

REPUBLIC OF KENYA



**TANA RIVER COUNTY GOVERNMENT
THE COUNTY PUBLIC SERVICE BOARD**

P.O.BOX 181-70101, HOLA

Email: trcpsb@gmail.com

VACANCY ADVERTISEMENT

The County Public Service Board of Tana River pursuant to Section 59(1)(a)(b) of The County Governments Act 2012 as read together with Article 235 of the Constitution of Kenya 2010, on behalf of The County Government of Tana River wishes to invite applications from qualified persons competent to fill the following positions:

TRCPGSB/V/NO. 001/2026: ARCHITECTURAL ASSISTANT III, J/G'H' (3 POSTS)

Terms of Service: Permanent and Pensionable

(a) Duties and Responsibilities entail;

- i. Preparing preliminary drawings; and reading and interpreting engineering drawings in relation to the Architect's sketches and incorporating these details in the preliminary drawings.
- ii. Performing any other duties assigned by the immediate supervisor.

(b) Requirements for Appointment

- i. Diploma or Technician Certificate Part III in any of the following disciplines: - Building Engineering, Civil Engineering, Building construction, Architecture or its equivalent qualification from a recognized institution;
- ii. Membership with the Architectural Association of Kenya; and
- iii. Certificate in computer application skills.

TRCPGSB/V/NO. 002/2026: REGISTERED NURSE III, J/G 'H' (20 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities this level will entail:

- i. Assessing, planning, implementing, nursing intervention and evaluating patient's outcome;
- ii. Providing appropriate healthcare services including integrated management of childhood illnesses [IMCI] immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients appropriately;
- iii. Facilitating patients' admission and initiating discharge plans;
- iv. Maintaining records on patients/clients' health condition and care;

- v. Ensuring a tidy and safe clinical environment;
- vi. Collecting and compiling data; and
- vii. Performing any other duties assigned by the immediate supervisor.

b) Requirements for Appointment:

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing / Midwifery and Kenya Registered Nursing/Mental health and Psychiatric from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

TRCPSB/V/NO. 003/2025: ENROLLED NURSE III, J/G 'G' (9 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities at this level will entail:

- i. Assessing patients and clients and establish health care needs;
- ii. Planning and implementing nursing care interventions based on patients/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, ante-natal care, and delivery,
- iv. Referring patients and clients appropriately;
- v. Evaluating healthcare outcomes on patient/client preparing individualized reports;
- vi. Making appropriate discharge plan for patients;
- vii. Conducting assessment of school health needs;
- viii. Planning, implementing intervention and preparing periodic reports;
- ix. Maintaining records on patients/clients personal and health condition/care;
- x. Ensuring a tidy and safe clinical environment;
- xi. Ensuring safe custody for in-patient belongings;
- xii. Conducting home visits; following up discharged patient/clients and providing continuity of care;
- xiii. Treating minor ailments; and
- xiv. Performing any other duties assigned by the immediate supervisor.

b) Requirements for appointment

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwifery from a recognized training institution.
- ii. Enrolment Certificate issued by the Nursing Council of Kenya.
- iii. Valid practising license from Nursing Council of Kenya.
- iv. Certificate in computer application skills from a recognized institution.

TRCPSB/V/NO. 004/2026: SUPPORT STAFF III J/G ‘C’ (15 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Carrying out office cleanliness
- ii. Maintaining an up-to-date filing system in the office,
- iii. Attending to visitors and clients
- iv. Ensuring security of office equipment

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D- Minus or equivalent qualification from a recognized institution;
- ii. Certificate in computer application skills;

TRCPSB/V/NO. 005/2026: ECDE CARE TAKER J/G ‘B’ (57 POSTS)

Terms of Service: Three (3) years contract

a) Duties and Responsibilities entail;

- i. Class teaching
- ii. Organizing and facilitating play/learning activities for the learners
- iii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development)
- iv. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners’ safety and security.
- v. Preparing and developing play/learning materials and
- vi. Any other duties assigned by the supervisor.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE Division IV at O’ Level
- ii. Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent
- iii. A certificate in computer proficiency
- iv. Registered by the teacher’s service commission
- v. Certificate of good conduct

TRCPSB/V/NO. 006/2026: CLERICAL OFFICER II J/G ‘F’ (10 POSTS)

(a) Duties and responsibilities entail;

- 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 drafting simple letters; and
- viii. Any other duties assigned by the supervisor.

(b)Requirement for Appointment

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

How to apply

Qualified and interested applicants should visit our portal:

www.jobs.tanarivercpsb.go.ke for online job application and submission. Applicants should also upload their applications with updated CV, a copy of National Identity Card, copies of academic & professional certificates and other relevant testimonials, names and contacts of three (3) referees, and a letter of application addressed to:

**The Board Secretary / C.E.O.
Tana River County Public Service Board
P.O. Box 181 – 70101
HOLA**

NB: Kindly NOTE that this application is purely ONLINE. Therefore, no physical application shall be accepted whatsoever.

Applications should be received on or before **5th February 2026 at 12:00am**.

Applicants **MUST** submit copies of the following valid clearance certificates should they be successful after interviews: **Kenya Revenue Authority; Higher Education Loans Board; Ethics and Anti-Corruption Commission; Directorate of Criminal Investigation (Certificate of Good Conduct); and Credit Reference Bureau.**

Kindly note that only shortlisted and successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Tana River County Public Service Board is a credible government institution and therefore all its recruitments are devoid of any payments. You are hereby advised not to entertain fraudsters purporting to be employees of the Board promising to assist you have your appointment letter processed at a fee.

The County Government of Tana River is an Equal Opportunity Employer; Women, the Marginalized and Persons with Disabilities (PWDs) are encouraged to apply.