



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



INVITATION FOR APPLICATIONS - ADVERT NO. 06/2025

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 45(1) & 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 in the Nakuru County Public Service.

COUNTY CHIEF OFFICER – FOUR (4) POSITIONS - J/G ‘S’

The Chief Officer shall be responsible to the respective County Executive Committee Member for the administration of a county department in performing their duties.

Duties and Responsibilities

- Day-to-day administration and coordination of the respective county department;
- Authorized Officer of a County Department in respect to the Human Resource Management function;
- Ensuring timely, efficient communication and coordination of departmental affairs;
- Implementing County Executive Committee resolutions as guided by the Executive Committee Member (CECM);
- Ensuring effective service delivery through the implementation of laid-out policies and regulations;
- Development and implementation of the department's strategic plans and sector development plans.
- Implementing the county performance management system;

- Ensuring efficient and effective utilization of Financial, Human, and other Resources in the County Department and submitting regular statutory reports as required;
- Maintaining effective collaboration and partnerships with other organs of the county, other county departments, the private sector, and other stakeholders;
- Facilitating the achievement of the goals and objectives of the County Integrated Development Plan (CIDP);
- Interpreting and applying National and County laws and other related statutes in line with the County's goals and objectives;
- Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals.

Requirements for Appointment

For appointment to this position, a person should:

- Be a citizen of Kenya;
- Hold a degree from a university recognized in Kenya;
- A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage;
- Have at least five (5) years of relevant professional experience in a leadership position in the public service or private sector;
- Demonstrate an understanding of the functions, goals, policies, and developmental objectives of County Governments;
- Demonstrable leadership and management capacity, including Knowledge of financial management and strategic people management;
- Meet the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity.

Terms of Service

- A County Chief Officer will serve on contract.
- Remuneration will be as determined by the Salaries and Remuneration Commission (SRC).

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, Degree/Masters Certificates, Professional Registration certificates (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 10th July, 2025** at 5.00 p.m. **(No hand delivered applications will be accepted. 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.

Note:

- i. Only **shortlisted** candidates will be contacted.
- ii. Shortlisted candidates are expected to get **clearance** from the following Institutions:
 - a) Kenya Revenue Authority (KRA)
 - b) Higher Education Loans Board (HELB)
 - c) Ethics and Anti-Corruption Commission (EACC)

- d) Directorate of Criminal Investigation-Certificate of good conduct (DCI)
- e) A registered Credit Reference Bureau (CRB)

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 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 cell phone number: **0796848192**.

Canvassing in any form will lead to automatic disqualification.

Secretary /CEO
Nakuru County Public Service Board