



**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 WATER, ENVIRONMENT, ENERGY, CLIMATE CHANGE  
AND NATURAL RESOURCES – VACANCY NO. 08/PROM/2023**

**CHIEF SUPERINTENDENT (GROUNDWATER) (1 POSITION) – VACANCY NO.  
08/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 Superintendent (Groundwater) for at least three (3) years
- ii. Have acquired wide experience in the exploration, conservation and management of groundwater resources;
- iii. Have shown initiative, competence and ability in groundwater planning, financial control, interpretation of bills of quantities
- iv. Knowledge of Government stores’ regulations and procedures
- v. Has administrative capabilities; and
- vi. Shown merit and ability as reflected in work performance and results.

## **Duties and Responsibilities**

- i. The Chief Superintendent (Groundwater) will be responsible to the Principal Superintendent (Groundwater) for the running and organization of groundwater programmes.
- ii. Assist in administration of groundwater projects, assist in checking on the adherence to specifications and standards and also ensuring that work is progressing on schedule.
- iii. The officer will also, when called upon, take charge of the supervision of complex groundwater works and be responsible for the training and development of junior staff.

## **SENIOR WATER SUPPLY OPERATOR (2 POSITIONS) – VACANCY NO. 08/PROM/2023/02**

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 at least three (3) years in the grade of Water Supply Operator I;
- ii. Shown considerable capability in work performance;
- iii. Must be computer literate; and
- iv. Shown merit and ability as reflected in work performance and results.

## **Duties and Responsibilities**

- i. In charge of operating and maintaining a large scheme;
- ii. Will be involved in maintenance of all structures and plants including storage tanks and all types of water treatment and pumping equipment;
- iii. Checking monthly water supply operator’s charts; and
- iv. Updating reticulation piping plans for water supply.

**DEPARTMENT OF HEALTH SERVICES – VACANCY NO. 09/PROM/2023**

**CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER (9 POSITIONS) – VACANCY NO. 09/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 Health Records and Information Management Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Health Records and Information Management from a 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. Implementing health records and information policies and guidelines;
- ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. Analyzing health records data;
- iv. Carrying out health records and information system reviews;
- v. Designing Medical and Surgical Indices;
- vi. Developing health data quality audit tools;
- vii. Designing health records monitoring and evaluation tools;
- viii. Disseminating health information;
- ix. Preparing Medical Records and Reports;
- x. Maintaining record safety and confidentiality;
- xi. Maintaining diagnostic and surgical indices;
- xii. Maintaining patient master index;

- xiii. Coding diseases and surgical procedures according to international classification of diseases and procedures in medicine; and
- xiv. Indexing diseases and surgical procedures.

**CHIEF NUTRITION AND DIETETICS OFFICER (7 POSITIONS) – VACANCY  
NO. 09/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 Nutrition and Dietetics Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following disciplines: Nutrition and Dietetics, Food and Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science or Home Economics from a recognized institution;
- iii. Registration by the Council of the Institute of Nutritionist and Dieticians (CIND);
- iv. Valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- v. Certificate in Computer Application skills from recognized institutions;
- vi. Demonstrated a high degree of professional competence and administrative capability; and
- vii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Conducting nutrition advocacy;
- ii. Conducting nutrition assessment and reviews in health care facilities;
- iii. Developing, implementing and reviewing nutrition health care plans;
- iv. Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and homebased care and other institutions;
- v. Developing and disseminating nutrition information, education, promotion and communication materials;

- vi. Providing nutrition support in patient management in health care facilities;
- vii. Facilitating training on nutrition in various training institutions;
- viii. Conducting nutritional research and preparing reports; and
- ix. Guiding in the nutrition management of patients in specialized clinics including Tuberculosis, HIV/AIDS, Diabetes and Renal Clinics.

**SENIOR PUBLIC HEALTH ASSISTANT (3 POSITIONS) – VACANCY NO. 09/PROM/2023/03**

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 Public Health Assistant I for a minimum period of three (3) years;
- ii. Certificate in Environmental Health Science or Public Health Technology from a recognized Institution;
- iii. Membership certificate from Association of Public Health Officers Kenya;
- iv. Must have a valid practicing license from Public Health Officer and Technicians Council;
- v. Certificate in computer application skills from a recognized institution;
- vi. Demonstrated a high degree of professional competence and administrative capability; and
- vii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Provide environmental health extension services in the area of deployment,
- ii. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- iii. Carrying out immunizations;

- iv. Defaulter tracing and reporting of Tuberculosis and other immunizable diseases;
- v. Referring health cases to relevant health facilities;
- vi. Identifying environmental health issues at household level;
- vii. Organizing community health days to advise communities on common public health issues;
- viii. Maintaining and updating records of public health data;
- ix. Assessing health needs of the community;
- x. Sensitizing communities on food and water safety measures;
- xi. Inspecting homesteads, markets, commercial premises and trading centers to ensure that general cleanliness and sanitary requirements are maintained; and
- xii. Issuing of intimation and statutory notices.

**DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, CITIZEN ENGAGEMENT, DISASTER MANAGEMENT AND HUMANITARIAN ASSISTANCE – VACANCY NO. 10/PROM/2023**

**SENIOR HUMAN RESOURCE MANAGEMENT ASSISTANT (1 POSITION) – VACANCY NO. 10/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 Human Resource Management Assistant I for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management/Development or Industrial/Labour Relations from a recognized institution; and

**OR**

- Part II of Certified Public Secretaries (K) Examination;
- 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. Preparing cases for the Departmental Human Resource Management Advisory Committee;
- ii. Verifying information relating to recruitment, appointment and transfer,
- iii. Implementing human resource management development decisions within existing rules, regulations and procedures;
- iv. Verifying payroll /complement data; and
- v. Processing pension documents.

### **SENIOR TELEPHONE SUPERVISOR (1 POSITION) - VACANCY NO. 10/PROM/2023/02**

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 Telephone Supervisor I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Diploma in Telecommunication Operations Management or its equivalent qualification from a recognized Institution;
- iii. Attended and passed an Instructors Training Course for Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized Institution;
- iv. Attended and passed a Certificate Course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized training institution;
- v. Proficient in computer applications;
- vi. Possess good oral and written communication skills in both English and Kiswahili;
- vii. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. In charge of a telephone exchange of seven to ten (7-10) switchboard positions, with a maximum capacity of one hundred (100) exchange lines and approximately one thousand (1000) extension lines;
- ii. Responsible for supervision of work at the switchboard;
- iii. Telephone exchange routine work;
- iv. preparation of duty/annual leave roster for telephone personnel;
- v. Collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels; and
- vi. Liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills and Supplies Section on procurement of telephone facilities/spare parts and stationery;
- vii. Teach Operation Theory and conduct refresher courses for the telephone personnel;
- viii. Supervise telephone exchanges in a number of Departments; and
- ix. Assess the performance of telephone exchange equipment/facilities.

### **HUMAN RESOURCE ASSISTANT I (3 POSITIONS) – VACANCY NO. 10/PROM/2023/03**

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 Human Resource Assistant II for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management/Development, from a recognized institution;

**OR**

Part II of Certified Public Secretaries Examination;



- iii. Certificate in computer application from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Verifying information relating to recruitment, appointment and transfer;
- ii. Implementing human resource management decisions within existing rules, regulations and procedures;
- iii. Verifying payroll /complement data; and
- iv. Processing pension documents.

### **TELEPHONE SUPERVISOR I (1 POSITION) – VACANCY NO.**

**10/PROM/2023/04**

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 Telephone Supervisor II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- i. Attended and passed an Instructors Training Course for Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized institution;
- ii. Possess good oral and written communication skills in both English and Kiswahili;
- iii. Be proficient in computer applications; and
- iv. Have shown merit and ability in the management of telephone services.

### **Duties and Responsibilities**

- i. In charge of a telephone exchange of five to six (5-6) switchboard positions, with a maximum capacity of sixty (60) exchange lines and approximately six hundred (600) extension lines;
- ii. The officer will be responsible for supervision of work at the switchboard;

- iii. Telephone exchange routine work;
- iv. Preparation of duty/annual leave roster for telephone personnel;
- v. Collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels;
- vi. Liaise with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills, and Supplies Section on procurement of telephone facilities/spare parts and stationery.

**TELEPHONE SUPERVISOR II (3 POSITIONS) – VACANCY NO.**

**10/PROM/2023/05**

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 Senior Telephone Operator or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Attended and passed a Certificate Course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized institution;
- iii. Be proficient in computer applications;
- iv. Possess good oral and written communication skills in both English and Kiswahili; and
- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. In charge of a telephone exchange of three to four (3-4) switchboard positions with a maximum capacity of forty (40) exchange lines and four hundred (400) extension lines;
- ii. Supervision of work at the switchboard;
- iii. Telephone exchange routine work;
- iv. Preparation of duty/annual leave roster for Telephone Personnel;

- v. Liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, with Accounts Section on payment of telephone bills and with Supplies Section on procurement of telephone facilities/spares parts and stationery.

**PRINCIPAL DRIVER (3 POSITIONS) – VACANCY NO. 10/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 Chief Driver for a minimum period of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. Valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association **(AA)** of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vi. Valid Certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one week from St. John Ambulance or Kenya Institute of Highway and Building Technology **(KIHBT)** or any other recognized institution;
- viii. Demonstrated outstanding professional competence; and
- ix. Shown merit and ability as reflected in work performance and results.

**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. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and/or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. In addition, the officer may be required to supervise and guide staff working under him/her in a small transport unit.

**DEPARTMENT OF EDUCATION, ICT, e-GOVERNMENT AND PUBLIC COMMUNICATIONS – VACANCY NO. 11/PROM/2023**

**SENIOR ECDE TEACHER I (2 POSITIONS) – VACANCY NO. 11/PROM/2023/01**

Basic Salary Scale: Kshs. **56,730 - 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 Senior ECDE Teacher II Sub County ECDE Coordinator for a minimum of three (3) years.
- ii. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent
- iii. A certificate in Supervisory Management Course from a recognized government training institution
- iv. Registered by the Teachers Service Commission
- v. A certificate in Computer applications
- vi. Certificate of Good Conduct from the National Police Service
- vii. Valid medical report from a recognized government health facility
- viii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Facilitate learning,
- ii. Preparing reports,
- iii. Creating child friendly environment,

- iv. Identifying learners with special needs and recommending necessary recommendations,
- v. Participating in curricula development panels and preparing scheme of work, preparing materials for the induction of new ECDE teachers, professional mentoring and guidance to newly recruited ECDE teachers and liaising with the board of management and administration in the management of ECDE centres.

**Note:** A Senior ECDE Teacher I may be deployed as a Programme Officer in a Sub-County Centre for Early Childhood Education (SCOCECE) and will be expected to:

- i. Administer and manage Early Childhood programmes at Sub-County and community level;
- ii. Coordinate and liaise with the stakeholders in Early Childhood Development and Education;
- iii. Conduct professional Development and capacity-building for Early Childhood Development and Education Teachers and other stakeholders;
- iv. Development and Education Teachers and other stakeholders;
- v. Customize and disseminate county based (local) curriculum for Early Childhood Development and Education programme;
- vi. Undertaking and coordinating research at Sub-County and Community level on Early Childhood Development and Education;
- vii. Monitoring and disseminating information on Early Childhood Development and Education programmes and projects;
- viii. Develop County based co-curricular programmes that cater for total development of learners under the age of eight (8) years;
- ix. Developing and providing prototypes of appropriate resource materials to local community and parents;
- x. Creating and promoting awareness on early childhood needs and demands to the local community and parents;
- xi. Mobilizing the community and parents to provide for the needs of holistic development of the child; and

- xii. Establishing and maintaining a Sub-County Resource Centre for ECDE programmes.

**PRINCIPAL YOUTH TRAINING OFFICER (2 POSITIONS) – VACANCY NO. 11/PROM/2023/02**

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 Youth Training Officer for a minimum of three (3) years
- ii. Bachelor’s degree in any of the following disciplines: Education, or Technology Education from a recognized institution.

**OR**

- Bachelors degree in Science/Arts with Post-Graduate Diploma in Education 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 from a recognized institution;
  - v. Demonstrated competence, merit and ability as reflected on work performance and results; and
  - vi. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Disbursement of tools and equipment;
- ii. Generating and maintaining up to date data on youth polytechnic programmes, projects and activities;
- iii. Assessing upcoming youth polytechnics capacity for registration as training institutions and examination centres;
- iv. Coordinating the administration of Youth Polytechnic national examinations;

- v. Monitoring the implementation of Youth Polytechnic programmes, projects and activities;
- vi. Supporting and promoting innovative initiatives and incubation programmes in youth polytechnics through product exhibitions; and
- vii. Promoting talent through development of creative arts (music, art and drama) to enhance competition and promote growth.

**CHIEF YOUTH POLYTECHNIC INSTRUCTOR (2 POSITIONS) – VACANCY NO. 11/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 Youth Polytechnic Instructor for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Computer science/studies; Information Communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair dressing and Beauty therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and House Keeping; Carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualifications from a recognized institution;
- iii. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- iv. Certificate in Computer applications from a recognized institution;

- v. Demonstrated a high degree of administrative and professional competence; and
- vi. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Participating in the formulation of educational plans;
- ii. Management, administration and development strategies for the youth polytechnic;
- iii. Coordinating curriculum development, implementation and evaluation;
- iv. Instructing in areas of specialization;
- v. Guiding and supervising newly deployed youth polytechnic instructors;
- vi. Co-coordinating setting, moderation and administering of examinations;
- vii. Carrying out research in relevant technical areas;
- viii. Ensuring proper utilization of training and learning resources in the youth polytechnic;
- ix. Liaising with relevant industries for trainee industrial attachments;
- x. Coordinating and monitoring trainee progress reports;
- xi. Participating in preparation of recurrent and development expenditures for the youth polytechnic; and
- xii. Supervising training and developing staff.

## **CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER (3 POSITIONS) – VACANCY NO. 11/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 Senior Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Shown merit and ability as reflected in work performance and results; and



- iii. Demonstrated professional ability, initiative and competence in organizing and directing work.

### **Duties and Responsibilities**

- i. Coordinating systems analysis, design and programme specifications;
- ii. Ensuring timely implementation and effective maintenance of systems;
- iii. Developing reports on ICT standards;
- iv. Supervising overall systems documentation;
- v. Taking charge of Information Communication Technology equipment maintenance;
- vi. Preparing progress reports of the Information Communication Technology equipment maintenance;
- vii. Evaluating and recommending on the suitability of Information Communication Technology equipment;
- viii. Training of Information Communication Technology Hardware personnel and users;
- ix. Designing Local Area Network (LAN) and Wide Area Network (WAN); and
- x. Preparing staff performance reports.

### **SENIOR YOUTH POLYTECHNIC INSTRUCTOR (10 POSITIONS) – VACANCY NO. 11/PROM/2023/05**

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 Youth Polytechnic Instructor I for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines and Diploma in Technical Education: Computer Studies/Science; Information and Communication

- Technology; Electronic Engineering; Telecommunications Engineering; Electrical Engineering; Automotive Engineering; Mechanical Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- iii. Certificate in Computer applications from a recognized institution; and
  - iv. Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- i. Conducting theoretical and practical instruction in area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii. Carrying out trainee assessment;
- iv. preparing trainee progress reports;
- v. Coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment;
- vi. Coordinating co-curricular activities;
- vii. Ensuring trainees discipline is maintained;
- viii. Liaising with relevant industries for trainee attachment;
- ix. Coordinating and monitoring trainees on industrial attachment;
- x. Guiding and supervising newly deployed youth polytechnic instructors;
- xi. Participating in preparation of estimates of recurrent and development expenditure in specific technical subject area; and
- xii. Ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

**SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (3 POSITIONS) – VACANCY NO. 11/PROM/2023/06**

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 Information Communication Technology Officer I or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Demonstrated professional ability, initiative and competence in organizing and directing work; and
- iii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Carrying out systems analysis, design and programme specifications in liaison with users;
- ii. Developing, implementing and maintaining of systems;
- iii. Ensuring adherence to established ICT standards;
- iv. Supervising and compiling overall systems documentation;
- v. Advising on ICT related issues;
- vi. Supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vii. Developing and maintaining ICT standards;
- viii. Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- ix. Logging of problems;
- x. Drawing and scheduling preventive maintenance; and
- xi. Assisting in feasibility studies as assigned; and
- xii. Train officers working below him/her.

**YOUTH POLYTECHNIC INSTRUCTOR I (5 POSITIONS) – VACANCY NO. 11/PROM/2023/07**

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 Youth Polytechnic Instructor II for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines; Information and Communication Technology; Electronic Engineering; Telecommunications Engineering; Electrical Engineering; Automotive Engineering; Mechanical Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- iii. Certificate in Computer applications from a recognized institution
- iv. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Theoretical and practical instruction in areas of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii. Carrying out trainee assessment;
- iv. Preparing trainee progress reports;

- v. Coordinating storage, care and usage of teaching and learning materials, tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Maintaining trainee discipline;
- viii. Providing guidance and leadership to newly deployed instructors;
- ix. Liaising with relevant industries for trainee attachment;
- x. Supervising trainees on attachment; and
- xi. Guiding and counselling trainees.

**PUBLIC COMMUNICATIONS OFFICER (1 POSITION) – VACANCY NO. 11/PROM/2023/08**

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 Public Communications Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Post graduate diploma in any of the following disciplines, in the case of holders of general social science degrees: Mass Communication, Communication Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution/University; and
- iii. Possess good oral and written communication skills in both English and Kiswahili;
- iv. Proficient in Information Communication Technology including use of internet and intranet services; and
- v. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Gathering information on programmes and significant events;

- ii. Editing stories on topical issues in a specific sectoral area;
- iii. Liaising with media practitioners and the public on issues of mutual concern;
- iv. Scheduling interviews with government officials; and
- v. Managing assigned projects and programmes under the guidance of the head of the unit/section.

**INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (1 POSITION) –  
VACANCY NO. 11/PROM/2023/09**

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 Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- ii. Shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- i. Installation and maintenance of computer systems;
- ii. Configuration of local area network and wide area network;
- iii. Developing and updating application systems;
- iv. Carrying out systems analysis, design and programme specifications in liaison with users;
- v. Carrying out repairs and maintenance of information communication technology equipment and associated peripherals;
- vi. Drawing up hardware specifications for information communication technology equipment;
- vii. Verification, validation and certification of information communication technology equipment; and

viii. Overseeing the process of configuration of new information communication technology equipment.

**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 16<sup>th</sup> 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**