



**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 PUBLIC SERVICE, DEVOLUTION, CITIZEN ENGAGEMENT,
DISASTER MANAGEMENT AND PUBLIC PARTICIPATION - VACANCY NO
03/PROM/2024**

**PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR, (2 POSITIONS) VACANCY No.
03/PROM/2024/01**

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

For appointment to this grade, an officer must have: -

- i. Served in the grade of Chief Assistant Office Administrator or its' equivalent for a minimum period of three (3) years
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects

- a) Shorthand III (minimum 120 w.p.m)
 - b) Typewriting III (50 w.p.m.)/Computerised Document Processing III
 - c) Business English III/Communications II
 - d) Commerce II
 - e) Office Practice II
 - f) Office Management III/Office Administration and Management III
 - g) Secretarial Duties II
- iii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institute
 - iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution

- v. Certificate in computer applications from a recognized institution, and
- vi. Demonstrated professional competence in office administrative services.

Duties and Responsibilities

- i. Taking oral dictation
- ii. Using e-office to research and process data
- iii. Operating office equipment
- iv. Attending to visitors/clients
- v. Handling telephone calls
- vi. Handling customer inquiries and complaints
- vii. Coordinating schedules of meetings and appointments
- viii. Coordinating travel arrangements
- ix. Ensuring security of office records, equipment and documents, including classified materials
- x. Ensuring security, integrity and confidentiality of data
- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements
- xii. Maintaining an up to date filing system in the office
- xiii. Preparing responses to routine correspondence
- xiv. Managing office protocol and etiquette
- xv. Managing petty cash and any other office administrative services duties that may be assigned
- xvi. In addition, the officer will guide and supervise other office administrative services personnel.

CHIEF ASSISTANT OFFICE ADMINISTRATOR (1 POSITION) VACANCY No. 03/PROM/2024/02

Basic Salary Scale: **Kshs. 52,550 – 69,500 p.m**

Job Group ‘M’

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade an officer must have: -

- i. served in the grade of Senior Assistant Office Administrator or its' equivalent for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council;

OR

Business Education Single and Group Certificate (BES &GC) Stages I, II and III from the Kenya National Examination Council: -

- a) Shorthand III (minimum 120 w.p.m);
- b) Typewriting III (50w.p.m)
- c) Business English III/Communication II;
- d) Commerce II
- e) Office Practice II;
- f) Office management III/Office Administrators and Management III;
- g) Secretarial Duties II
- i. Certificate in Secretarial Management Course lasting not less than two (2) weeks from a recognized institution;
- ii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iii. Certificate in computer applications from a recognized institution; and
- iv. Shown merit ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation; using e-office to research and process data;
- ii. Operating office equipment;
- iii. attending to visitors/clients;
- iv. Handling telephone calls;
- v. coordinating schedules of meetings and appointments;
- vi. ensuring security of office records, equipment and documents, including classified materials;
- vii. Preparing responses to routine correspondence;
- viii. Managing office protocol and etiquette;
- ix. Managing petty cash;
- x. Monitoring procedures for record keeping of correspondence and file movements;
- xi. maintaining an up-to-date filing system in the office;
- xii. Coordinating travel arrangements;
- xiii. Handling customer inquiries and complaints;
- xiv. Establishing and undertaking any other office administrative services duties that may be assigned.

**CHIEF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
OFFICER (1 POSITION) - VACANCY No. 03/PROM/2024/03**

Basic Salary Scale: Kshs. **52,550 – 69,500** 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 Human Resource Management and Development Officer or its' equivalent for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following fields; Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Science from a recognized institution;
- iii. Diploma in Human Resource Management/Development from a recognized institution;

OR

- Part III of Certified Public Secretaries/ Part III of Certified Human Resource Professionals (CHRP (K);
- iv. Membership to a relevant professional body;
 - v. Certificate in computer application from a recognized institution;
 - vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Preparing and processing cases for Departmental Human Resource Management Advisory Committee;
- ii. Implementing human resource management decisions within existing rules, regulations and procedures;
- iii. Preparing and compiling reports on the implementation of performance management and performance appraisal systems;
- iv. Supervising entry of payroll/complement data in the human resource management information system;
- v. Undertaking training needs assessment and evaluating training programmes for all cadres of staff in the department;

- vi. Identifying demand driven training programs and other relevant staff development programmes;
- vii. Preparing training projections and plans;
- viii. Providing secretarial support for the departmental training committees; and
- ix. Developing, updating and maintaining human resource development database and records.

CHIEF ADMINISTRATION OFFICER (7 POSITIONS) VACANCY NO. 03/PROM/2024/04

Basic Salary Scale: **Kshs. 52,550 – 69,500 p.m**

Job Group ‘M’

Allowances as per SRC Circulars attached to the position

Requirements for appointment

- i. Served in the grade of Senior Administration Officer or its’ equivalent for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines; - Public Administration, Business Administration/ Management, Community Development or any other social science from a recognized institution;

OR

Diploma in any of the following disciplines; - Public Administration, Business Administration/ Management, Community Development or any other social science from a recognized institution;

- iii. Be proficient in computer applications; and
- iv. Have shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Assisting in the general administration, supervision and co-ordination of all administration personnel matters.
- ii. Maintaining records of all purchases inventory and personnel.
- iii. Attending relevant departmental meetings.
- iv. Assisting in the identification of training needs, preparation of training projection and other relevant reports.
- v. Assisting in promotion and recruitment matters
- vi. Advising the head of department on administrative matters.
- vii. Any other duties as assigned by the supervisor.

CHIEF SECURITY OFFICER (1 POSITION) VACANCY NO. 03/PROM/2024/05

Basic Salary Scale: **Kshs. 52,550 – 69,500 p.m**

Job Group ‘M’

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, the officer must have: -

- i. Served satisfactorily in the grade of Senior Security Officer or a comparable position for at least three (3) years; and
- ii. Demonstrated professional competence and administrative capability in security matters.

Duties and Responsibilities

This is the highest grade in the Civilian Security Personnel Cadre. The Chief Security Officer will be responsible for;

- i. Planning, organisation, administration, co-ordination and operations of the civilian security matters; and
- ii. Advising the respective Heads of Departments on matters affecting the civilian security function.

In addition, the Chief Security Officer will coordinate complex investigations on sensitive crime; liaise with relevant security agencies; attend senior security personnel meetings and be responsible for the training and development of the Security Personnel.

SENIOR TELEPHONE SUPERVISOR (2 POSITIONS) VACANCY No. 03/PROM/2024/06

Basic Salary Scale: **Kshs. 46,240 - 63,500 p.m.**

Job Group ‘L’

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have 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. Have 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
- iii. Have 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
- iv. Be proficient in computer applications
- v. Possess good oral and written communication skills in both English and Kiswahili

- vi. Be in possession of a diploma in Telecommunication skills in both English and Kiswahili
- vii. Be in possession of a diploma in Telecommunication Operations Management or its equivalent qualification from a recognized Institution; and
- viii. Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be 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.

Specific duties and responsibilities include;

- i. Supervision of work at the switchboard
- ii. Telephone exchange routine work
- iii. Preparation of duty/annual leave roster for telephone personnel
- iv. Collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels
- v. 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.
- vi. The officer may also be deployed at the Ministry of state for public service where he/she will be expected to teach operation Theory and conduct refresher courses for the telephone personnel; and
- vii. Supervise telephone exchanges in a number of Ministries/Departments and assess the performance of telephone exchange equipment/facilities.

SENIOR ADMINISTRATION OFFICER (20 POSITIONS) VACANCY No. 03/PROM /2024/07

Basic Salary Scale: **Kshs. 46,240 - 63,500 p.m.**

Job Group 'L'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment.

- i. Served in the grade of Administration Officer I or its' equivalent for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines; - Public Administration, Business Administration/ Management, Community Development or any other social science from a recognized institution;

OR

Diploma in any of the following disciplines; - Public Administration, Business Administration/ Management, Community Development or any other social science from a recognized institution;

- iii. Be proficient in computer applications; and
- iv. Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities.

- i. Assisting in the general administration, supervision and co-ordination of all personnel and administrative matters of Local Authorities.
- ii. Assisting in co-ordination of drafting agenda items in the compilation of various County reports.
- iii. Assisting in the identification of training needs preparation of training projections and other relevant reports.
- iv. Assisting in the co-ordination of updating of manpower records.
- v. Maintaining personnel records.
- vi. Supervising the updating of safe custody of all inventory records of County equipment.
- vii. Any other duties as may be assigned by the supervisor.

SENIOR ASSISTANT OFFICE ADMINISTRATOR (3 POSITIONS) VACANCY NUMBER 03/PROM/2024/08

Basic Salary Scale: **Kshs. 46,240 - 63,500 p.m.**

Job Group 'L'

Allowances as per SRC Circulars attached to the position

Requirements for appointment

For appointment of this grade, officer must have: -

- i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant or its' equivalent for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES &GC) Stages I,II, III from the Kenya National Examination Council in the following subjects :-

- a) Shorthand III (minimum 110 w.p.m);
- b) Typewriting III(50 w.p.m)/Computerised Document Processing III;
- c) Business English III/Communications II;

- d) Office practice II;
- e) Commerce II;
- f) Office Management III/Office Administration and Management III;
- g) Secretarial Duties;
- iii. Certificate in Public Relations and Customer Care Course not lasting less than two (2) weeks from the Kenya School Government or any other government training institution; and
- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation managing e-office;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Maintaining office diary, appointments and travel itineraries;
- v. Attending to visitors /clients;
- vi. Handling telephone calls;
- vii. Coordinating schedules of meeting;
- viii. Ensuring security of office records, equipment and documents, including classified materials;
- ix. Maintaining an up to date filing system in the office;
- x. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi. Preparing responses to simple routine correspondence;
- xii. Managing office protocol and etiquette;
- xiii. Supervising office cleanliness;
- xiv. Managing petty cash;
- xv. Ensuring security, integrity and confidentiality of data; and
- xvi. Undertaking any other office administrative services duties that may be assigned.

SENIOR SECURITY OFFICER (2 POSITIONS) VACANCY NO. 03/PROM/2024/09

Basic Salary Scale: **Kshs. 46,240 - 63,500 p.m**

Job Group 'L'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served satisfactorily in the grade of Security Officer I, 'K' or its' equivalent for at least three (3) years;
- ii. demonstrated professional competence and administrative capability in the overall security work; and
- iii. undergone a management course at a recognised institution.

Duties and Responsibilities

The Senior Security Officer will be responsible for training of staff under him;

- i. maintaining records of acts of unlawful interference;
- ii. updating of emergency procedures and contingency planning;
- iii. maintaining crimes and incidents records and charts;
- iv. security surveys; inspections and threat assessment;
- v. investigations and prosecution;
- vi. periodic returns on operational affairs; and
- vii. planning and designing of security documents e.g passes, registers etc.

He will also be responsible for staff development matters; and in charge of other personnel who are performing, duties relating to security matters.

Further, the officer will lead a team of security personnel in investigating complex crimes; liaising with relevant security agencies; and attending security meetings.

SECURITY OFFICER I (1 POSITION) VACANCY NO. 03/PROM/2024/10

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

For appointment to this grade the officer must have: -

- i. Served satisfactorily in the grade of Security Officer II or its' equivalent for at least three (3) years;
- ii. Acquired the Adult first Aid Certificate; and
- iii. Demonstrated capability in handling security matters; and
- iv. Undergone six weeks approved security course at DCI Training School.

Duties and Responsibilities

Security Officer I may be deployed in a large organisation and work at this level entails general security and administrative duties. He will be expected to; -

- i. supervise staff under him;
- ii. ensure that proper discipline is maintained in the security service;
- iii. taking brief notes during emergency operations and maintenance of fire fighting equipment and first aid kit.

The officer will also be responsible for

- i. planning, organising, coordinating and leading security activities within the organisation, and
- ii. taking brief notes on crimes.

In addition, he will be a member of security team conducting investigations into crimes; and liaising with relevant security agencies, and attending security meetings.

PRINCIPAL CLERICAL OFFICER (5 POSITIONS) VACANCY No. 03/PROM/2024/11

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

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Clerical Officer or its' equivalent for a minimum period of three (3) years;
- ii. Kenya certificate of secondary education (KCSE) mean grade C- (minus) or its equivalent qualification;
- iii. Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in any of the following disciplines: human resource management (HRM), business administration, Kenya accounts technician certificate (KATC), supply chain management or records management lasting not less than six (6) months from a recognized institution;
- v. Passed the proficiency examination for clerical officers;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

This is the highest grade in the cadre. An officer at this level will supervise a group of Clerical Officer in a specific area of deployment. Specific duties and responsibilities will entail:

- i. Verifying compiled statistical records for accuracy;
- ii. Coordinating processing of human resource records and accounting transactions; ensuring maintenance of efficient filing system;
- iii. Safe custody of invoices, receipts vouchers and related records;

- iv. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- v. Verifying payment vouchers;
- vi. Computing financial or statistical records based on routine or special information;
- vii. drafting complex routine correspondences;
- viii. Drafting indents for advertisement;
- ix. Processing pension documents;
- x. Processing documents for issuance of academic records;
- xi. Inducting new clerical personnel; and
- xii. Mentoring and guiding other clerical officers.

HUMAN RESOURCE ASSISTANT I (1 POSITION) VACANCY NO. 03/PROM/2024/12

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

For appointment to this grade, an officer must have:

- i. Served in the grade for Human Resource Assistant II or its’ equivalent for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management, Industrial Relations or labor Relations from a recognized institution lasting not less than nine (9) months;

OR

- Part II of the Certified Public Secretaries Examination from KASNEB;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance.

Duties and Responsibilities

- i. Verifying information relating to recruitment, appointment, transfers, training and development, discipline, establishment and complement control;
- ii. implementing human resource management and development decisions within existing rules, regulations and procedures;
- iii. Verifying human resource data in HRIS; and
- iv. Processing pension documents.

CHIEF CLERICAL OFFICER (8 POSITIONS) VACANCY No. 03/PROM/2024/13

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

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Clerical Officer or its' equivalent for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(minus) or its Equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Record Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution and
- vi. Shown merit and ability as reflected in work performance and results

Duties and Responsibilities

An officer at this level may be deployed in any of the following Units/sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail:

- i. Compiling statistical records;
- ii. carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing pay change advices (PCAS);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licenses;
- x. Maintaining an efficient filing system and safe keeping of invoices;
- xi. Drafting agenda for cases due for presentation to the departmental human resource management and advisory committee (DHRMAC) meetings;
- xii. Processing documents;
- xiii. Managing registers;

- xiv. Controlling movement of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe custody of equipment, documents and records.

TELEPHONE SUPERVISOR II (3 POSITIONS) VACANCY NO. 03/PROM/2024/14

Basic Salary Scale: Ksh **32, 700 – 42, 690** p.m

Job Group ‘J’

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Have 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. Have 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. Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer in this level will be 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.

- i. Officer will be responsible for supervision of work at the switchboard;
- ii. Telephone exchange routine work;
- iii. preparation of duty/annual leave roster for Telephone Personnel; and
- iv. 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.

OFFICE ADMINISTRATIVE ASSISTANT I (7 POSITIONS) - VACANCY No. 03/PROM/2024/15

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 in the grade of Office Administrative Assistant II or its' equivalent for a minimum of three (3) years;
- ii. Business Education Single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects:
 - a) Typewriting III (minimum 50 w.p.m)/ computerized document processing III;
 - b) Business English III/Communications II;
 - c) Commerce II;
 - d) Secretarial Studies II;
 - e) Office practice II;
 - f) Office Management III/ Office Administration and Management III;

OR

Craft Certificate in Secretarial Studies from Kenya National Examination Council;

- iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records;
- v. Attending to visitors/ clients;
- vi. Handling telephone calls and appointments;
- vii. Maintaining an up-to-date filing system in the office;
- viii. Supervising office cleanliness;
- ix. Managing petty cash; and

- x. Undertaking any other office administrative services and duties that may be assigned.

SECURITY OFFICER I (2 POSITIONS) VACANCY No. 03/PROM/2024/16

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

Appointment to this grade will be made from serving officers who have; -

- i. Served satisfactorily for at least three (3) years in the grade of Assistant Security Officer or its equivalent;
- ii. Bachelor’s degree in Social Sciences from a recognized university; and
- iii. Shown outstanding ability in work performance and results.

Duties and Responsibilities

The officer will undergo a six months’ approved security course at Administration Police Training College or any other approved equivalent course. Work at this level entails; -

- i. Security inspection and ensuring that action is taken on physical deficiencies and loopholes in small depots, ports, airports, installations and station of work;
- ii. Prevention and detection of crime, crowd control;
- iii. Reporting intruders into restricted areas; and
- iv. Giving comprehensive and vetted confidential reports on staff and work environment as may be required.

SENIOR CLERICAL OFFICER (13 POSITIONS) VACANCY No. 03/PROM/2024/17

Basic Salary Scale: **Kshs. 26,900 – 35,380 p.m**

Job Group ‘H’

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Clerical Officer I or its’ equivalent for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(Minus) or its approved equivalent;
- iii. Passed the Proficiency Examination for clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than (6) months from a recognized institution;

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

Duties and Responsibilities

An officer at this level may be deployed in any of the following Units/Sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail:

- i. compiling statistical records; carrying out transactions relate to accounts or personnel information;
- ii. filing receipts;
- iii. receiving, sorting out, filing and dispatching correspondence;
- iv. recording, folioing and filing applications for registration and licensing documents;
- v. preparing initial documents for issuance of stores;
- vi. preparing Pay Change Advices (PCAs);
- vii. checking general office cleaning and security of buildings and equipment;
- viii. verifying pension claims;
- ix. processing documents for issuance of licences;
- x. maintaining and updating files;
- xi. controlling movements of records and files; and
- xii. managing registers.

ASSISTANT SECURITY OFFICER (2 POSITIONS) VACANCY No. 03/PROM/2024/18

Basic Salary Scale: **Kshs. 26,900 – 35,380 p.m**

Job Group 'H'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

Appointment to this grade will be made from serving officers who have; -

- i. Served satisfactorily for at least three (3) years in the grade of Senior Security Warden or its equivalent;
- i. Attended supervisory course (s) from a recognized institution; and
- ii. Shown outstanding ability in work performance and results.

Duties and Responsibilities

Work at this level entails; -

- i. Ensuring that action is taken on physical deficiencies and loopholes in depots and station of work;

- ii. Prevention and detection of crime;
- iii. Crowd control and reporting of intruders into the restricted areas.

**DEPARTMENT OF LANDS, HOUSING AND PHYSICAL PLANNING VACANCY No.
04/PROM/2024**

**DEPUTY DIRECTOR PHYSICAL PLANNING (1 POSITION) VACANCY No.
04/PROM/2024/01**

Basic Salary Scale: Ksh.124, 640 -137,070 p. m **Job Group ‘Q’**

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade Assistant Director of Physical Planning Job Group Job Group ‘P’ for a minimum of three years;
- ii. A Bachelor degree in any of the following disciplines: Urban and regional planning, Urban planning or town planning from recognized institution;
- iii. A Master’s degree in urban and regional planning, urban planning, regional planning, town planning from recognized institution
- iv. Be a corporate member of Kenya institute of planners or Architectural Association of Kenya (Town Planning Chapter);
- v. Be a registered by the physical planner’s registration Board;
- vi. Have a certificate in strategic leadership development programmer (SLDP) Lasting not less than 6 weeks from a recognized institution;
- vii. Have a certificate in computer applications skills from recognized institution; and
- viii. Have demonstrated technical and professional competence as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities will entail: -

- i. Developing plans and programs such as special economic zones;
- ii. Interpreting county and national policies and formulation of strategies standards and programmers;

- iii. Conducting thematic research on matters relating to strategic county projects and programmers;
- iv. Supervising preparation of County metropolitan, regional urban and rural spatial plans;
- v. Implementing strategies for public education, participations and engagement;
- vi. Preparing annual state of physical planning reports on strategic County projects/programmers; and
- vii. Providing guidance to liaison committee and secretariats.

ASSISTANT DIRECTOR LAND SURVEYOR (1 POSITION) VACANCY NO 04/PROM/2024/02

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

For appointment to this grade, an officer must have: -

- i. Served in the grade of Principal Land Surveyor Job Group '**N**' or in a comparable 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: - land surveying and Photogrammetry, Geomatics Engineering, Technology in Geo-spatial Engineering, Philosophy in Technology (survey), from a recognized institution
- iii. Master's Degree in any of the following disciplines: -land surveying, land management, cartography, photogrammetry, photolithography, geomatics, geomatics Engineering, technology in geomatics, technology in geo-informatics, geo spatial engineering, geographical information systems (GIS) Urban or regional planning, Geodesy, Hydrography, Environmental sciences, or its equivalent qualifications from recognized institution
- iv. Membership of the institution of surveyors of Kenya (ISK);
- v. Certificate in computer applications

- vi. Demonstrated a high degree of professional competence and administrative capability

Duties and responsibilities

Duties and responsibilities at this level entail: -

- i. Researching and initiating new land surveying and County land information system (NLIMS) techniques in line with the changing professional demands;
- ii. Carrying out County boundary;
- iii. Supervising gravity and magnetic analysis, establishment of very long base interferometry (VLBI), cadastral adjudication, topographical, subdivisional schemes, photo control, engineering, cadastral adjudication and general boundary surveys; and
- iv. Providing standardization data for maintaining testing, calibrating and certifying survey equipment, and estimating and costing of survey projects.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND VETERINARY SERVICES - VACANCY NO 05/PROM/2024

ASSISTANT DIRECTOR OF AGRICULTURE (10 POSITIONS) VACANCY NO. 05/PROM/2024/01

Basic Salary Scale: **Ksh. 94,170 – 129,300** p.m.

Job Group 'P'

Allowances as per SRC Circulars attached to the position.

For appointment to this grade, an officer must have;

- i. Served in the grade of Principal Agricultural Officer or in a comparable and relevant position in the Public Service for at least three (3) years.
- ii. A Bachelor of Science (BSC) Degree in any of the following fields; Food Science, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following fields: Food Science, Home Economics, Horticulture, Agriculture Economics, Natural Resource Management, Agriculture Extension, Agriculture Education or any other

- relevant and equivalent qualification from a recognized institution;
- iv. Be proficient in Computer Application; and
 - v. Demonstrated a high degree of technical competence and administrative capability as reflected in work performance and results.

Duties and Responsibilities;

- i. Being the Subject Matter Specialist (SMS) responsible for extension, research liaison and training; and
- ii. Coordinating and overseeing activities within the department.

ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION (1 POSITION)

VACANCY No. 05/2024/PROM/02

Basic Salary Scale: **Ksh. 94,170 – 129,300** p.m.

Job Group ‘P’

Allowances as per SRC Circulars attached to the position

For appointment to this grade an officer:

- i. Served in the grade of Principal Livestock Production Officer for a minimum period 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, Agricultural Education and Extension, from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Extension, animal Breeding and Genetics, Animal Nutrition from a recognized institution;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock production policies,

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Being a subject matter specialist;
- ii. Interpretation and implementation of government policies;
- iii. Providing technical advice to subject matter specialists and stakeholders;
- iv. Coordinating extension and promotion of livestock extension services such as clean milk production, animal breeding, livestock feeding and nutrition
- v. Liaison with research centers
- vi. Participating in county development fora

PRINCIPAL AGRICULTURAL OFFICER (2 POSITIONS) VACANCY NO 05/PROM/2024/03

Basic Salary Scale: **Kshs 60,580 – 94,170** p.m.

Job Group ‘N’

Allowances as per SRC Circulars attached to the position

For appointment to this grade, an officer must have: -

- i. Served in the grade of Chief Agricultural Officer (CAO) for a minimum of three (3) years;
- ii. Bachelor of Science (BSC) Degree in any of the following fields; Food Science, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution; and
- iii. Demonstrated a high degree of professional and technical competence, merit and ability as reflected in work performance and results.

Duties and Responsibilities;

Duties and responsibilities at this level will entail: -

- i. Being a Subject Matter Specialist.
- ii. Coordination of any of the following programmes: - Gender and Home Management, Land Development and Environment Management, Crop Development, Projects Monitoring and Evaluation, Extension, Research Liaison Training, or Promotion and Development of Agribusiness activities.

**CHIEF ASSISTANT AGRICULTURAL OFFICER (8 POSITIONS)- VACANCY
NO 05/PROM/2024/04**

Basic Salary Scale: **Kshs. 52,550 - 69,500** p.m

Job Group 'M'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Assistant Agricultural Officer or in a comparable and relevant position in the Public Service for at least three (3) years.
- ii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agriculture Extension and Education, Horticulture, Farm Management or any other relevant and equivalent qualification from recognized institution;
- iii. Demonstrated a high degree of technical competence and administrative capability as reflected in work performance and results.

Duties and Responsibilities

- i. Being as a Subject Matter Specialist (SMS) in a sub county. The officer may also be deployed to head a ward.
- ii. Coordination of any of the following Programs: Gender and Home Management; Land Development and Environment Management; Crops Development;
- iii. Project monitoring and evaluation;
- iv. Extension, research liaison and training;
- v. Promotion and Development of Agribusiness activities; and
- vi. Coordinate and supervise all agricultural activities in the ward.

**CHIEF ASSISTANT ANIMAL HEALTH OFFICER, (1 POSITION) VACANCY
NO 05/PROM/2024/05**

Basic Salary Scale: **Kshs. 52,550 - 69,500** p.m.

Job Group 'M'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this an officer must:-

- i. Have served in the grade of Senior Assistant Animal Health Officer for a minimum period of three (3) years;
- ii. Have a Diploma in any of the following disciplines; Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
- iii. Be registered by the Kenya Veterinary Board'
- iv. Have a certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- v. Have a certificate in computer applications from a recognized institution; and
- vi. Have demonstrated merit and shown ability in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Giving advice on dip designing, siting and appraising construction;
- ii. Inspection and verification of imports and export of consignments;
- iii. Participating in management of veterinary farms;
- iv. Organizing farmers training on milking techniques and external parasite control techniques;
- v. Leading small teams in vaccination, supervising castration, dehorning, animal identification, deworming, disbudding, docking, bird beaking, and hoof trimming;
- vi. Carrying out simple treatment of animals;
- vii. Participating in disease search, collecting, collating, analyzing data and writing technical reports;
- viii. Keeping records on animal breeding, animal health, milk production, dipping data, slaughterhouse daily kill, meat condemnation and movement permits; supervising dairy units; and
- ix. Participating in animal health field demonstrations and agricultural shows.
- x. ensuring maintenance of cold chain facilities;

- xi. Undertaking equipment sterilization;
- xii. Sample collection, packing and dispatch;
- xiii. Inspecting livestock stock routines;
- xiv. Supervising rearing of experimental animals;
- xv. Issuing of livestock movement permits;
- xvi. Supervising artificial insemination service;
- xvii. Undertaking meat inspection and grading;
- xviii. Enforcing slaughter house hygiene and meat transport regulation;
- xix. Inspection of retail outlets of food, animal origin;
- xx. Participating in the construction of farm structure; and
- xxi. Promoting new technologies of animal health to stakeholders.

CHIEF ASSISTANT LIVESTOCK PRODUCTION OFFICER (5 POSITIONS)
VACANCY NO 05/PROM/2024/06

Basic Salary Scale: **Kshs. 52,550 – 69,500** p.m.

Job Group ‘M’

Allowances as per SRC Circulars attached to the position

For appointment to this grade an officer must have: -

- i. Served in the grade of Senior Assistant Livestock Production Officer for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management or its equivalent from a recognized institution; and
- iii. Demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Planning and budgeting;
- ii. Implementation of livestock projects;
- iii. Supervising junior subject matter specialists;
- iv. Prepare monthly, quarterly and annual reports;

- v. Coordinate the following programmes :-animal production, range management, promotion of livestock agri-business, project monitoring and evaluation, research extension liaison, livestock marketing, apiculture and cross-cutting issues such as gender coordination, HIV/AIDS, environmental concern; and
- vi. Networking and collaboration with other stake holders

SENIOR ASSISTANT AGRICULTURAL OFFICER, (2 POSITIONS)

VACANCY NO 05/PROM/2024/07

Basic Salary Scale: **Kshs. 46,240 - 63,500** p.m.

Job Group 'L'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Agricultural Officer I/Chief Agricultural Assistant or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. A Diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agriculture Education, Horticulture, or any other relevant and equivalent qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Being in-charge of an agricultural project implementation area or a training coordinator/Farm Manager in an Agricultural Training Centre (ATC).
- ii. Overseeing the implementation of project work plans, preparation and execution of training programs.
- iii. Preparing and executing farm plans to ensure efficient running of the farm.

**CHIEF ANIMAL HEALTH ASSISTANT (1 POSITION) VACANCY NO.
05/PROM/2024/08**

Basic Salary Scale: **Kshs. 41,320- 55,010 p.m.**

Job Group 'K'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Served at the level of Senior Animal Health Assistant for a minimum period of three (3) years;
- ii. A Certificate in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health from a recognized institution;
- iii. Been registered by the Kenya Veterinary Board
- iv. A Certificate in Computer applications from a recognized institution and
- v. Demonstrated merit and shown ability merit in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this will entail: -

- i. Maintaining dairy units; participating in animal health field demonstrations and agricultural shows;
- ii. Rearing experimental animals;
- iii. Participating in animal health, field demonstrations and agricultural shows;
- iv. Collating and collecting animal health data;
- v. Demonstrating and training on milking techniques and external parasites control such as dipping, spraying and dusting;
- vi. Carrying out vaccination, closed castration, dehorning animal identification, deworming, disbudding, docking bird beaking and hoof trimming' carrying out simple treatment of animals;
- vii. Participating in disease search collecting and collating data and writing technical reports;
- viii. Undertaking artificial insemination, meat inspection and grading;
- ix. Enforcing slaughterhouse hygiene, meat transport regulations;
- x. Training farmers on livestock record keeping

- xi. Keeping records on animal breeding, animal health milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits;

ASSISTANT FISHERIES OFFICER I (1 POSITION) VACANCY NO.

05/2024/PROM/09

Basic Salary Scale: Kshs. **41, 320- 55,010** p.m.

Job Group 'K'

Allowances as per SRC Circulars attached to the position

Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Served in the grade of Assistant Fisheries Officer II for a minimum of three (3) years;
- ii. Diploma in either Fish Management, Natural Resource Management or an equivalent and relevant 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

Duties and responsibilities at this level will involve: -

- i. Undertaking fisheries extension services in aquaculture and capture fisheries;
- ii. Undertaking environmental management including monitoring water bodies for signs of water pollution, invasive weeds and alien fish species;
- iii. Monitoring siltation of rivers, lakes and government fish farms;
- iv. Receiving, collating, analyzing and disseminating fisheries statistical data;
- v. Compiling monthly fisheries reports; and
- vi. Promoting fish marketing and value addition.

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 submitted in a sealed envelope clearly indicating the vacancy number and position applied for and send through the **Post Office** or **Courier Services** so as to be received **On** or **Before 19th June, 2024** and addressed to: -

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