



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 EDUCATION, ICT, e-GOVERNMENT AND
PUBLIC COMMUNICATIONS – VACANCY NO. 01/PROM/2024**

**ASSISTANT DIRECTOR YOUTH TRAINING – (I POSITION) -
VACANCY NO. 01/PROM/2024/01**

Basic Salary Scale **Kshs. 90,200 – 124,630 p.m.** (Job Group ‘P’)
Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Youth Training Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: Education or Technology Education from a recognized institution;

OR

Bachelor’s degree in Science/Arts with a Post-Graduate Diploma in Education from a recognized institution;

- iii. Master’s degree in any of the following disciplines: Education or Technology Education from a recognized institution

OR

Master’s degree in Science/Arts 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 applications from a recognized institution;
- vi. Demonstrated professional ability, initiative and competence in organizing and directing work and;
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed as head of division within the directorate of education. Duties and responsibilities at this level will involve: -

- i. Coordinating equitable distribution of materials, tools and equipment to Youth Polytechnics;
- ii. Monitoring implementation of curricular and co-curricular activities to maintain standards;
- iii. Assessing upcoming Youth Polytechnics capacity for registration as training institutions and examination centers;
- iv. Managing disbursement of subsidized tuition grants and bursaries;
- v. Supporting the identification, promotion and development of innovative initiatives in Youth Polytechnics,
- vi. Promoting development of talent through creative arts (music, art and drama);
- vii. Managing inter-Youth Polytechnics' exchange programmes to enhance learning;
- viii. Ensuring the development and maintenance of assets and skills inventories in Youth Polytechnics;
- ix. Popularizing Youth Polytechnics to target communities;
- x. Monitoring the development and maintenance of assets and skills inventories in Youth Polytechnics;
- xi. Participating in administering examinations in Youth Polytechnics.

**PRINCIPAL YOUTH POLYTECHNIC INSTRUCTOR (1 POSITION) –
VACANCY NO. 01/PROM/2024/02**

Basic Salary Scale **Kshs. 58,360 – 90,200 p.m.** (Job Group 'N')

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; and
- 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

Duties and Responsibilities

An officer at this level will be deployed to head a Youth Polytechnic. Duties and responsibilities will include;

- 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;
- ix. Overseeing preparation of recurrent and development expenditures;
- x. ensuring quality academic standards are maintained;
- xi. coordinating research and consultancy activities in relevant technical areas;
- xii. monitoring trainees' industrial attachments; and
- xiii. coordinating management, training and development of staff in the youth polytechnic

**SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER
(1 POSITION) – VACANCY NO. 01/PROM/2024/03**

Basic Salary Scale **Kshs. 44,400 - 61,110 p.m.** (Job Group 'L')

Allowances as per SRC Circulars attached to the position.

Requirements 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.

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; and advising on ICT related issues;
- v. Supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;

- vi. Developing and maintaining ICT standards;
- vii. Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- viii. Logging of problems; drawing and scheduling preventive maintenance; and
- ix. Assisting in feasibility studies as assigned.
- x. In addition, the officer will train officers working below him/her.

**YOUTH POLYTECHNIC INSTRUCTOR I (1 POSITION) – VACANCY
NO. 01/PROM/2024/04**

Basic Salary Scale **Kshs. 39,700- 52,960 p.m.** (Job Group ‘K’)

Allowances as per SRC Circulars attached to the position.

Requirements 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 and Diploma in Technical Education: Computer Studies/Science; Information and Communication Technology; Electronics Engineering; Telecommunication Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrument and Control Engineering; Industrial/Construction; Plant Engineering Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agricultural; 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; Refrigeration and Air conditioning; 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 and preparing trainee progress reports;
- iv. Ensuring proper storage, care and usage of teaching and learning materials, tools and equipment;
- v. Administering examinations; coordinating co-curricular activities; ensuring trainee discipline is maintained;
- vi. Coaching and providing leadership to newly deployed instructors;
- vii. Liaising with relevant industries for trainee attachment;
- viii. Guiding, monitoring and supervising trainees on attachment; and
- ix. Preparing trainees progress reports

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING – VACANCY NO.02/PROM/2024

ASSISTANT INTERNAL AUDITOR GENERAL (1 POSITION) – VACANCY NO.02/PROM/2024/01

Basic Salary Scale **Kshs. 90,200 – 124,630 p.m.** (Job Group ‘P’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Have served in the grade of Principal Internal Auditor for a minimum period of three (3) years;
- ii. Be a registered member of Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information System Auditor (CISA);
- iii. Have demonstrated wide administrative capabilities and high degree of competence in managing the audit function at a high level including the ability to devise, develop and implement strategic corporate and operational audit plans;
- iv. Have demonstrated a high degree of integrity at the previous position and be a team player.

Duties and Responsibilities

- i. Managing of internal audit technical divisions within head office comprising of finance, training and administration, system audit, information technology, audit reports and investigations;
- ii. Budget monitoring and evaluation;
- iii. Participating in planning, designing, development and operation of major computer-based system to determine whether major controls are in place.

PRINCIPAL ACCOUNTANT (1 POSITION) – VACANCY NO.

02/PROM/2024/02

Basic Salary Scale **Kshs. 58,360 – 90,200 p.m.**

(Job Group ‘N’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Accountant, Job Group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;

- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

A Principal Accountant will be deployed to head a Division in an Accounting Unit.

- i. Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her and setting targets for the division;
- ii. Undertaking ad hoc assignment relating to accounting services;
- iii. Assisting in preparation of final accounts;

- iv. Ensuring safe custody of government assets and records under him/her; authorizing payments and signing of cheques subject to limit set for him/her;
- v. Ensuring timely and accurate preparation of quality management report that fall under his division;
- vi. And guiding officers under him/her to achieve the desired results.

CHIEF ACCOUNTANT (2 POSITIONS) – VACANCY NO.

02/PROM/2024/03

Basic Salary Scale **Kshs. 50,610 – 67,110 p.m.** (Job Group ‘M’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Accountant, Job Group ‘L’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii. A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.

- iii. Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

A Chief Accountant will be deployed to head one or more divisions of an Accounting Section;

- i. Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her;
- ii. Setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services;
- iii. Assist in preparations of final accounts;
- iv. Ensure safe custody of Government assets and records under him/her

- v. Authorizing payments and signing of cheques subject to set limits.
- vi. Timely and accurate preparation of management reports that fall under his/her division.
- vii. Providing guidance to officers under him/her to achieve the desired results.

SENIOR ACCOUNTANT (3 POSITIONS) – VACANCY NO.

02/PROM/2024/04

Basic Salary Scale **Kshs. 44,400 – 61,110 p.m.** (Job Group ‘L’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. served in the grade of Accountant I, Job Group ‘K’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor’s Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

- iii. Certificate in Computer Applications
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this grade will be responsible for

- i. Timely and accurate preparation of quality management reports that fall under his/her section (s);
- ii. Planning, directing, coordinating, supervising areas of control;
- iii. Training and development of staff under him/her and setting targets for the section (s);

- iv. The officer may occasionally be required to undertake ad hoc assignments relating to accounting services;
- v. Assigned responsibilities to authorize payments and sign cheques subject to limit set;
- vi. Certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and
- vii. Responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

**SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (2 POSITIONS) –
VACANCY NO.02/PROM/2024/05**

Basic Salary Scale **Kshs. 44,400 – 61,110 p.m.** (Job Group ‘L’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Have served in the grade of Senior Supply Chain Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years and
- ii. Be a registered member of Kenya Institute of Supplies Management (KISM);
- iii. Diploma in Supplies Management or it’s approved equivalent from a recognized institution;
- iv. Management Course lasting not less than three (3) weeks.
- v. A Bachelor’s Degree in any of the following; Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution.
- vi. Have demonstrated merit and ability in work performance and results

Duties and Responsibilities

The duties of Purchasing / Supplies Officer I will include assisting the Senior Purchasing / Supplies Officer in Procurement, Supply, Control and disposal of stores.

**SUPPLY CHAIN MANAGEMENT ASSISTANT I (2 POSITIONS) –
VACANCY NO.02/PROM/2024/06**

Basic Salary Scale **Kshs. 39,700 – 52,960 p.m.** (Job Group ‘K’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Be a registered member of Kenya Institute of Supplies Management (KISM);
- iii. Diploma in Supplies Management or its equivalent qualification from a recognized institution;
- iv. And shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Work at this level will be similar to that of Supply Chain Management Assistant II though more complex in nature.
- ii. Specifically, duties will entail; warehousing distribution, fleet management, inventory and stock control.

**DEPARTMENT OF TRADE, COOPERATIVES, TOURISM & CULTURE –
VACANCY NO. 03/PROM/2024**

**ASSISTANT DIRECTOR GAMING (1 POSITION) – VACANCY NO.
03/PROM/2024/01**

Basic Salary Scale **Kshs. 90,200 – 124,630 p.m.** (Job Group ‘P’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Gaming Inspector or in a comparable and relevant position in the Public Service for a minimum period of three (3) years,
- ii. A Bachelor’s degree in any of the following fields: Hotel Administration (Gaming), Commerce, Law, Economics, Sociology or its equivalent qualification from a recognized institution,

- iii. Master's degree in any of the following fields: Hotel Administration (Gaming), Commerce, Law, Economics, Sociology or its equivalent qualification from a recognized institution,
- iv. Demonstrated administrative capability and thorough understanding of betting control and licensing functions.

Duties and Responsibilities

- i. Initiating implementation of gaming policies;
- ii. Managing betting and lotteries activities and programmes;
- iii. Issuing gaming licenses and permits;
- iv. Ensuring gaming activities, devices and premises are in compliance with the laws governing Betting, Lotteries and Gaming;
- v. Undertaking research and development;
- vi. Implementing, monitoring and evaluating planned gaming activities;
- vii. Preparing regular divisional performance reports; and
- viii. Management and development of staff.

PRINCIPAL ASSISTANT COOPERATIVE OFFICER (1 POSITION) – VACANCY NO. 03/PROM/2024/02

Basic Salary Scale **Kshs. 58,360 – 90,200 p.m.** (Job Group 'N')

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Assistant Co-operative Officer or in a comparable and relevant position in the Nakuru County Public Service for a minimum period of three (3) years
- ii. Diploma in any of the following disciplines: - Co-operative Management, Marketing or finance from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
- iv. Certificate in computer applications from a recognized institution;
- v. Demonstrated professional and administrative competence work performance and results.

Duties and Responsibilities

- i. Providing technical advice in area of specialization;
- ii. Advising on cooperative investments;
- iii. Analyzing data for policy formulation;
- iv. Enforcing compliance with cooperative operative legislation;
- v. Ensuring implementation of work plans for cooperative extensions services;
- vi. Evaluating cooperative extension activities and trends for promoting the cooperative movement.

DEPARTMENT OF YOUTH, SPORTS, GENDER, SOCIAL SERVICES & INCLUSIVITY – VACANCY NO. 04/PROM/2024

ASSISTANT SOCIAL DEVELOPMENT OFFICER I (2 POSITIONS) – VACANCY NO. 04/PROM/2024/01

Basic Salary Scale **Kshs. 39,700 – 52,960 p.m.** (Job Group ‘K’)

Allowances as per SRC Circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Social 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, Counselling, Health and Community Development, Entrepreneurship, Business Administration/Management or Equivalent qualification 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. 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 the social development programmes; and
- vi. Collecting sex and disability disaggregated social development related data.

SENIOR SPORTS TECHNICIAN (2 POSITIONS) – VACANCY NO.

04/PROM/2024/02

Basic Salary Scale **Kshs. 32,700 – 42,690 p.m.** (Job Group ‘J’)

Allowances as per SRC Circulars attached to the position.

Requirements 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. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed in a district sports office. Duties and responsibilities will involve: organizing sports functions and competitions;

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

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 20th May, 2024** 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