



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 FINANCE AND ECONOMIC PLANNING – VACANCY NO. 17/PROM/2023

ASSISTANT DIRECTOR OF BUDGET (2 POSITIONS) – VACANCY NO. 17/PROM/2023/01

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

Job Group ‘P’

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Finance Officer/Principal Budget Officer or an equivalent position in public service for at least three (3) years;
- ii. Master’s Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognised university;
- iii. Attended and successfully completed Strategic Leadership Development Course in a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Consolidating county budgets for the recurrent and development votes;
- ii. Preparing quarterly expenditure forecast as a basis for discussions with the treasury for release of funds;

- iii. Initiating proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- iv. Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;
- v. Coordinating activities and work of all officers handling donor financed projects, monitoring implementation of such projects and review of reimbursements; and
- vi. Coordinating the design and financial aspects for all new donor projects and agreements with donor agencies.

SENIOR PRINCIPAL FINANCE OFFICER (1 POSITION) – VACANCY NO. 17/PROM/2023/02

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

Job Group ‘P’

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Finance Officer/Principal Budget Officer or an equivalent position in public service for at least three (3) years.
- ii. Master’s Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognised university.
- iii. Attended and successfully completed Strategic Leadership Development Course in a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Consolidating county budgets for the recurrent and development votes;
- ii. Preparing quarterly expenditure forecast as a basis for discussions with the treasury for release of funds;
- iii. Initiating proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- iv. Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;

- v. Coordinating activities and work of all officers handling donor financed projects, monitoring implementation of such projects and review of reimbursements; and
- vi. Coordinating the design and financial aspects for all new donor projects and agreements with donor agencies.

DEPARTMENT OF HEALTH SERVICES – VACANCY NO. 18/PROM/2023

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I (1 POSITION) – VACANCY NO. 18/PROM/2023/01

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

Job Group ‘K’

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Health Records and Information Management Officer II for a minimum period of three (3) years;
- ii. Diploma in Health Records and Information Technology 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. Editing patient cases;
- ii. Analyzing medical records data;
- iii. Updating bed bureau;
- iv. Capturing data from service points;
- v. Maintaining record safety and confidentiality;
- vi. Balancing daily bed returns;
- vii. Maintaining patient master index;
- viii. Scheduling of patients to the consultants and speciality clinics;
- ix. Assigning codes to diseases and surgical procedures;

- x. Indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine;
- xi. Compiling medical reports;
- xii. Sharing of health information with other stakeholders;
- xiii. Analyzing data;
- xiv. Compiling patients bio data; and
- xv. Preparing medical records and reports.

DEPARTMENT OF INFRASTRUCTURE – VACANCY NO. 19/PROM/2023

**STRUCTURAL ASSISTANT I (2 POSITIONS) – VACANCY NO.
19/PROM/2023/01**

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

Job Group ‘K’

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Structural Assistant II 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;

OR

A construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution;

- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Preparation of structural and civil works drawings including detailing of steel and concrete structures, layouts and details schemes, roads and paved areas;
- ii. Production of bending schedules;
- iii. Carrying out design of sewerage disposal systems, paved area and allied engineering structures; and
- iv. Carrying out survey and leveling related to drainage work.

DEPARTMENT OF EDUCATION, ICT, E-GOVERNMENT AND PUBLIC COMMUNICATIONS – VACANCY NO. 20/PROM/2023

PRINCIPAL YOUTH POLYTECHNIC INSTRUCTOR (1 POSITION) – VACANCY NO. 20/PROM/2023/01

Basic Salary Scale Ksh. **56,730 – 87,360** p.m.

Job Group ‘K’

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Youth Polytechnic Instructor for a minimum period of (3) three 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. Management course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer applications from a recognized institution;
- v. Demonstrated a thorough understanding of the current youth polytechnic training trends and be in possession of effective administrative and professional competence in the management of youth polytechnics; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating overall management, administration and development of a Youth Polytechnic;
- ii. Overseeing the implementation of technical training programmes in accordance with the National Youth Polytechnic Policy;
- iii. Coordinating the setting, moderation and administering of examinations;
- iv. Participating in formulating policies for the youth polytechnics;
- v. Spearheading establishment of educational plans and course panels in relevant technical areas;
- vi. Coordinating development and review of curriculum;
- vii. Instructing in the areas of specialization;
- viii. Ensuring proper utilization of training and learning resources in the youth polytechnic; and
- ix. Participating in preparation of recurrent and development expenditures for the Youth Polytechnic.

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 19th June, 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