

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT – NO. 01 OF 02/2026
DECLARATION OF EXTERNAL VACANCIES

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.

a) OFFICE OF THE GOVERNOR (RE-ADVERTISEMENT)

1) POSITION: DIRECTOR, GOVERNOR'S PRESS UNIT, JOB GROUP CPSB 03/'R' - (1 POST)

Basic Salary: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 – 150,410 – 157,370 – 164,530 - 172,350 p.m.

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance.

Duties and Responsibilities

The officer shall head the Governor's Press Unit. Specific duties and responsibilities will entail:

Provide leadership for the Governor's Press Unit;

- a) Identifying Government events in a specific sectoral area that require packaging for dissemination to the media and the public;
- b) Preparing and organizing for Government policies, programmes and projects can be propagated and promoted;
- c) Gathering Information on policies, programmes, significant events and how they impact on customers and disseminating the same to the public/media;
- d) Ensuring proper projection of corporate image of the organization;
- e) Carrying out research based on both local and international press on possible causes of negative publicity on Government and developing appropriate interventions;
- f) Ensuring proper use of finances, stores, equipment's; and
- g) Supervision, guidance, training and development of staff.

Requirements for Appointment

For appointment to this grade, a candidate must:

- a) Have served in the grade of Deputy Director of Public Communication, Job Group CPSB 04/'Q' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

OR

Have 15 years' experience in Communication, five (5) of which shall be in a senior management position;

- b) Have a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, International Relations, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- c) Have a Master's degree in any of the following disciplines: Mass Communication, Communication Studies, Public Relations, Journalism, Information Science, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- d) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- e) Possess good oral and written communication skills in both English and Kiswahili;
- f) Possess advanced computer application skills;
- g) Be a person of integrity, motivated and a team player;
- h) Have demonstrated professional competence in information service; and
- i) Meet requirements of chapter six of the Constitution on leadership and integrity.

b) DEPARTMENT OF PUBLIC SERVICE & COUNTY ADMINISTRATION (RE-ADVERTISEMENT)

2) POSITION: DIRECTOR, HUMAN RESOURCE MANAGEMENT, JOB GROUP CPSB 03/'R' - (1 POST)

Basic Salary: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 – 150,410 – 157,370 - 164,530- 172,350 p.m.

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance.

Duties and Responsibilities

The Director, Human Resource Management will be in charge of the overall co-ordination of the County Human Resource function and will report to the Chief Officer, Public Service. Specific duties and responsibilities shall include: -

- a) Implementing policies, guidelines on designed Organization structures and Staff Establishment in the County Public Service;
- b) Managing human resource services and ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity;
- c) Leading in Human Resource functions which include recruitment, communication, change management, performance management, discipline, remuneration, staff welfare, human resource planning and staff development;
- d) In consultation with the Authorized Officer, determining optimal staffing levels and utilization of human resource in the County Public Service;
- e) Initiating and coordinating research on market labour trends and developing strategies for best practices in Human Resource Management and Development;
- f) In liaison with the County Public Service Board, developing staffing norms, organization culture and modeling for optimal use of human resource;

- g) Advising the Chief Officer, Public Service on Human Resource matters;
- h) As an assistant to the Secretary of the County Human Resource Advisory Committee, ensure timely deliberation on HR implementation issues; and
- i) Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served for a minimum period of three (3) years, in the grade of Deputy Director, Human Resource Management, Job Group CPSB 04/'Q' or in a comparable and equivalent position in the Public Service;
- b) Bachelor's degree in Human Resource Management or any Social Science degree from a university recognized in Kenya;
- c) Master's degree in any of the following fields: Human Resource Management, Business Administration, Public Administration or its equivalent from a university recognized in Kenya;
- d) Strategic Leadership Development Programme Course (SLDP) lasting not less than six (6) weeks from a recognized institution will be added advantage;
- e) Current membership to IHRM or an equivalent professional body;
- f) Meet the requirements of Chapter Six of the Constitution of Kenya;
- g) Should be conversant with Human Resource Information System;
- h) Demonstrated high degree of professional competence, administrative capabilities and initiative in the general organization and management of Human Resource and thorough understanding of HR issues and emerging HRM practices and techniques; and
- i) Demonstrated a thorough understanding of national goals, principles and development goals.

3) POSITION: DIRECTOR, ALCOHOLIC DRINKS CONTROL & LICENSING - JG CPSB 03/'R' (1 POST)

Basic Salary: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 – 150,410 – 157,370 - 164,530- 172,350 p.m.

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance.

Duties and Responsibilities

- a) Supporting and facilitating the Sub County Alcoholic drinks control and licensing committees in carrying out their functions;
- b) Carrying out public education in the County directly or in collaboration with other Public and private bodies and institutions on alcoholic drinks control and licensing;
- c) Facilitating citizen's participation in matters related to Alcoholic drinks control and licensing;
- d) Facilitating and promoting in collaboration with other counties and government institutions in establishment of rehabilitation and treatment facilities and programs;
- e) Carrying out research directly or in collaboration with other institutions and serve as the repository of death and statistics related to alcoholic drink control;
- f) Developing in collaboration with other counties and national government department's strategies and plans for implementation of the alcoholic drinks control and licensing Act.;

- g) Advising the Chief Officer on the Alcoholic Drinks Control and Licensing Act, County Policy laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks;
- h) In collaboration with other relevant County departments, prepare and submit an Alcoholic Drinks status reports bi-annually;
- i) Recommend to the Chief Officer and participate in the formulation of laws and regulations related to alcoholic drinks;
- j) Monitoring and evaluating the implementation of the Sub County Committees and advising the Executive Member on the necessary measures to be adopted; and
- k) Any other lawful duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Served in the grade of Deputy Director, Liquor and Licensing, Job Group CPSB 04/'Q' in the Public Service for a minimum period of three (3) years or in a comparable and equivalent position in the wider Public Service or Private Sector;
- b) Bachelor's degree in Education, Law, Guidance and Counseling, Anthropology, Sociology or any related field from a recognized university;
- c) Master's degree in Education, Law, Guidance and Counseling, Anthropology, Sociology or any other relevant from a recognized university; and
- d) Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution.

c) DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING & URBAN AREAS

4) POSITION: DIRECTOR, URBAN DEVELOPMENT, JOB GROUP CPSB 03/'R' - (1 POST)

Basic Salary: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 – 150,410 – 157,370 - 164,530 - 172,350 p.m.

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance.

Job summary: The officer shall be the overall technical leader of Urban Development at the County level and shall be answerable to the Chief Officer, Urban Development and Housing. As the technical lead person, he/she shall provide strategic direction for urban development at County level. He/she will be responsible for the implementation of policies and procedures for effective and efficient management of urban areas.

Duties and responsibilities

- a) Coordinating and implementing all the activities of all urban areas within Kakamega County;
- b) Innovating and implementing strategic plans and objectives of the Directorate: – handling technical and administrative, human resource, budgetary and assets management issues;
- c) Promoting bilateral urban development relations and cooperation;
- d) Team building and setting performance targets and standards in consultation with the County Executive Committee Member and the Chief Officer;

- e) Addressing stakeholder concerns and instituting operational accountability,
- f) Modernizing and making extension services responsive to customer needs,
- g) Updating and rationalizing technical training;
- h) Maximizing sustainable gains from crop development activities;
- i) Devising and applying strategies necessary for sustainable urban development;
- j) Enhancing synergies between the Directorate and stakeholders;
- k) Enhancing gainful co-operation between the Directorate and local/International Stakeholders; and
- l) evaluating proposals to finance projects especially with international partners;
- m) Any other duties as assigned from time to time.

Requirements for Appointment

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

- a) A Bachelor's Degree in Public Administration, Management, Economics, Urban Development, Sociology or any other related field from a recognized University;
- b) Possession of a Master's degree in the relevant area of study;
- c) Be a registered member of Town and County Planners Association of Kenya (TCPAK) in good professional standing;
- d) At least eight (8) years of experience with planning, preparation and implementation of urban development with specific experience in urban governance, development control and urban resilience;
- e) Strategic Leadership Development Programme Course (SLDP) lasting not less than six (6) weeks from a recognized institution will be added advantage;
- f) Has proven experience of not less than five (5) years in urban management;
- g) Demonstrate Managerial, leadership and professional competence in work performance and results;
- h) Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010;
- i) Demonstrate possession of monitoring and evaluation skills; and
- j) Demonstrate a clear understanding of National and County development policies, goals.

5) POSITION: DEPUTY DIRECTOR, HOUSING, JOB GROUP CPSB 03/'R' - (1 POST)

Basic Salary: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 – 150,410 – 157,370 – 164,530 - 172,350 p.m.

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance.

Duties and Responsibilities

- a) Co-ordination of the departmental matters, programmes, policy formulation and implementation at the Department;
- b) Promotion of participatory approaches and capacity building in the housing development process;
- c) Liaising with stakeholders to establish and maintain land banks for housing development;

- d) Coordination of the activities of development partners and other stakeholders involved in housing development; facilitating exchange of ideas among stakeholders through seminars, conferences, workshops and symposiums;
- e) Ensuring proper management of resources for housing and human settlements development;
- f) Analysis and continuous review and implementation of housing infrastructure development policies;
- g) Integration of policy objectives into planning and implementation of projects;
- h) Formulation of housing strategies and promoting public-private partnerships in low-cost housing infrastructure;
- i) Co-ordination of stakeholder participation in housing infrastructure development; overseeing resource mobilization and utilization for implementation of projects and programs; overseeing research and preparation of reports on pertinent issues on housing infrastructure development. In addition, the officer will be responsible for guidance, supervision and development of staff and management of financial resources;
- j) Responsible for planning, designing, implementation, monitoring and evaluation of housing projects for home ownership and rental by public servants;
- k) Formulation, review, interpretation and implementation of civil servants housing policies;
- l) Ensuring delivery of affordable housing; and
- m) Maintenance of assets inventory for civil servants housing and ensuring safekeeping of leases and titles.

Requirements for Appointment

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

- a) Served in the grade of Senior Assistant Director of Housing, Job Group CPSB 04 ('Q') or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- b) Registration by any of the following bodies: Board of Registration of Architects Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body;
- c) Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;
- d) Strategic Leadership Development Programme (SLDP) from any recognized institution will be an added advantage;
- e) Demonstrated a high degree of professional competence, administrative, capabilities and initiative in general organization and management of the housing function; and
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

d) DEPARTMENT OF PUBLIC SERVICE & COUNTY ADMINISTRATION

6) POSITION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, JOB GROUP CPSB 10/'J' - (1 POST)

Basic Salary: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: -

- a) Verifying information relating to recruitment, appointments, promotions, transfers and human resource management information systems;
- b) Processing cases for the County Human Resource Management Advisory Committee;
- c) Assisting in Implementation of human resource management decisions within existing rules, regulations and procedures; and
- d) Supervising and guiding clerical staff in the Division/Section.

Requirements for Appointment

For appointment to this grade, a candidate must:

- a) Bachelor's Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Human Resource Planning, Personnel Management, Business Administration or equivalent qualification from a university recognized in Kenya; and
 - b) Certificate in Computer Application from a recognized institution.
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7) POSITION: ADMINISTRATIVE OFFICER II, JOB GROUP CPSB '10'/J - (2 POSTS)

Basic Salary: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities: -

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: -

- a) Undertake General Office Administration;
- b) Handle Public Complaints;
- c) Compile Returns, daily operational and incidental reports;
- d) Collect and collate data for preparation of speech briefs, report writing and updating bio-data;
- e) Assist in organizing meetings and meeting rooms;
- f) Assist in scheduling and planning county events;
- g) Transport management for the Department;
- h) Supervise junior staff and their performance;

- i) Participate in the development of policies and plans;
- j) Perform other general administrative duties as assigned; and
- k) Undertake any other lawful duties that may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must:

- a) Be in possession of a Bachelor's Degree in any of the Social Sciences, preferably in Public Administration, Business Administration or Management, Anthropology, Sociology, Criminology or related field from a university recognized in Kenya; and
 - b) Certificate in Computer Applications from a recognized institution.
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8) POSITION: OFFICE ADMINISTRATOR II, JOB GROUP CPSB 10/J - (2 POSTS)

Basic Salary: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities: -

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: -

- a) Taking oral dictation;
- b) Word and data processing;
- c) Managing e-office;
- d) Operating office equipment;
- e) Handling telephone calls and appointment;
- f) Maintaining office diary and travel itineraries;
- g) Managing Office protocol;
- h) Ensuring security of office records, documents and equipment;
- i) Maintaining an up-to-date filing system in the office;
- j) Supervision of office cleanliness; and
- k) Undertaking other office administrative services that may be assigned.

Requirements for appointment

For appointment to this grade, a candidate must have:

- a) Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- b) Bachelors Degree in Social Sciences **PLUS** a Diploma in Secretarial Studies from a recognized institution; and
 - c) Certificate in Computer Applications from a recognized institution.
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9) POSITION: ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP, CPSB 11/'H' - (2 POSTS)

Basic Salary: Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 -31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: -

- a) Taking oral dictation;
- b) Word and data processing;
- c) Operating office equipment;
- d) Handling telephone calls and appointment;
- e) Attending to visitors/clients;
- f) Maintaining office diary and travel itineraries;
- g) Establishing and monitoring procedures for record keeping or correspondence and file movement;
- h) Maintaining an up-to-date filing system in the office; managing office protocol;
- i) Ensuring security of office records, equipment and documents including classified materials;
- j) supervising of office cleanliness; and
- k) Undertaking any other office administrative services duties that may be assigned.

Requirements for appointment

For appointment to this grade, an officer must have:

- a) 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;
- b) Diploma in Secretarial Studies from the Kenya National Examination Council (KNEC);

OR

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

- a) Typewriting III (50 wpm)/Computerized Document Processing III;
 - b) Shorthand II (minimum 80 wpm);
 - c) Office Management III/Office Administration and Management III;
 - d) Business English II/Communication I;
 - e) Office Practice II;
 - f) Secretarial Duties II;
 - g) Commerce II; and
 - h) Office Management III/Office Administration and Management III.
- c) Certificate in Computer Applications from a recognized institution.
-

10) POSITION: CLERICAL OFFICER II, JOB GROUP CPSB 13/'F' - (4 POSTS)

Basic Salary: Kshs. 19,220 x 680 - 19,900 x 700 - 20,600 x 780 - 21,380 x 800 - 22,180 x 950 - 23,130p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities: -

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: -

- a) Compiling statistical records;
- b) Sorting, filing and dispatching letters;
- c) Maintaining an efficient filing system;
- d) Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- e) Computation of financial or statistical records based on routine or special sources of information;
- f) Preparing payment vouchers; and
- g) Compiling data and drafting simple letters.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of: -

- a) Kenya Certificate of Secondary Education (KCSE) Mean Grade C Plain or its approved equivalent; and
 - b) Certificate in Computer Applications from a recognized institution.
-

11) POSITION: SENIOR SUPPORT STAFF, JOB GROUP CPSB 15/'D' - (2 POSTS)

Basic Salary: Kshs. 16,870 x 550 - 17,420 x 580 - 18,000 x 550 - 18,550 x 670 – 19,220 p.m.

Terms of Service: Permanent and Pensionable.

Duties and Responsibilities: –

- a) General cleaning duties;
- b) Collection and dispatch of office mail;
- c) Loading and offloading office material;
- d) Liaising with the Office Administrators on operational matters;
- e) Filing and Organization of the offices;
- f) Delivery of files to action officers;
- g) Prepare and serving tea for staff; and
- h) Any other assigned duties from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must:

- a) Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain).
-

e) DEPARTMENT OF FINANCE, BUDGET, ECONOMIC PLANNING, ICT & e-GOVERNMENT

12) POSITION: ACCOUNTANT II, JOB GROUP CPSB 10/'J' - (3 POSTS)

Basic Salary: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities: -

This is the entry and training grade for this cadre. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer.

Specific Duties will include: -

- a) Preparation and verification of vouchers in accordance with the laid down rules and regulations;
- b) Primary data entry and routine accounting;
- c) Balancing of cashbooks, imprest and advances ledgers; and
- d) Safe custody of records and assets

Requirements for Appointment

For appointment to this grade, a candidate must:

- a) Passed Part II of the Certified Public Accountants (CPA) Examination;

OR

Bachelor's degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) from a recognized institution or any other relevant equivalent qualification; and

- b) Certificate in Computer Applications from a recognized institution.

13) POSITION: SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP CPSB 11/'H' - (2 POSTS)

Basic Salary: Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 -31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be responsible for performing a variety supply chain management work of limited scope and under the guidance of a senior officer. Specific duties will include: -

- a) Participate in Supply Chain Management services function in the day-to-day operations and procedures. ii. Maintain and archive documents and records of procurement and disposal activities for required periods.
- b) Issue and receive stores items;
- c) Participate in the implementation and adherence of the PPADA, 2015 as per the laid down procedures, policies and regulations;
- d) Ensure the safe custody of procurement records including appropriate documentation;
- e) Participate in Stock taking, maintenance and update of Asset and inventory registers;

- f) Maintain and update list of prequalified suppliers; and
- g) Prepare recommendations for disposal of unserviceable items.

Requirements for appointment

For appointment to this grade:

- a) Have Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) with a minimum of C- (Minus) in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution;
 - b) Have a Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution;
 - c) Experience in IFMIS operations and e-procurement of at least one (1) year will be an added advantage;
 - d) Be a member of the Kenya Institute of Supplies Management (KISM) or CIPS; and
 - e) Certificate in Computer Applications from a recognized institution.
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14) POSITION: INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GROUP CPSB 10/'J' - (3 POSTS)

Basic Salary: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will be responsible for performing a variety ICT work of limited scope and under the guidance of a senior officer. Specific duties will include: -

- a) Analyzing, designing, coding, testing, implementing computer programs providing user support;
- b) Maintaining support systems and training of users;
- c) Repairing and maintaining of information communication technology equipment and associated peripherals;
- d) Receiving, installing and certifying of information communication technology equipment; and
- e) Configuring of new information communication technology equipment.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in any of the following disciplines: Information Technology, Computer Science, Software Engineering, Social Sciences or any other approved qualification from a recognized university.
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15) POSITION: INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP CPSB 11/'H' - (2 POSTS)

Basic Salary: Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 -31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be responsible for performing a variety of ICT work of limited scope and under the guidance of a senior officer. Specific duties will include: -

- a) Writing and testing simple computer programs according to instructions and specifications;
- b) Assisting in the implementation of the computer systems;
- c) Providing user support and training of users;
- d) Repairs and maintenance of ICT equipment; and
- e) Reporting any faults for further action.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Kenya Certificate of Secondary Education (K.C.S.E) mean grade C (Plain) with a minimum of C+ (Plus) in English or Kiswahili and C (Plain) in any other relevant subject or equivalent qualifications from a recognized institution; and
- b) Diploma in any of the following: Information Communication Technology, Journalism, Mass Communication, International Relations, Information Technology, Communication Studies or any other approved equivalent qualification from a recognized Institution.

f) DEPARTMENT OF TRADE, INDUSTRIALIZATION & TOURISM

16) POSITION: TOURISM OFFICER II, JOB GROUP CPSB 10/'J' - (1 POST)

Basic Salary: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:

- a) Preparation and analysis of monthly, quarterly and annual reports on tourist arrival in the County, assisting in developing and designing strategies to increase tourist arrival in the County;
- b) Development and production of publicity and promotional materials for Kakamega County as a tourist destination;
- c) Assist in hotel classification and enforcement of existing laws; and
- d) hotel inspection/investigation and instituting litigation at Sub-county and ward level.

Requirements for appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's Degree in any of the following disciplines: Tourism Management, Sustainable Tourism and Hospitality Management, Tourism and Hospitality Management, Tours and Travel Management, Wildlife Enterprise and Management or any other relevant and equivalent qualification from a recognized institution; and

- b) Certificate in Computer Applications from a recognized institution.
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g) DEPARTMENT OF WATER, ENVIRONMENT, NATURAL RESOURCES & CLIMATE CHANGE

17) POSITION: ASSISTANT ENGINEER II (WATER & SEWERAGE), JOB GROUP CPSB 09/'K' - (4 POSTS)

Basic Salary: Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

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

- a) Carrying out feasibility studies;
- b) Planning and designing water supply and sewerage infrastructures; and
- c) Carrying out research activities in various aspects of water, sewerage and hydraulic systems.

Requirements for Appointment

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

- a) Bachelor's Degree in Civil Engineering from a recognized institution;
 - b) Be registered by the Engineers Registration Board of Kenya as Graduate Engineer; and
 - c) Certificate in Computer Applications from a recognized institution.
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18) POSITION: INSPECTOR (WATER AND SEWERAGE), JOB GROUP CPSB 11/'H' - (12 POSTS)

Basic Salary: Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 -31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

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

- a) Planning and supervision of construction works for water supplies and sewerage schemes;
- b) Compiling operation and maintenance data; and
- c) Supervising water supply operators and artisans.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- a) Diploma in Water Supply Technology or Water Engineering from a recognized institution; and
 - b) Certificate in Computer Applications from a recognized institution.
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19) POSITION: INSPECTOR (GROUND WATER), JOB GROUP 'CPSB 11/'H' - (2 POSTS)

Basic Salary: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities will entail:

- a) Maintenance of all types of groundwater and monitoring instruments;
- b) collection of rocks and water samples for analysis; and
- c) participate in hydro-geological and geophysical surveys.

Requirements for appointment

For Appointment to this grade, a candidate must have;

- a) Kenya Certificate of Secondary Education (KCSE) Mean Grade C (Plain) with at least a C (Plain) in English Language, Physical Science and Mathematics;
- b) Have undergone a three (3) years Technical Training course at the Kenya Water Institute or an equivalent institution and have obtained a **Diploma or Certificate** in Groundwater Technology or equivalent approved qualifications; and
- c) Certificate in Computer Applications from a recognized institution.

-----**THE END**-----

PLEASE NOTE

1. All the details requested in the advertisement should be filled on the on-line form.
2. During interviews, shortlisted candidates will be required to produce the following **original documents**: -
 - a) National Identity Card; and
 - b) Academic and Professional Certificates.
3. Canvassing in any form will lead to automatic disqualification.
4. The County Government of Kakamega is an equal opportunity employer and women, persons with Disabilities are encouraged to apply.
5. **Only shortlisted and successful candidates will be contacted.**

HOW TO APPLY

All applicants should **click** on the **Our Job Offers Option** on the County Website **www.kakamega.go.ke** fill the Application Form and submit it **ONLINE** on or before **Wednesday, 11th March, 2026 at 11.59 P.M.**

N/B: No hard copy or emailed applications to the Board's official email will be accepted.

Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically disqualified.

PLEASE NOTE: 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