



**REPUBLIC OF KENYA
COUNTY GOVERNMENT
OF NAKURU
P.O. Box 2870-20100
[Email: info@nakuru.go.ke](mailto:info@nakuru.go.ke)**



INVITATION FOR APPLICATIONS - ADVERT NO. 01/2025

Pursuant to the provisions of the County Governments Act, No.17 of 2012 and as captured under Section 58 and 58A of the County Government (Amendment) Act 2022. The selection panel invites applications from qualified Kenyan citizens to fill the following vacant positions in the Nakuru County Public Service.

MEMBERS OF THE COUNTY PUBLIC SERVICE BOARD- FOUR (4) (ADVERT NO. 01/2025/01)

Duties and Responsibilities

1. Establish and abolish offices in the county public service.
2. Appoint persons to hold or act in offices in the County Public Service, including in the Boards of cities and urban areas within the county and to confirm appointments.
3. Exercise disciplinary control over, and remove, persons holding or acting in the public service.
4. Prepare regular reports for submission to the County assembly on the execution of the functions of the Board.
5. Promote in the County Public Service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010.
6. Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service.
7. Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county government.
8. Advise the County Government on Human Resource Management and Development.
9. Advise County Government on implementation and monitoring of the national performance management system in the County.
10. Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for the county public service employees.

Requirements for Appointment

For appointment to this position, a person should:

1. Be a Kenyan citizen.
2. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
3. Must not be a state or public officer.
4. Possesses a minimum of a Bachelor's degree from a university recognised in Kenya.
5. Have knowledge, experience and a distinguished career of not less than five (5) years in a senior position and in management, administration in the Public Service or Private Sector.
6. A Master's degree from a university recognized in Kenya will be an added advantage.
7. Have demonstrable leadership and management capacity including knowledge of public service management and strategic people management.
8. Be conversant with the Constitution of Kenya, 2010 and Devolution Laws.
9. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity.
10. Have capacity to work under pressure to meet deadlines.
11. Demonstrate understanding and commitment to the national values and principles of governance as outlined in the Articles 10 and 232 of the Constitution of Kenya 2010.
12. Be a visionary, strategic thinker and result oriented.
13. Meet other requirements as per Section 58 of the County Government Act and other relevant laws.

Terms of Service

- Six (6) Years Non-Renewable Contract
- **Salary:** As per Salaries and Remuneration Commission (SRC) Guidelines

**SECRETARY TO THE COUNTY PUBLIC SERVICE BOARD- ONE (1) -
(ADVERT NO. 01/2025/02)**

Duties and Responsibilities

The Secretary to the Board is the link between the Board members and the secretariat and he/she is accountable to the Board members in:-

1. Preparing and circulating agenda and minutes of the Board meetings.
2. Developing annual work plan for the Board.
3. Implement Board's development strategy, business plans, approved annual operating budgets and established internal monitoring and control systems and procedures.
4. Conveying the decision of the Board.
5. Pursuant to the section 149 (1) of the PFM act 2012, be the Accounting Officer of the Board and ensure that resources of the Board are used in a way, that is: Lawful, authorized, effective, efficient, economical and transparent.
6. Providing guidance and advice to the secretariat on matters of Ethics and good governance.
7. Promoting the provisions of Article 10 and 232 of the constitution of Kenya 2010.
8. Preparing regular and periodic reports for submission to the County Assembly on the execution of the function of the Board.
9. Performing any other duty as assigned by the Board.

Requirements for Appointment

For appointment to this position, a person should:

1. Be a Kenyan citizen.
2. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
3. Must not be a state or public officer.
4. Possesses a minimum of a Bachelor's degree from a university recognised in Kenya.
5. **MUST** be a Certified Public Secretary and a member of Institute of Public Secretaries of good professional standing.

6. Have knowledge, experience and a distinguished career of not less than five (5) years in a senior position and in management, administration in the Public Service or Private Sector.
7. A Master's degree from a university recognized in Kenya will be an added advantage.
8. Have demonstrable leadership and management capacity including knowledge of public service management and strategic people management.
9. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity.
10. Have capacity to work under pressure to meet deadlines.
11. Demonstrate understanding and commitment to the national values and principles of governance as outlined in the Articles 10 and 232 of the Constitution of Kenya 2010 and Devolution Laws.
12. Be a visionary, strategic thinker and result oriented.
13. Have a thorough knowledge of the structural, legislative, and regulatory framework of the public service including Section 58 of the County Government Act and other relevant laws.

Terms of Service

- Six (6) Years Non-Renewable Contract
- **Salary:** As per Salaries and Remuneration Commission (SRC) Guidelines

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 and received **on or before 28th July, 2025 at 5.00 p.m.** **(No applications sent through the email address will be considered).**

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

THE CHAIRPERSON – SELECTION PANEL
c/o THE COUNTY SECRETARY AND
HEAD OF PUBLIC SERVICE
P.O BOX 2870 – 20100
NAKURU

Hand deliveries shall be received by the Secretariat of the Selection Panel at the **Office of the County Secretary**, located at the **Town Hall (County Headquarters)** between **8.00 a.m.** and **5.00 p.m. on weekdays.**

The County Government of Nakuru is an equal opportunity employer. **Men, 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) and;
 - f) Any other relevant supporting documents.
- iii. The Vacancy number of the position being applied for **MUST** be indicated on the envelope and the application form
- iv. Canvassing by any candidate directly or indirectly shall lead to automatic disqualification Nakuru County Government is committed to Zero tolerance to Corruption.
- v. We **CAUTION** applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Selection Panel shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any such cases to the Police.

THE CHAIRPERSON- SELECTION PANEL
NAKURU COUNTY