFICE** or **COURIER SERVICES** in a sealed envelope **on or before 24th April, 2023** at 5.00 p.m. **(No hand delivered applications will be accepted).**

Clearly indicate the Advert number and position applied for on top of the envelope and address to;

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

County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Please be informed that Nakuru County Public Service Board **DOES NOT USE AGENTS** nor **CHARGE ANY FEE** for its services. **Candidates are advised to be cautious of fraudsters who call asking for money in regards to advertised vacancies. Report any such calls to the relevant Law Enforcement Institutions. Please do not give out any money!!!**

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: 0796848192.

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.