



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



INTERNAL ADVERTISEMENT FOR PROMOTION

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 INFRASTRUCTURE – VACANCY NO. 12/PROM/2023

CHIEF SUPERINTENDING ARCHITECT (1 POSITION) – VACANCY NO. 12/PROM/2023/01

Basic Salary Scale: Kshs. **87,360 – 121,430** p.m.

Job Group ‘P’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Senior Superintending Architect or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Bachelor’s Degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- iii. Registered by the Board of Registration of Architects and Quantity Surveyors;
- iv. Corporate membership with the Architectural Association of Kenya (AAK);
- v. Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Attended a Management Course lasting not less than four (4) weeks from recognized Institution;
- vii. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;

- viii. Demonstrated general administrative ability required for direction, control and implementation of building programmes; and
- ix. Shown merit and ability as demonstrated in work performance and results.

Duties and Responsibilities

- i. Management and Coordination of work in the preparation of scheme designs;
- ii. production drawings of Projects in the Annual Works Programme,
- iii. controlling of activities on site;
- iv. Supervision of projects during construction and maintenance; monitoring of expenditure;
- v. Liaising with client Departments on matters relating to design briefs and expenditure;
- vi. Manage and coordinate field surveys and user reaction investigations;
- vii. Analysis of data from field surveys;
- viii. Establishment of space standards and better architectural detailing;
- ix. Monitor and evaluate sketch/scheme designs done by consultants for necessary recommendations for approval;
- x. Evaluation of consultants fees and make recommendations for payment;
- xi. Assessment of training needs in the units;
- xii. Design and supervision of construction and maintenance of public buildings, civil and other public works; and
- xiii. Responsible for research activities, administration and supervision of all staff working under him/her.

SUPERINTENDING ENGINEER (STRUCTURAL) (1 POSITION) – VACANCY NO. 12/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.

Requirement for Appointment

- i. Served in the grade of Assistant Engineer I (Structural) or comparable and relevant position in the Public Service for at least three (3) years;

- ii. Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- iii. Registered with the Engineers Registration Board of Kenya (ERB);
- iv. Current valid annual Practicing license from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vi. Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Designing and supervision of construction of civil, marine and structural works;
- ii. Preparation of tender documents and cost estimates for civil and marine works; and
- iii. Carrying out structural integrity surveys on existing buildings and analysis of test results.

CHIEF STRUCTURAL ASSISTANT (2 POSITIONS) – VACANCY NO. 12/PROM/2023/03

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

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Senior Structural Assistant or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma in Civil Engineering or Building or its equivalent and relevant qualification from a recognized Institution;
- iii. A Construction Technician Certificate Part III; or its equivalent and relevant qualification from a recognized Institution;
- iv. A wide knowledge and experience in all matters related to preparation of drawings of structures and/or drainage;
- v. Attended a Supervisory Management course lasting not less than four (4) weeks from a recognized Institution;

- vi. Shown administrative ability by being conversant with Government procedures; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Design, preparation of bills of quantities;
- ii. Detailing of structural and civil works drawings for various structures such as roads, sewage, marine works, retaining walls and footbridges;
- iii. Train and supervise staff;
- iv. Checking drawings and bending schedules prepared by staff working under him/her;
- v. Compiling work output, weekly output chart for Structural Assistants in the unit;
- vi. Coordination of digitization of drawings and management of plans, records and storage; and
- vii. Retrieval and construction of information.

SUPERINTENDING ENGINEER (CIVIL) (2 POSITIONS) – VACANCY NO. 12/PROM/2023/04

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

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Assistant Engineer I (Civil) or comparable and relevant position in the Public Service for at least three (3) years;
- ii. Bachelor’s degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- iii. Registered with the Engineers Registration Board of Kenya (ERB);
- iv. Current valid annual Practicing license from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vi. Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Designing and supervision of construction of civil, marine and structural works;
- ii. Preparation of tender documents and cost estimates for civil and marine works;
- iii. Carrying out structural integrity surveys on existing buildings and analysis of test results.

CHIEF CIVIL ASSISTANT (3 POSITIONS) – VACANCY NO. 12/PROM/2023/05

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

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Senior Civil Assistant or comparable and relevant position in the Public Service for at least three (3) years;
- ii. A Diploma in Civil Engineering or building or its equivalent and relevant qualification from a recognized Institution;
- iii. A construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution;
- iv. A wide knowledge and experience in all matters related to preparation of drawings of structures and/ or drainage;
- v. Attended a Supervisory Management Course Lasting not less than Four (4) weeks from a recognized Institution; and
- vi. Shown administrative ability by being conversant with Government procedures.

Duties and Responsibilities

- i. Design, preparation of bills of quantities;
- ii. Detaining of structural and civil works drawings for various structures such's as roads, sewage, marine works, retaining walls and footbridges;
- iii. Train and supervise staff;

- iv. Checking drawings and pending schedules prepared by staff working under him/her;
- v. Compiling work output, weekly output for structural/ civil assistant in the unit;
- vi. Coordination of digitization of drawings;
- vii. Management of plans, records and storage; and
- viii. Retrieval and construction of information.

**CHIEF ARCHITECTURAL ASSISTANT (1 POSITION) – VACANCY NO.
12/PROM/2023/06**

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

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Senior Architectural Assistant or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. A Diploma or technician certificate part III in any of the following disciplines: Building/ Civil Engineering Architecture or its equivalent and relevant qualification from a recognized institution;
- iii. Attended a Supervisory Management course lasting not less than four (4) weeks from a recognized Institution;
- iv. Shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawing office;
- v. Shown administrative ability by being conversant with government procedures; and
- vi. Shown merit and ability as demonstrated in work performance and results.

Duties and Responsibilities

- i. Supervision of the drawing office and the work on site;
- ii. Preparation and checking of finished working drawings;
- iii. Analysis of technical information required by project teams at each design stage;

- iv. Coordination and scheduling of work to ensure smooth flow; and
- v. Training and development of technical staff under him/her.

**SENIOR SUPERINTENDENT (ELECTRONICS) (2 POSITIONS) – VACANCY
NO. 12/PROM/2023/07**

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

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Superintendent (electronics) or comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma in Electronics Engineering or Electronics Technician Certificate Part III or equivalent and relevant qualification from om a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Supervision of inspections;
- ii. Repair, installation and maintenance of electronic equipment used in lifts, public address systems, computers, electronic scoreboards, Private Automatic Branch Exchanges (PABX's) and any other electronic equipment in government buildings and institutions;
- iii. Supervise staff working under him/her;
- iv. Preparation of design drawings;
- v. Preparing estimates for electronics installations in consultation with electrical/electronic engineers under direction of electrical engineer.

**SENIOR CIVIL ASSISTANT (1 POSITION) – VACANCY NO.
12/PROM/2023/08**

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

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Civil Assistant 1 or comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma in civil Engineering or Building or its equivalent and relevant qualification from a recognized Institution;
- iii. Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results,

Duties and Responsibilities

- i. Preparation of structural and civil works drawings;
- ii. Design and detailing of various structures;
- iii. Preparation of bills of quantities; and
- iv. Carrying out survey works pertaining to civil works.

SENIOR FIREMAN (1 POSITION) – VACANCY NO. 12/PROM/2023/09

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

Job Group ‘H’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Fireman I or comparable grade in the Public Service for at least three (3) years;
- ii. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Inspection and maintenance of fire-fighting appliances;
- ii. Assisting in rescue operations during emergency;
- iii. Operating appliances and communication equipment; and
- iv. Siting of fire appliances.

FIREMAN I (2 POSITIONS) – VACANCY NO. 12/PROM/2023/10

Basic Salary Scale: Kshs. **22,270 – 30,020** p.m.

Job Group ‘G’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Fireman II or comparable grade in the Public Service for at least three (3) years;
- ii. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- iii. Fireman I Certificate from a recognized Fire Services Training School/Institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Inspection and maintenance of fire-fighting appliances;
- ii. Assisting in rescue operations during emergency;
- iii. Operating appliances and communication equipment; and
- iv. Siting of fire appliances.

DEPARTMENT OF YOUTH, SPORTS, GENDER, SOCIAL SERVICES AND INCLUSIVITY– VACANCY NO. 13/PROM/2023

PRINCIPAL SOCIAL DEVELOPMENT OFFICER (1 POSITION) – VACANCY NO. 13/PROM/2023/01

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group ‘N’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Chief Social Development Officer for at least three (3) years
- ii. Bachelor’s degree in any of the following disciplines:- Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/ Management, Disability Studies, Counselling,

- Gender Studies, Gender and Development, Business Administration/ Management or equivalent from a recognized institution
- iii. Certificate in Senior Management Course lasting not less than four [4] weeks from a recognized institution;
 - iv. Certificate in computer applications skills from a recognized institution; and
 - v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Sensitizing stakeholders on social development policies and programmes;
- ii. Conducting situation analysis of social development programmes;
- iii. Analyzing data on accessibilities on social development opportunities for men and women;
- iv. Mobilizing local resources for the implementation of community development projects;
- v. Vetting and registering groups and community based organizations to benefit social development programmes;
- vi. Preparing reports on social development programmes;
- vii. Mainstreaming disability in programmes and projects;
- viii. Promoting volunteerism for peace and social economic development;
- ix. Sensitizing communities on affirmative action for persons with disabilities; and
- x. Creating awareness on family promotion and protection programmes.

CHIEF SPORTS OFFICER (1 POSITION) – VACANCY NO.

13/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 Sports Officer for a minimum period of three (3) years;

- ii. Bachelor's degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

OR

Bachelor's degree in Social Science with a Post Graduate Diploma in Sports Administration and Management equivalent qualification from a recognized institution;

- iii. Certificate in Computer Application from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Participating in articulating sports policy initiatives, programmes and activities in the district;
- ii. Liaising with sub-branches of Sports Federations, clubs and teams in conducting clinics on the set of sports standards;
- iii. Preparing and organizing teams for matches and championships;
- iv. Coordinating coaching of teams ,clubs, coaches, trainers, and sports administrators;
- v. Identifying and developing sports talent in the district;
- vi. Officiating in sports competitions;
- vii. Participate in sensitizing teams and clubs on cross cutting issues such as HIV/AIDS;
- viii. Coordinating maintenance of inventory of sports tools, equipment and facilities in the district;
- ix. Addressing staff welfare matters;
- x. Participating in preparation of budget, work plans and sports highlights; and
- xi. Monitoring and evaluating sports programmes and activities in the district.

CHIEF GAMING INSPECTOR (7 POSITIONS) – VACANCY NO.

13/PROM/2023/03

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

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in this grade of Senior Gaming Inspector or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Diploma in any of the following fields; Gaming Management, Business Administration, Financial Management or its equivalent qualification from recognized institution;
- iii. Thorough knowledge of the Betting Lotteries and Gaming Act (Cap.131) Laws of Kenya;
- iv. Attended a management course lasting not less than four (4) weeks; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Designing, planning, implementing, monitoring and evaluating activities to betting control and licensing;
- ii. Ensuring gaming activities are in compliance with relevant rules and regulation;
- iii. Undertaking systems research and development;
- iv. Presiding over public lotteries and prize competition draws;
- v. Monitoring and initiating investigations to curb illegal gaming activities;
- vi. Preparing work schedules; and
- vii. Coordinating work performance

SENIOR COMMUNITY DEVELOPMENT OFFICER (1 POSITION) – VACANCY

NO. 13/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.

Requirement for Appointment

- i. Served in the grade of Community Development Officer 1 for at least (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Sociology; Anthropology, Social Work, Psychology, Community Development; Project Development/ Management, Disability Studies, Counselling, Gender Studies Gender and Development, Business Administrative/Management or equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shows merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Identifying and implement community development projects and programme;
- ii. Identifying of older persons and persons with severe disability for each transfer programmes and projects;
- iii. Disseminating information on community development policies and programmes;
- iv. Training communities on participatory development approaches;
- v. Guiding communities to develop community action plan (caps);
- vi. Implementing and supervising social development programmes;
- vii. Collecting data on accessibilities on opportunities for all members of the community;
- viii. Managing and resolving conflicts within community groups and projects;
- ix. Mainstreaming disability in programmes and projects;
- x. Collecting and documenting sex and disability disaggregated data;
- xi. Sensitizing communities on affirmative action for persons with disabilities;

- xii. Liaising with development agencies and nongovernmental organizations (NGO) for effective implementation of the community development programmes; and
- xiii. Assisting in coordination to training programmes for self-help groups and group leaders in the community

**ASSISTANT COMMUNITY DEVELOPMENT OFFICER I (2 POSITIONS) –
VACANCY NO. 13/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.

Requirement for Appointment

- i. Served in the grade of Assistant Community Development Officer II for at least three (3) years;
- ii. Diploma in any of the following disciplines:- Community Development, Project Development/Management, Social Work, Sociology, Social Development, Psychology, Gender and Development, Counseling ,Health and Community Development, Entrepreneurship, Business Administration/Management or equivalent qualification from recognized 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. Coordinating the activities of groups and communities;
- ii. Guiding communities to develop community action plans (caps);
- iii. Managing and resolving conflicts within community groups and projects;
- iv. Training communities and groups on livelihood projects;
- v. Registering persons with disabilities, poor and vulnerable individuals to benefit from social development programmes;
- vi. Preparing reports on social development programmes; and

- vii. Collecting sex and disability disaggregated social development related data.

SENIOR SPORTS TECHNICIAN (4 POSITIONS) – VACANCY NO.

13/PROM/2023/06

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

Job Group ‘J’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Sports Technician I for a minimum period of three (3) years;
- ii. Certificate in Sports Administration and Management or equivalent qualification from a recognized institution;
- iii. Certificate in First Aid from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Organizing sports functions and competitions;
- ii. Keeping track record of all trainees;
- iii. Coordinating and conducting fitness classes;
- iv. Designing sports venues;
- v. Coaching and officiating during sports activities;
- vi. Overseeing proper maintenance of records of sports tools, equipment and facilities;
- vii. Ensuring sports implements records are maintained;
- viii. Administering first aid for minor sports injuries; and
- ix. Ensuring care and safety of sports facility users.

DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT – VACANCY NO. 14/PROM/2023

SUPERINTENDENT (BUILDINGS) (3 POSITIONS) – VACANCY NO. 14/PROM/2023/01

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

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the public service for at least three (3) years;
- ii. Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Reading and interpreting Architectural and Engineering drawings;
- ii. Comparing their details with work on site and compiling site weekly reports;
- iii. Assisting in planning a building programme for a group of buildings;
- iv. Ensuring that construction work in progress is in accordance with specifications and taking details of provisional items;
- v. Supervision of artisans carrying out repairs and alteration of existing buildings;
- vi. Preparation of cost estimates and schedule of materials.

DEPARTMENT OF AGRICULTURE, LIVESTOCK PRODUCTION, FISHERIES & VETERINARY SERVICES – VACANCY NO. 15/PROM/2023

ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION (2 POSITIONS) – VACANCY NO. 15/PROM/2023/01

Basic Salary Scale: Kshs. **87,360 – 121,430** p.m. **Job Group ‘P’**

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Principal Livestock Production Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines; Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Animal Science, Animal Production, Agriculture, Apiculture, Food Science And Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding And Genetics or Animal Nutrition 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 skills;
- vi. Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock production policies; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Organizing technical workshops, seminars and agricultural shows; guiding and preparation of technical papers and reports for professional forums;
- ii. Providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching;
- iii. Promoting economic livestock farming;
- iv. Organizing extension services which include field days, field demonstrations, farmer field schools and farm visits;

- v. Participating in collaborative research activities; analyzing livestock inputs and product samples;
- vi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production;
- vii. Pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation;
- viii. Implementing livestock production feeding programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding;
- ix. Value addition to livestock products, apiculture, livestock breeding, nutrition, emerging livestock and other animal husbandry interventions;
- x. Advising farmers on group formation, construction of farm structures and equipment.
- xi. Overseeing effective and efficient management and preparing work plans and budget for either sheep or goat stations, livestock farm, mobile pastoral training unit, pastoral training center or livestock improvement and multiplication farm;
- xii. Preparing agribusiness, ranch and farm plans;
- xiii. Participating in monitoring and evaluation of livestock programmes;
- xiv. Maintaining inventory of assets in a livestock production station/farm;
- xv. Collaborating with research institutions and other stakeholders on livestock production matters; and
- xvi. Planning for conservation and utilization of range resources.

DEPARTMENT OF EDUCATION, ICT, E-GOVERNMENT AND PUBLIC COMMUNICATIONS – VACANCY NO. 16/PROM/2023

GRADUATE ECDE TEACHER II (2 POSITIONS) – VACANCY NO. 16/PROM/2023/01

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

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served in the grade of Graduate ECDE Teacher III Job Group 'K' or a comparable and relevant position for at least 3 years;
- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
- iii. A Certificate in Senior Management Course from a recognized government training institution;
- iv. A Certificate in Computer applications;
- v. Registered by the Teachers Service Commission;
- vi. Certificate of Good Conduct from the National Police Service;
- vii. Valid medical report from a recognized government Health Facility;
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Class teaching;
- ii. Facilitate learning;
- iii. Role modelling, guidance and counselling, mentoring and motivation of the learners;
- iv. Preparing reports;
- v. Ensuring the safety and security of the learners;
- vi. Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres;
- vii. Developing relevant play/learning materials for all learners;
- viii. Preparing and developing schemes of work, lesson plan and daily program of activities, assessment and evaluation of children progress and keeping other professional records;
- ix. Assisting in planning the ECDE Centre programmes;
- x. Conducting research on ECDE;
- xi. Participating in stakeholder engagements in the ECDE sector;
- xii. Mobilizing and sensitizing communities on the need for ECDE;
- xiii. Assisting in the implementation of the ECDE policy.

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

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 29th May, 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