

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT – NO. 02 OF 09/2025
DECLARATION OF VACANCIES (RE-ADVERTISEMENT)

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions.

DEPARTMENT OF PUBLIC SERVICE AND COUNTY ADMINISTRATION

POSITION: COMMUNITY ADMINISTRATOR III, JOB GROUP CPSB 12/'G' - (4 POSTS)

Basic Salary: Kshs. 23,700 x 1,040 - 24,740 x 1,070 - 25,810 x 1,090 - 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 – 30,280 x 1,170 - 31,450p.m.

Terms of Service: Permanent and Pensionable

This will be the entry and training grade into this cadre. An officer at this level will be deployed within an administrative unit known as Community Area and will work under the supervision and guidance of a Ward Administrator/Administration Officer II.

Duties and responsibilities will entail: -

- i. Coordinating all activities of County Government in their area of jurisdiction;
- ii. Convening meetings and implementing decisions of the Community Area Council;
- iii. Holding public participation fora and disseminating County Government policies;
- iv. Guiding the Community Area Council and collaborating with National Government agencies on security matters;
- v. Sensitizing the community on matters of health, water and environment, roads and infrastructure, education, governance, agriculture or any other devolved function;
- vi. Identifying, taking action and reporting cases/issues of alcohol, drug and substance abuse;
- vii. Informing relevant authorities on cases/issues of conflict in the area of jurisdiction;
- viii. Creating awareness on relevant laws and emerging issues;
- ix. Encouraging residents of the community area to participate in development matters;
- x. Preventing pollution of water in any stream, water course, water hole and preventing the obstruction of any stream;
- xi. Gathering statistical information relating to population and demography, social amenities and facilities, state of roads and infrastructure, health and environment, agriculture and livestock production, culture and heritage;
- xii. Safeguarding County Government property; and
- xiii. Ensuring prudent use of government resources.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) **Mean Grade C - (Minus)** or its approved equivalent, with a **C Plain in English or Kiswahili** from Kenya National Examination Council (KNEC);
- ii. Certificate in any of the following fields; Education, Mass Communication, Public Administration\Management, Social Work/Welfare, Community Development, Disaster Management or equivalent qualification lasting not less than six months from a recognized institution;
- iii. Certificate in Computer Applications from a recognized institution;
- iv. **Be a resident of the particular Community Area (where the vacancy has been declared) for not less than five (5) continuous years;**
- v. Have high integrity and command respect; and
- vi. Possess excellent communication skills.

IMPORTANT INFORMATION:

Only residents of the following Community Areas, where the vacancies exist will be considered.

No.	Sub County	Name of Ward	Name of the Community Area
1)	Lurambi	Mahiakalo	Ichina
2)	Matungu	Mayoni	Mundere
3)	Khwisero	Kisa North	Emuruba
4)	Shinyalu	Murhandia	Etenyi

PLEASE NOTE:

1. The County Government of Kakamega is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply;
2. Canvassing in any form will lead to automatic disqualification; and
3. **Only shortlisted and successful candidates will be contacted.**

HOW TO APPLY

All the details requested in the advertisement should be filled on the Application for Employment Form labelled **KAKCPSB2A** downloaded from our county website www.kakamega.go.ke

Applicants should submit their applications together with **COPIES** of detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identification Card or Passport, and any other supporting documents. Kakamega County residents are required to indicate their Sub-County and Ward of residence in the application form.

Please note that applications with the *position applied for* clearly indicated on top of the envelope, should be **HAND DELIVERED** or sent through **COURIER** to the **County Public Service Board's Registry Offices** located at the Regional Commissioner's Office, Block 'B' - 2nd Floor on or before **Friday, 10th October, 2025, 2025 at 5.00pm** and addressed to:

**The Secretary/CEO
County Public Service Board
P.O. Box 458-50100
KAKAMEGA**

Kakamega County Public Service Board (KCPSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address kakamegacpsb@gmail.com and phone number **0745888999 ONLY**.

SECRETARY/CEO, CPSB