



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 the Constitution of Kenya, 2010 and Section 59 of the County Governments Act 2012, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions.

DEPARTMENT OF HEALTH SERVICES – ADVERT NO. 06/2024

1. SENIOR MEDICAL PHYSICIST - ONE (1) POSITION – ADVERT NO. 06/2024/01

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m. **(Job Group ‘N’)**

Allowances as per the SRC circulars attached to the position.

Terms of Service: Permanent and Pensionable.

For appointment to this position a candidate must have;

- i. A Bachelor of Science Physics from a recognized institution;
- ii. A Master’s degree in Medical Physics from a recognized institution;
- iii. Three years’ experience working in a busy Radiotherapy center at a busy hospital; and
- iv. Be proficient in computer applications.

Duties and Responsibilities

- i. To train and supervise junior Medical Physicists;
- ii. To teach Radiological workers uses of ionizing radiation;
- iii. Treatment planning of cancer patients;
- iv. Radiation Dosimetry;

- v. QA/QC in Radiotherapy, Nuclear Medicine and Diagnostic Radiology;
- vi. Brachytherapy;
- vii. Supervise both diagnostic and therapy radiographers in treatment of cancer patients;
- viii. Administer radioactive drugs to the patients for diagnostic or therapy on radiotherapist, radiologists, Nuclear Medicine specialist, prescription;
- ix. Providing radiation oncology physics and radiation dosimeter training for medical practitioners and other health care staff; and
- x. Maintenance of personal professional competency and participation in the continued professional development by self-study, attendance at scientific meetings, and participation in internal training programs.

**2. MEDICAL OFFICER - THIRTEEN (13) POSITIONS – ADVERT NO.
06/2024/02**

Basic Salary Scale: Ksh. **50,610 - 67,110** p.m.

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Terms of Service: Permanent and pensionable

For appointment to this position, a candidate must have:

- i. Bachelors of Medicine and Bachelor of Surgery degree (M.B.Ch.B) from a recognized institution by Medical Practitioners and Dentist Council;
- ii. Successfully completed one (1) year internship from a recognized institution;
- iii. Registration license from the Medical Practitioners and Dentist Council;
- iv. Valid practicing license from the Medical Practitioners and Dentist Council; and
- v. Be proficient in Computer Applications.

Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Medical Officer.

Duties and responsibilities will entail;

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgical procedures;
- iii. Preparing and responding to emergencies and disasters;
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education;
- vi. Maintaining health records, health information and data;
- vii. Counselling patients and their relatives on diagnosis and bereavement;
- viii. Teaching and coaching medical students, nursing students and clinical officer interns; and
- ix. Preparing requisite documents for registration.

**3. RADIOGRAPHER I (THERAPY RADIOGRAPHER) - ONE (1) POSITION -
ADVERT NO. 06/2024/03**

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

Allowances as per the SRC circulars attached to the position.

Terms of Service: Permanent and Pensionable.

For appointment to this position a candidate must;

- i. Be in possession of a Bachelor of Science degree in any of the following fields: -Therapy Radiography, Radiography Technology or any other equivalent qualification from a recognized institution; and
- ii. Be proficient in computer applications.

Duties and Responsibilities

- i. Provision of Medical imaging services in a hospital;
- ii. Processing, verifying and maintaining information related to patients;
- iii. Providing care and counselling patients and their relatives before, during and after examination;
- iv. Safeguarding and providing basic maintenance and safety of medical equipment in the hospital;

- v. Establishing and maintaining quality assurance programs in the department;
- vi. Coordinating requisition for procurement and ensuring safe custody of radiographic and photographic supplies in the department; and
- vii. Preparing reports on radiographic activities.

4. REGISTERED NURSE 1 – ONCOLOGY – ONE (1) POSITION- ADVERT NO. 06/2024/04

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

Allowances as per the SRC circulars attached to the position.

Terms of Service: Permanent and Pensionable.

For appointment to this position, a candidate must have:

- i. Diploma in Kenya Registered Community Nursing or Kenya Registered Nursing;
- ii. Higher Diploma in Oncology Nursing;
- iii. Registration Certificate from the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya; and
- v. Certificate in computer applications.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Works under an oncologist in managing patients with cancer in outpatient and inpatient of a health facility;
- ii. Follow ups for patients with cancer;
- iii. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- iv. Providing appropriate health care service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;

- v. Referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans;
- vi. Maintaining records on patients'/clients' health condition and care;
- vii. ensuring a tidy and safe clinical environment; and collecting and compiling data; and
- viii. Any other duty as outlined in the respective Scheme of Service.

**5. REGISTERED NURSE I - CRITICAL CARE – THREE (3) POSITIONS -
ADVERT NO. 06/2024/05**

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

Allowances as per the SRC circulars attached to the position.

Terms of Service: Permanent and Pensionable.

For appointment to this position, a candidate must have:

- i. Diploma in Kenya Registered Community Nursing or Kenya Registered Nursing;
- ii. Higher Diploma in Kenya Registered Critical Care Nursing, from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Critical care Practicing License from the Nursing Council of Kenya; and
- v. Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- i. Identifying a patient's specific and critical needs and adopt care plans as necessary to meet those needs;
- ii. Providing emotional support for both the patient and their families;
- iii. Safe-guarding Hospital's and patients' confidential information and property;
- iv. Reporting all complaints and incidents to the In-charge as they occur;
- v. Assess, plan, implement nursing interventions;

- vi. Evaluate and document patient outcomes;
- vii. Provide appropriate healthcare services using evidence-based practice;
- viii. Facilitate patients' admission and initiate discharge plans;
- ix. Maintain patient records on health condition and care;
- x. Initiate patient care and machine monitoring in the ICU;
- xi. Nursing care prior to and following specialized surgery;
- xii. Organize for continuous medical education on critical care; and
- xiii. Ensure a safe and clean environment for care of critical patients.

**6. NUTRITION AND DIETETICS OFFICER – ONE (1) POSITION - ADVERT
NO. 06/2024/06**

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

Allowances as per the SRC circulars attached to the position.

Terms of Service: Permanent and Pensionable.

For appointment to this position a candidate must have;

- i. Bachelor's Degree in any of the following disciplines: Foods, Nutrition and dietetics, dietetics / clinical Nutrition, Food Science and Nutrition or Home Economics from a Recognized institution;
- ii. Registered with the Kenya Nutrition and Dietetic Institute (KNDI);
- iii. A valid practicing license from Kenya Nutrition and Dietetic Institute (KNDI); and
- iv. Certificate in computer application.

Duties and Responsibilities

This will be the entry grade into this cadre. Duties and responsibilities at this level will include:

- i. Preparing and implementing therapeutic diets for outpatients and inpatients;

- ii. Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions;
- iii. Treating and counselling patients using specialized dietetic nutritionally modified products;
- iv. Implementing the nutrition and dietetic process including screening, assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- v. Providing nutrition support in patient management in health care facilities;
- vi. Developing and disseminating nutrition behavior change communication, information, education, and communication materials;
- vii. Implementing nutrition health programmes; and
- viii. Collecting and compiling nutrition and dietetic data.

**7. AMBULANCE DRIVER III – TWO (2) POSITIONS - ADVERT NO.
06/2024/07**

Basic Salary Scale: **Ksh. 16,870- Ksh. 19,220** p.m. **(Job Group ‘D’)**

Allowances as per the SRC circulars attached to the position.

Terms of employment: Permanent and Pensionable

For appointment to this position a candidate must have;

- i. Kenya certificate of secondary education mean grade D plain or its equivalent from a recognized institution;
- ii. A valid driving license free from any current endorsements for classes of vehicles an officer is required to drive;
- iii. Passed suitability Test for Drive grade III;
- iv. Passed Practical Test for Drivers conducted by the respective Ministry / Department;
- v. First Aid certificate lasting not less than one (1) week from St John’s Ambulance Kenya, Kenya Red cross Society of Kenya or Kenya

- Institute of Highways and Building Technologies (KIHBT) or any other recognized institutions;
- vi. Valid Emergency Medical Technician Certificate;
 - vii. Certificate in emergency vehicle operation;
 - viii. A valid Certificate of Good Conduct from the Kenya Police;
 - ix. Driving experience for more than three (3) years;
 - x. Two (2) year experience as an ambulance operator will be an added advantage; and
 - xi. Additional qualification within the medical field will be an added advantage

Duties and Responsibilities will entail:

- i. Driving ambulances as authorized, carrying out routine checks on vehicle cooling, oil, electrical and brakes system, detecting and reporting malfunctions of vehicles systems, maintaining work tickets while ensuring safety of the ambulance on and off the road, safety of passengers and cleanliness of the ambulance at all times;
- ii. Maintain the ambulance and assigned equipment in the most efficient operation condition;
- iii. Ensure timely and safe patient rescue and evacuation;
- iv. Assist doctors or paramedics in patient care during rescue and evacuation;
- v. Proper incident command while on rescue mission;
- vi. Ensure ambulance is in proper mechanical condition and is well stocked with commodities by performing daily unit checklist before and after every shift; and
- vii. Perform any other duties within the scope of this position.

**8. ASSISTANT PUBLIC HEALTH OFFICER III – TWO (2) POSITIONS -
ADVERT NO. 06/2024/08**

Salary Scale: **Ksh. 50,000** p.m. Terms of service: Three (3) year contract

For appointment to this position a candidate must;

- i. Be a Kenyan Citizen;
- ii. Have a Diploma in either Environmental Health Science or Public Health Inspections from a recognized institution;
- iii. Have a valid registration certificate from a Public Health Officer and Technician Council (PHOTC); and
- iv. Be proficient in computer applications.

Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- ii. Carrying out immunization;
- iii. Identifying environmental health issues at community level;
- iv. Organizing community health days to advise communities on common public health issues;
- v. Collecting and maintaining up to date records of services rendered
- vi. Assessing health needs of the community;
- vii. Implementing vector, vermin and rodent control measures; and
- viii. Implementing integrated mosquito control strategies.

**9. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT
OFFICER III – ONE (1) POSITION – ADVERT NO. 06/2024/09**

Salary Scale: **Ksh. 50,000** p.m. Terms of service: Three (3) year contract

For appointment to this position a candidate must have;

- i. Diploma in Health Records and Information Management from a recognized institution;
- ii. Registration Certificate from the Association of Medical Records of Kenya (AMRO-K); and
- iii. Certificate in computer applications.

Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Officer.

Duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents and preparing clinics;
- iv. Updating bed bureau;
- v. Editing of patient case records;
- vi. Gathering data from different sources;
- vii. Capturing data from service points;
- viii. Maintaining record safety and confidentiality;
- ix. Storing and retrieving medical records;
- x. Balancing daily bed returns;
- xi. Creating and maintaining master index;
- xii. Updating patient master index;
- xiii. Directing patients to relevant clinics;
- xiv. Scheduling of patients to the consultants and specialist clinics;
- xv. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
- xvi. Preparing Health records and reports.

**10. REGISTERED CLINICAL OFFICER III – SEVEN (7) POSITIONS -
ADVERT NO. 06/2024/10**

Salary Scale: **Ksh. 50,000** p.m. Terms of service: Three (3) year contract

For appointment to this position a candidate must have;

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of registration from the Clinical Officers Council;
- iii. Valid practicing license from Clinical Officers Council; and
- iv. Certificate in computer applications.

Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Officer.

Duties and responsibilities at this level will entail:

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities in liaison with other health workers;
- iii. Guiding and counselling patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

**11. RADIOGRAPHER III - TWO (2) POSITIONS - ADVERT NO.
06/2024/11**

Salary Scale: Ksh. **50,000** p.m. Terms of Employment: Three (3) Years Contract

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, biology/biological sciences or physics/physical sciences and C- in mathematics; and
- ii. Diploma in any of the following: diagnostic radiography/medical imaging sciences, ultrasound, computerized tomography, magnetic resonance imaging, mammography, nuclear medicine, radiation therapy and digital medical imaging equipment or its equivalent from a recognized institution.

Duties and Responsibilities

- i. Providing radiographic services to the patients;
- ii. Processing, verifying and maintaining information relating to patients; and
- iii. Ordering and maintaining records of radiographic and photographic supplies.

12. NUTRITION AND DIETETICS TECHNOLOGIST III – ONE (1) POSITION - ADVERT NO. 06/2024/12

Salary Scale: **50,000** p.m. Terms of Employment: Three (3) Years Contract

For appointment to this position a candidate must have;

- v. Kenya Certificate of Secondary Education, or its equivalent;
- vi. Diploma in Nutrition and Dietetics from a recognized institution;
- vii. Registered with the Kenya Nutrition and Dietetic Institute (KNDI);
- viii. A valid practicing license from Kenya Nutrition and Dietetic Institute (KNDI); and
- ix. Certificate in computer application.

Duties and Responsibilities

- ix. Planning, formulating and managing therapeutic diets;
- x. Being the resource person on nutrition in the health team;

- xi. Developing weaning foods with families using community resources;
- xii. Initiating projects in the community which promote nutrition; and
- xiii. Supervising and guiding other staff working under the officer and other duties.

**13. REGISTERED NURSE III – FIFTEEN (15) POSITIONS - ADVERT
NO. 06/2024/13**

Salary Scale: **Ksh. 50,000** p.m. Terms of service: Three (3) year contract

For appointment to this position a candidate must have;

- i. Diploma in Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing / Midwifery or Kenya Registered Nursing / Mental Health and Psychiatry from a recognized institution;
- ii. Registration Certificate from the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. A certificate in computer applications.

Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Officer.

Duties and responsibilities at this level will entail:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, Integrated Management of adulthood Illnesses (IMAI), ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs; Referring patients and clients appropriately;

- iii. Facilitating patients' admission and initiating discharge plans;
- iv. Maintaining records on patients/client's health condition and care;
- v. Ensuring a tidy and safe clinical environment; and
- vi. Collecting and compiling data.

**14. MEDICAL LABORATORY TECHNOLOGIST III – ONE (1)
POSITION - ADVERT NO. 06/2024/14**

Salary Scale: **Ksh. 50,000** p.m. Terms of service: Three (3) year contract

For appointment to this position a candidate must;

- i Be a Kenyan Citizen;
- ii Have a Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii Have a Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv Have a valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- v Have a Certificate in Computer application from a recognized institution.

Duties and responsibilities at this level will entail:

An officer at this level will work under the supervision and guidance of a senior and experience officer:

- i. Decontaminating working benches;
- ii. Receiving and scrutinizing laboratory requisition forms and specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labelling and registering of specimens;
- v. Disaggregating specimens for processing and analyses;
- vi. Preparing reagents and examining specimens;

- vii. Writing and recording of results;
- viii. Dispatching the results for use in clinical management;
- ix. Preparing stains, performing blood grouping, issuing blood and blood products to peripheral health facilities; and
- x. Storing blood products according to their requirement.

**15. PHARMACEUTICAL TECHNOLOGIST III – ONE (1) POSITION -
ADVERT NO. 06/2024/15**

Salary Scale: **Ksh. 50,000** p.m. Terms of service: Three (3) year contract

For appointment to this position a candidate must;

- i. Be a Kenyan Citizen;
- ii. Have a Diploma from a recognized institution in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board;
- iii. Have a Certificate of enrolment as a Pharmaceutical Technologist awarded by Pharmacy and Poisons Board (PPB);
- iv. Have a valid practicing license from Pharmacy and Licensing Board; and
- v. Have a Certificate in computer application from a recognized institution.

Duties and Responsibilities will entail:

- i. Receiving, interpreting and processing prescription;
- ii. Recording prescriptions in a pharmacy unit;
- iii. Pre-packing, repacking and writing instructions on labels;
- iv. Counselling patients on usage of drugs in a pharmacy unit;
- v. Maintaining drug registers/books; and
- vi. Stocking of drugs and medicinal devices on monthly basis.

OFFICE OF THE COUNTY ATTORNEY – ADVERT NO. 07/2024

1. COUNTY SOLICITOR - ONE (1) POSITION - ADVERT NO. 07/2024/01

Basic Salary Scale: **Ksh. 137,070 - 203,010** p.m. **(Job Group ‘S’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) year Contract

For appointment to this grade a candidate must;

- i. Be a holder of Bachelor of Laws (LLB) degree from a recognized University recognized in Kenya or its equivalent;
- ii. At least five years' experience as an Advocate of the High Court of Kenya;
- iii. Holder of a Post Graduate Diploma from the Kenya School of Law;
- iv. Holds a valid practicing certificate;
- v. Be a member of Law Society of Kenya and in good standing; and
- vi. Meets the requirements of leadership and integrity set out in Chapter six of Constitution of Kenya.

Duties and Responsibilities

- i The County Solicitor shall be the principal assistant of the County Attorney in the execution of the functions of the County Attorney under the Office of the County Attorney Act;
- ii Be responsible for advising departments and agencies of the County Government on legislative and other legal related matters;
- iii Organize, coordinate and manage administrative and legal functions of the Office;
- iv Conduct or assign and supervise all cases, including appeals or petitions on behalf of the County Attorney;
- v Support in drafting and Publication of legislative proposals for the County Government;
- vi Ensure amendments where necessary of County laws;

- vii Represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law; and
- viii Performing any other duty as may be assigned.

DEPARTMENT OF YOUTH, SPORTS, GENDER, INCLUSIVITY AND SOCIAL SERVICES - ADVERT NO. 08/2024

1. YOUTH DEVELOPMENT OFFICER II - TWO (2) POSITIONS - ADVERT NO. 08/2024/01

Basic salary Kshs. **32,700 - 42,690** p.m.

(Job Group 'J')

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Social Sciences from a recognized institution; and
- ii. Certificate in Computer Applications.

Duties and Responsibilities

This will be the entry and training grade for the Youth Development Officers' cadre. An officer at this level work under the guidance and supervision of a more senior officer. Duties and responsibilities will involve:

- i. collection, collating and submission of data on youth and health, gender mainstreaming, employment, drugs, crime. leisure, recreation, and community services; and
- ii. participate in training and engaging the youth on issues related to environmental conservation, gender, special needs, empowerment and participation.

2. GENDER OFFICER II - TWO (2) POSITIONS - ADVERT NO. 08/2024/02

Basic salary Kshs. **32,700 - 42,690** p.m.

(Job Group 'J')

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: Gender Studies, Gender and development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a recognised institution; and
- ii. Certificate on computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for Gender Officers. An Officer at this level will work under more senior and experienced officer. Duties and responsibilities at this level will entail:

- i. Collecting data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;
- ii. Handling logistic relating to administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and
- iii. Counselling victims of Gender Based Violence.

3. SOCIAL WELFARE OFFICER III - TWO (2) POSITIONS - ADVERT NO. 08/2024/03

Basic salary Kshs. **26,900 – 35,380** p.m.

(Job Group 'H')

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its' equivalent qualification; and
- ii. Diploma in any of the following discipline: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized institution.

Duties and Responsibilities

This will be the entry grade for Diploma holders. At this level, an officer will be deployed in the Alms House and Njoro OVC and any other related social centre.

Duties and responsibilities will involve:

- i. Disability mainstreaming and empowerment
- ii. Community capacity building on formation of social groups
- iii. Rescue and care of vulnerable elderly persons
- iv. Rescue and rehabilitation of street children
- v. Management of social halls,
- vi. Inspection and regulation of day care centres
- vii. Any other duty related to social services

**4. SPORTS TECHNICIAN II – ONE (1) POSITION - ADVERT NO.
08/2024/04**

Basic Salary Scale Kshs. **23,700 - 31,450** p.m.

(Job Group 'G')

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade a candidate must have:

- i. Certificate in Sports Administration and Management or equivalent qualification from a recognised institution; and
- ii. Certificate in First Aid from a recognized institution.

Duties and responsibilities

This is the entry and training grade for the Sports Technicians cadre. An officer at this level will be deployed in a Departmental Sports office to work under the supervision and guidance of a senior officer. Duties and responsibilities at this level will involve:

- i. Marking/setting sports venues;
- ii. Care and maintenance of sports facilities and equipments to the required standards;
- iii. Requisitioning of sports implements from stores;
- iv. Maintaining sports implements records;
- v. Conducting basic warm up activities during training of individuals, teams or clubs;
- vi. Administering basic first aid for minor sports injuries; and
- vii. Ensuring care and safety of sports facility users.

DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, CITIZEN ENGAGEMENT, DISASTER MANAGEMENT AND HUMANITARIAN ASSISTANCE – ADVERT NO. 09/2024

1. ASSISTANT OFFICE ADMINISTRATOR III – TWO (2) POSITIONS – ADVERT NO. 09/2024/01

Basic salary Kshs. **26,900 – 35,380** p.m.

(Job Group ‘H’)

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili language or its equivalent qualification from a recognized institution.
- ii. Diploma in Secretarial studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- Typewriting III (50 w.p.m)/Computerized Document Processing III;
 - Shorthand II (minimum 80 w.p.m);
 - Business English II/Communications I;
 - Office Practice II;
 - Secretarial Duties II
 - Commerce II;
 - Office Management III/Office Administration and Management III.
- iii. A certificate in computer applications from a recognized institution.

Duties and responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer. Specific duties and responsibilities will include;

- i. taking oral dictation;
- ii. word and data processing;
- iii. managing e-office;
- iv. ensuring security of office equipment, documents and records
- v. maintaining an up-to-date filing system in the office;
- vi. operating office equipment;
- vii. managing office protocol;
- viii. managing office petty cash;
- ix. handling telephone calls and appointments;
- x. supervision of office cleanliness; and
- xi. undertaking any other office administrative duties that may be assigned.

2. ADMINISTRATION OFFICER III – TEN (10) POSITIONS – ADVERT NO. 09/2024/02

Basic salary Kshs. **26,900 – 35,380** p.m. **(Job Group ‘H’)**

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: - Public Administration, Business Administration / Management, Community Development, or any other Social Science from a recognized institution; and
- ii. Certificate in Computer applications from a recognized Institution

Duties and responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer. Specific duties and responsibilities will include;

- i. Planning of office accommodation and layout;
- ii. Facilitating transport and travelling services;
- iii. Maintaining and updating furniture and office equipment inventory;
- iv. Ensuring payment of utility bills;
- v. Facilitating movement of assets;
- vi. Facilitating general maintenance of buildings and furniture; facilitating logistics for meetings, conferences and other special events;
- vii. Collecting and collating data on developmental activities; and
- viii. Providing input in organizing Public Participation awareness at the local level.

3. OFFICE ADMINISTRATIVE ASSISTANT III - TWO (2) POSITIONS – ADVERT NO. 09/2024/03

Basic salary Kshs. **23,700 – 31,450** p.m. **(Job Group ‘G’)**

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
 - Business English I/ Communication I;
 - Office Practice I;
 - Commerce I;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- iv. Certificate in Computer applications.

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. Undertaking any other office administrative services duties that may be assigned by the supervisor

**4. CLERICAL OFFICER II - FIFTEEN (15) POSITIONS – ADVERT NO.
09/2024/04**

Basic Salary Scale: Kshs **19,220 – 23,130** pm

Job Group ‘F’

Allowances as per the SRC circulars attached to the position

Terms of service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C - (minus) or its approved equivalent; and
- ii. A certificate in computer applications

Duties & Responsibilities

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;
- iii. Maintaining an efficient filing system;
- iv. Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- v. Computation of financial or statistical records based on routine or special sources of information;
- vi. Preparing payment vouchers;
- vii. Compiling data; and
- viii. Drafting simple letters.

**5. SECURITY WARDEN III - TWENTY (20) POSITIONS – ADVERT NO.
09/2024/05**

Basic Salary Scale: Kshs. **Ksh. 16,870- Ksh. 19,220** p.m.

Job Group ‘D’

Allowances as per SRC Circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Be in possession of the Kenya Certificate of Secondary Education mean grade D+ (plus) or its equivalent;

- ii. Be less than thirty-six (36) years of age; and
- iii. Be physically and mentally fit.

Duties and Responsibilities

Before deployment, direct entrants will undergo two (2) years initial training and on successful completion one will perform similar duties as those of Security Warden III but may be deployed as shift assistants where necessary.

6. SENIOR SUPPORT STAFF - FOUR (4) POSITIONS - ADVERT NO. 09/2024/06

Basic salary Kshs. **16,870 – 19,220** p.m. **(Job Group ‘D’)**

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent; and
- ii. Certificate in computer applications.

Duties and Responsibilities

- i. Execute day – to – day office operations support duties as per duty roster to ensure smooth service delivery;
- ii. Maintain general cleanliness of office and its environment;
- iii. Liaising with the Office administration staff on operational matters;
- iv. Filing, typing and organization of the offices;
- v. Provide messengerial duties;
- vi. Ensuring safety, proper care and maintenance of office property;
- vii. Prepare and serve tea for staff; and
- viii. And any other assigned duties from time to time.

7. DRIVER III - EIGHTEEN (18) POSITIONS – ADVERT NO. 09/2024/07

Basic salary Kshs. **16,870 – 19,220** p.m.

(Job Group ‘D’)

All other allowances as per the SRC circulars

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent.
- ii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIBHT) any other recognized institution;
- iv. Passed Suitability Test for Driver Grade III;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Passed Practical Test for Drivers conducted by the respective Department; and
- vii. At least two (2) years driving experience.

Duties and Responsibilities

- i. Driving of motor vehicles as authorized;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical and brake systems, tyre pressure, etc;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring security and safety for the vehicle on and off the road;
- vi. Safety of the passengers and/or goods therein;
- vii. Maintaining cleanliness of the vehicle; and
- viii. Performing other assigned duties in compliance with the transport policy and other regulations.

**DEPARTMENT OF TRADE, COOPERATIVES, TOURISM & CULTURE –
ADVERT NO. 10/2024**

**1. ASSISTANT COOPERATIVES OFFICER III - FIVE (5) POSITIONS –
ADVERT NO. 10/2024/01**

Basic salary scale: Kshs. **26,900 - 35,380** p.m **Job Group 'H'**

Allowances as per the SRC circulars attached to the position.

Terms of service: Permanent and Pensionable

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

- i. Diploma in any of the following disciplines: - Cooperative Management, Marketing or Finance from a recognized institution; and
- ii. 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 be required to work under guidance and supervision of a senior officer. Duties and responsibilities will entail: -

- i. Promoting cooperatives societies; and
- ii. Enforcing compliance with cooperative legislation.

**2. TOURISM ASSISTANT III - THREE (3) POSITION – ADVERT NO.
10/2024/02**

Basic salary scale: Kshs. **26,900 - 35,380** p.m. **Job Group 'H'**

Allowances as per the SRC circulars attached to the position.

Terms of service: Permanent and Pensionable

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

- i. Diploma in any of the following disciplines: Tourism, Hospitality Management, Hotel Management, Marketing, Tours and Travel operations; and

- ii. 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 and supervision of the senior officer.

Duties and responsibilities will entail: -

- i. identifying potential Tourism products and preparing simple reports;
- ii. identifying small and medium tourism Enterprises (SMTE's) and community-based tourism projects;
- iii. collecting information for development of tourism guidebooks and tourism statistics, and identifying suitable locations for mounting tourism signage.

3. GAMING ASSISTANT II - ELEVEN (11) POSITIONS – ADVERT NO. 10/2024/03

Basic salary scale: Kshs. **19,220-23,130** p.m.

Job Group 'F'

Allowances as per the SRC circulars attached to the position.

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have;

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C-(minus) or its equivalent qualification from a recognized institution.

Duties and responsibilities

An officer at this level will work under close supervision of a more experienced officer and will be deployed to handle simple tasks. Duties and responsibilities will include:

- i. Collecting and recording betting and control and lotteries data analysis, monitoring the integrity of gaming and betting devices;
- ii. Assisting in lotteries and mini draws of limited financial value;
- iii. Opening and closing of gaming floats; and
- iv. Recording of tax returns.

**DEPARTMENT OF FINANCE AND ECONOMIC PLANNING – ADVERT NO.
11/2024**

**1. ECONOMIST II/ STATISTICIAN II - TWO (2) POSITIONS - ADVERT NO.
11/2024 /01**

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

Allowances as per SRC Circulars

Terms of service: Three (3) year Contract

For appointment to the grade of Economist II/ Statistician II, candidate must have:

- i. A minimum of an Upper Second - Class Honours Degree in Economic, or Economic and Mathematics, or Economic and Statistics from a recognized university/institution;

OR

- ii. A minimum of an Upper Second- Class Honours Degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution;

OR

- iii. A minimum of an Upper Second -Class Honours Degree in Statistics with appropriate specialization university/institution;

OR

- iv. A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or post graduate diploma or Master’s degree in subject enumerated at (i) – (iii) above.

Duties and Responsibilities

- i. Economic analysis;

- ii. formulation of development strategies;
- iii. identification, identification and evaluation of development projects and programmes and monitoring of their implementation;
- iv. conducting feasibility studies, determining project viability and setting projects priorities;
- v. collection, collation and analysis of data relating to production and marketing of agricultural / industrial products, computerization and analysis of data;
- vi. writing and submitting reports on specific assignments: and control and supervision of technical and other supporting staff.

In the statistical field, duties will involve;

- i. Management of specific economic sector an area of statistical activity;
- ii. Drawing up survey questionnaires and setting up control procedures for receiving returns and taking up the necessary action;
- iii. Collection, collation, computerization and analysis of data;
- iv. Wiring and submitting reports on specific assignments; and
- v. Direction and supervision of technical and other supporting staff.

2. FINANCE OFFICER III - FIVE (5) POSITIONS - ADVERT NO.

11/2024/02

Basic Salary Scale Kshs. **32,700 - 42,690** p.m.

Job Group 'J'

Allowances as per SRC Circulars

Terms of service: Three (3) year Contract

For appointment to this grade a candidate must have:

- i. Bachelor's degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance;

OR

Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification.

Duties and Responsibilities

- i. Compiling and formatting financial estimates;
- ii. Taking initial action on budget monitoring; and
- iii. Preparing reports and briefs on budgetary policy issues.

3. SUPPLY CHAIN MANAGEMENT OFFICER II - THREE (3) POSITIONS - ADVERT NO. 11/2024/03

Basic Salary Scale Kshs. **32,700 - 42,690** p.m.

Job Group 'J'

Allowances as per SRC Circulars

Terms of service: Three (3) year Contract

For appointment to this grade a candidate must have:

- i. Bachelor's Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution.

Duties and-Responsibilities

This will be the entry and training grade for Supply Chain Management Officers.

An officer at this level will perform a variety of Supply Chain Management duties under the guidance of a more senior and experienced officer. The officer will be deployed in a department or in a section.

Specific duties and responsibilities will entail: -

- ii. warehousing;
- iii. distribution management;
- iv. fleet management;
- v. disposal of stores and equipment;

- vi. procurement;
- vii. market surveys and research; and
- viii. inventory and stock control, in accordance with the laid down regulations and procedures.

**4. INTERNAL AUDITOR II - TWO (2) POSITIONS - ADVERT NO.
11/2024/04**

Basic Salary Scale Kshs. **32,700 - 42,690** p.m.

Job Group 'J'

Allowances as per SRC Circulars

Terms of service: Three (3) year Contract

For appointment to this grade a candidate must have:

- i. Bachelor of Commerce Degree (Accounting/ Finance Option).

OR

Have passed CPA Part II or CIA Part III.

Duties & Responsibilities

An officer at this level will work under the direction and supervision of a team leader. Duties and responsibilities will include: -

- i. Reviewing internal control systems in operation and report on any weakness;
- ii. Undertaking specific audit assignments and preparing detailed audit observations and reports as required by his/her superior;
- iii. Reviewing internal controls on revenue/ appropriation-in-aid collection and accounting from time to time and advise on deviations from approved levels; and
- iv. Ensuring that government assets, plant and equipment, supplies, stores etc. are appropriately recorded in the relevant registers and are maintained and kept safely.

5. BUDGET OFFICER III - TWO (2) POSITIONS - ADVERT NO. 11/2024/05

Basic Salary Scale Kshs. **32,700 - 42,690** p.m.

Job Group 'J'

Allowances as per SRC Circulars

Terms of service: Three (3) year Contract

For appointment to this grade a candidate must have:

- i. Bachelor's degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance

OR

Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification.

Duties and Responsibilities

- i. Compiling and formatting financial estimates;
- ii. Taking initial action on budget monitoring; and
- iii. Preparing reports and briefs on budgetary policy issues.

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

A duly filled employment application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates and Professional registration certificates** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 13th March, 2024** at 5.00 p.m. **(No hand delivered applications will be accepted).**

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

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

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim of 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.