



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100
Email: cpsb@nakuru.go.ke**



VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of Constitution of Kenya, 2010 and Section 59 of the County Governments Act Cap. 265 of the Laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions

1. DEPARTMENT OF WATER, ENERGY, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE - ADVERT NO. 02/2025

ASSISTANT ENGINEER II (WATER AND SEWERAGE) - (ONE (1) POSITION) – ADVERT NO. 02/2025/01

Basic Salary Scale: Kshs. **39,700 - 52,960** p.m. **CPSB 09 (J/G 'K')**

Allowances as per the SRC Circulars for this position.

Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in Civil/Water Engineering from a recognized institution;
- ii. Registration from Engineers Registration Board of Kenya as a Graduate Engineer; and
- iii. Certificate in computer application from a recognized institution.

Duties and responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include; -

- i. Carrying out feasibility analysis;
- ii. Planning and designing water supply and sewerage infrastructures; and
- iii. Carrying out research activities in various aspects of water, sewerage and hydraulic systems.

**2. DEPARTMENT OF TRADE, COOPERATIVES, CULTURE AND TOURISM
- ADVERT NO. 03/2025**

**COOPERATIVES AUDITOR I (ONE (1) POSITION) - ADVERT NO.
03/2025/01**

Basic Salary Scale: Kshs. **39,700 - 52,960** p.m. **CPSB 09 (Job/G 'K')**

Allowances as per the SRC Circulars for this position.

Terms of Employment: Permanent and Pensionable

Requirement for appointment to this grade, a candidate must have: -

- iv. Bachelor's degree in any of the following disciplines: - Commerce (Accounting / Finance Option), Economics (Upper 2nd), Mathematics, Statistics or Co – operative Management from a recognized institution;

OR

Certified Public Accountant (CPA) Kenya part III or Certified Internal Auditors (CIA) part IV from a recognized institution; and

- v. Certificate in computer application from a recognized institution.

Duties and responsibilities

- i. Examining all books of accounts of co-operative societies in accordance with the law, rules and regulations;
- ii. Preparing detailed audit observations; and
- iii. Verifying statement of accounts and reporting the findings to immediate supervisor.

LIBRARY ASSISTANT II (TWO (2) POSITIONS) - ADVERT NO. 03/2025/02

Basic Salary Scale: Ksh. **26,900 – 35,380** p.m. **CPSB 11 (J/G 'H')**

Allowances as per the SRC Circulars.

Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have: -

- i. Diploma in any of the following disciplines: - Library and Information Science; Library and Information Studies; or Library, Archives and Records Management from a recognized institution; and
- ii. Certificate in computer applications from a recognized institution.

Duties and responsibilities

- i. Accessioning, stamping and labeling of all the acquired information resources;
- ii. Shelving and shelf arrangement;
- iii. Charging and discharging library resources;
- iv. Pasting date due labels;
- v. Preparing file pockets and press cuttings;
- vi. Spine marking;
- vii. Fixing book jackets;
- viii. Listing of materials for binding; and
- ix. Filing catalogue cards.

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from the County Government of Nakuru website www.nakuru.go.ke/careers

A duly filled employment application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates, Professional Registration certificates and Valid Practicing License (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 24th April, 2025** at 5.00 p.m. **(No hand delivered applications will be accepted and also applications sent through the email address will not be considered).**

Clearly indicate the Advert number and position applied for on top of the envelope and address to;

The Secretary

Nakuru County Public Service Board

Public Works Building- Prisons Road

P.O Box 2870-20100

NAKURU

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Candidates who will be selected for appointment will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

Only shortlisted candidates will be contacted.

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

**Secretary/CEO
Nakuru County Public Service Board**