



NAROK COUNTY GOVERNMENT
NAROK COUNTY PUBLIC SERVICE BOARD

VACANCY POSITIONS IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE

The Narok County Public Service Board wishes to recruit competent and qualified persons to fill the following positions as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT
(NAROK & KILGORIS MUNICIPALITIES)

1. SUPERINTENDING ENGINEER (CIVIL/ROADS), JOB GRADE: CPSB 06
- ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 06: Ksh. 60,080 x 2,850 - 62,930 x 2,930 - 65,860 x 3,080 - 72,480 x 3,690 - 76,170 x 3,890 - 80,060 x 3,900 - 83,960 x 4,010 - 87,970 x 4,060 - 92,030 x 4,100 - 96,130 pm.

Duties and Responsibilities

Duties and responsibilities entail: -

- ✚ Supervising construction, rehabilitation and maintenance activities of roads and highway structures;
- ✚ Reviewing plans and designs for development and maintenance of roads;
- ✚ Reviewing plans and designs for development and maintenance of roads;
- ✚ Developing and implementing road design manuals and other manuals related to highways;
- ✚ Developing and coordinating implementation of road safety engineering programs and risk management plans for road infrastructure and relevant stakeholders;
- ✚ Preparing specifications and contract documents for tendering of road related works;
- ✚ Conducting feasibility studies and environmental social impact assessment to determine viability for development of roads infrastructure;
- ✚ Designing mechanism for protection of road reserves and access to roadside development;
- ✚ Conducting quality assurance, technical, and performance audits on ongoing and completed road projects for compliance with relevant laws, regulations and standards;
- ✚ Carrying out pavement evaluation and structural integrity surveys on existing roads and highway structures;
- ✚ Taking part in preparation of Road Sector Investment Programmes (RSIP) for maintenance, rehabilitation and reconstruction of roads in consultation with other key stakeholders;
- ✚ Monitoring and evaluating ongoing and completed road project to ensure compliance with specifications, standards, laws and regulations;
- ✚ Identifying areas of research and preparing proposals;
- ✚ Carrying out research in emerging trends and technologies in road infrastructure development and

maintenance;

- ✦ Up-to-dating information pertaining to road works and inventory;
- ✦ Preparing progress reports;
- ✦ Preparing work plans; and
- ✦ Guiding and counselling staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served for a minimum period of nine (9) years, three (3) years in the grade of Senior Engineer (Roads/Civil)/ Superintending Engineer (Civil/Roads) or in an equivalent and relevant position;
- ii. Bachelor of Science or Bachelor of Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized institution;
- iii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- iv. Registration as Corporate Member of the Institution of Engineers of Kenya (MIEK);
- v. Registration by Engineers Board of Kenya as a Professional Engineer;
- vi. Valid annual practicing license from the Engineers Board of Kenya;
- vii. Proficiency in computer applications; and
- viii. Shown merit and ability as reflected in work performance and results.

2. ENGINEER II (ROADS/CIVIL), JOB GRADE: CPSB 09 - TWO (2)

POSTS Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

Duties and responsibilities entail: -

This is the entry and training grade into this cadre. An Engineer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail:

- i. Developing preliminary designs and preparing working drawings for the construction, rehabilitation and maintenance of roads and highway structures;
- ii. Taking part in supervising road works;
- iii. Taking part undertaking quality assurance, technical, performance and road safety audits and assessments;
- iv. Preparing quality take-off sheets, cost estimates and tender documentation for road works;
- v. Taking part in implementation of road safety engineering programs and risk management activities;
- vi. Taking part in feasibility studies and environmental social impact assessment to determine viability for development of roads infrastructure;
- vii. Collecting and collating data for scoping and research; and
- viii. Compiling and collating data pertaining to road works and inventory.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor of Science or Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineer or its equivalent qualification from a recognized institution;
- ii. Registration by Engineers Board of Kenya as a Graduate Engineer; and
- iii. Proficiency in computer applications.

3. ENGINEER II, (ELECTRICAL AND ELECTRONIC SERVICES), JOB GRADE: CPSB 9 - TWO (2) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a designated supervisor.

- i. Carrying out site assessment, preparing preliminary technical drawings, specifications, bill of quantities and tender documents for electricals engineering projects;
- ii. Taking part in supervising installation and maintenance of electrical and electronic engineering services including telecommunication systems, including instrumentation and control systems, communication networks (wireless networks, fibre optics, and satellite communication system), and ensuring they meet performance, safety, and efficiency standards;
- iii. Taking part in supervising maintenance and repair of electrical engineering installations of government facilities;
- iv. Taking part in monitoring and evaluation of and electrical engineering works;
- v. Taking part in conducting feasibility studies and environmental social impact assessment;
- vi. Taking part in quality assurance, performance and technical audits;
- vii. Collecting and collating data for research data and other reports; and
- viii. Collecting information on electrical engineering services and inventory.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor of Science or Engineering Degree in any of the following disciplines: Electrical and Electronics Engineering, Electrical and Telecommunications Engineering, Electrical Engineering, Telecommunications and information Engineering, Electronics and Computer Engineering, Electrical and Communications Engineering, Mechatronics Engineering or its equivalent qualification from a recognized Institution;
- ii. Registration by Engineer Board of Kenya as a Graduate Engineer; and
- iii. Proficiency in computer applications.

4. ENGINEER II [MECHANICAL AND TRANSPORT], JOB GRADE: CPSB 09 - TWO (2) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

This will be the entry and training grade into this cadre. An Engineer at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail:

- i. Taking part in preparation of designs and drawing for manufacturing of mechanical components;
- ii. Taking part in fabrication of tools, equipment and machine/plant/vehicle components;
- iii. Repairing and maintenance of vehicle, plant and equipment;
- iv. Carrying out inspection and testing of vehicles, plant, machines and equipment;
- v. Taking part in installations, maintenance and repair of vehicles, plant, equipment and machinery in workshops;
- vi. Identifying vehicles, plant and mechanical equipment for relocation, repair, replacement, overhaul and disposal;
- vii. Carrying out tests, valuation and inspection of vehicles, plant and equipment;
- viii. Supervising examinations and grade/trade tests for drivers and plant operators;
- ix. Taking part preparation of general layout drawing and shop flow organization workshops;
- x. Collecting and collating data for research;
- xi. Collecting and compiling data on inventory of vehicles, plant and equipment throughout their life cycle; and
- xii. Taking part in preparation of maintenance and serviceability schedules for vehicles and plant machinery and preparing reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor of Science or Engineering degree in any of the following disciplines: Mechanical Engineering, Mechanical & Production Engineering, Mechatronics Engineering, Mechanical & Industrial Engineering, Mechanical & Manufacturing Engineering, Aeronautical and Aerospace Engineering or its equivalent qualification from a recognized institution;
- ii. Registration by Engineers Board of Kenya as a Graduate Engineer; and
- iii. Proficiency in computer applications.

5. ENGINEER II (STRUCTURAL), JOB GRADE: CPSB 09 - TWO (2) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a designated supervisor. Duties and responsibilities at this level will include:

- i. Taking part in supervising structural, civil and other public works;
- ii. Taking part in supervising construction of structures to protect public land and properties from river flooding and erosion;
- iii. Taking part in implementation of works/project designs and site instructions related to construction and maintenance of structural, civil and other public works;
- iv. Taking part in supervision and inspection of structural, civil and other public works;
- v. Taking part in preparation of drawings, bill of quantities and tender documents for structural, civil and other public works;
- vi. Conducting site assessments and structural integrity surveys;
- vii. Taking part in locating and selecting appropriate materials for structural, civil and other public construction works;
- viii. Collecting and collating research data; and
- ix. Collecting and compiling information pertaining to structural, civil and other public works and inventory; and preparing briefs.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor of Science or Engineering Degree in any of the following disciplines: Civil Engineering, Civil and Structural Engineering or its equivalent qualification from a recognized Institution;
- (ii) Registration by Engineers Board of Kenya as a Graduate Engineer; and
- (iii) Proficiency in computer applications.

6. SENIOR INSPECTORS (BUILDINGS), JOB GRADE: CPSB 10 - FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 10: Ksh. 34,420 x 1,300 - 35,720 x 1,380 - 37,100 x 1,390 - 38,490 x 1,460 - 39,950 x 1,470 - 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 46,120 pm.

Duties and Responsibilities

An officer at this level will be deployed as Clerk of Works for buildings under construction or as a Supervisor on alterations/repairs of existing buildings.

The duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings; comparing their details with work on site and compiling site weekly reports and monitoring work progress. In addition, duties will involve supervision of artisans carrying out maintenance work at a depot. Performing any other lawful duties as may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Inspector (Buildings) or in a comparable and relevant position in the Public Service or Private Sector for at least three (3) years; and
- ii. Diploma in any of the following Disciplines; Building and Civil Engineering, Construction Management, Architecture, Quantity Surveying **or** Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution.

7. GEOSPATIAL DATA MANAGEMENT OFFICER, JOB GRADE: CPSB 09 - TWO (2) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

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

Duties and responsibilities at this level will entail: - Develop and maintain GIS databases and spatial layers; Conduct spatial analysis for planning and development; Generate, design and update maps, charts and thematic layers; Integrate survey, aerial and satellite imagery into maps; Provide GIS services to County Departments and Support County planning processes (CIDP, CSP, Sectoral Plans among others)

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in GIS, Geomatics Engineering, Geospatial Information Science, Geoinformatics, Surveying, Geography in GIS, Urban/Regional Planning, Environmental Science with GIS, ICT (GIS option), or equivalent qualification from a recognized institution;
- ii. In addition to academic training, GIS officers are expected to have: hands on skills in GIS software; (ArcGIS, QGIS, ERDAS Imagine, AutoCAD Map among others);
- iii. Competence in spatial Databases (Post GIS, Oracle Spatial, SQL Server Spatial);
- iv. Professional Short Courses/Certifications (eg. ESRI Certification, GGIM Training, RCMRD Nairobi training Programs) will be an added advantage;
- v. Continuous Professional Development (CPD) through workshops, seminars and Professional institutions will be an added advantage;
- vi. Membership with the institute of Surveyors of Kenya (ISK)- GIS and Remote Sensing Chapter;
- vii. Registration with the Land Surveyors Board (LSB)-If engaged in Cadastral or Licensed Survey work;
- viii. Registration with the Engineering Board of Kenya (EBK)- If the role is under Geospatial Engineering; and
- ix. Attended Regional Center for Mapping of Resources for Development (RCMRD-for training and professional development) where applicable.

8. CARTOGRAPHY ASSISTANT II, JOB GRADE: CPSB 10- FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 10: Ksh. 34,420 x 1,300 - 35,720 x 1,380 - 37,100 x 1,390 - 38,490 x 1,460 - 39,950 x 1,470 - 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 46,120 pm.

Duties and Responsibilities

Duties and responsibilities at this level will entail: - drawing survey and deed plans, small area registry index maps, small and medium area boundary schedules and preliminary index diagrams; digitizing maps and charts; scanning maps; and capturing data on geographical names in both soft copy and manual cards.

(a) Requirements for Appointment

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

- (i) Higher Diploma in Cartography, GIS, Surveying and Mapping or its equivalent qualification from a recognized institution;
- (i) For diploma holder, one must have served in the grade of Cartography Assistant III for a minimum period of three (3) years in the Public or private sector;;
- (ii) Proficiency in AutoCAD, ESRI's GIS products and cartographic software;
- (iii) Certificate in computer application skills.

9. PRINCIPAL LAND SURVEYOR, JOB GRADE: CPSB 06 - TWO (2) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 06: Ksh. 60,080 x 2,850 - 62,930 x 2,930 - 65,860 x 3,080 - 72,480 x 3,690 - 76,170 x 3,890 - 80,060 x 3,900 - 83,960 x 4,010 - 87,970 x 4,060 - 92,030 x 4,100 - 96,130 pm.

Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out national and international boundary surveys, gravity and magnetic analysis, and astronomical observations; carrying out quality control of topographical surveys, engineering surveys, cadastral, adjudication and general boundary surveys; supervising gravity and magnetic control observations and computations, cadastral, adjudication and topographical surveys, sub- divisional Schemes, photo control, engineering surveys; Providing leadership, guidance, and technical oversight in all survey functions; Reviewing and approving survey plans, maps, and related records for submission to the Director of Surveys; Advising management on survey and mapping policies, standards, and Legislation; Developing work plans, budgets, and performance targets for the survey division; Training, Counselling, mentoring, and appraising survey staff; Ensuring compliance with professional standards and statutory requirements.

Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;
- ii. Full registration and licensure as a licensed surveyor with the Land Surveyors Board (LSB) in accordance with Survey Act (Cap 299);
- iii. Active membership in the institution of Surveyors of Kenya (ISK);
- iv. Advanced training in specialized survey fields (hydrographic, photogrammetry, remote sensing, GIS or engineering surveys.);
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution or demonstrate project management, leadership and policy advisory skills;
- vi. At least Ten (10) years relevant experience in Surveying, with a minimum of Three (3) years in a supervisory or managerial capacity; and
- vii. Certificate in computer application skills.

10. LAND SURVEYOR, JOB GRADE: CPSB 09 - TWO (2)

POSTS. Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000

- 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm..

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 a senior officer. Duties and responsibilities at this level will entail: - Carrying out cadastral, engineering, and topographical surveys; Collecting, processing, and analyzing geospatial data using GNSS/GPS, Total Stations, and GIS software; Preparing survey plans, maps, and related records for approval; Assisting in boundary adjudication and resolution of land disputes; Maintaining survey equipment and ensuring proper field data recording; Assisting senior officers in supervising technical staff and survey assistants; Ensuring compliance with the Survey Act (Cap 299) and other relevant laws.

Requirements for Appointment

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

- (i) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatic Engineering; Geomatic Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution; and
- (ii) Proficiency in modern surveying equipment and geospatial software;
- (iii) Post graduate diploma or specialized training in GIS, photogrammetry or hydrographic surveying will be an added advantage;
- (iv) Registration as a graduate surveyor with the Land Surveyors Board (LSB);
- (v) Membership with the Institute of Surveyors of Kenya (ISK); and
- (vi) At least two (2) years relevant work experience in Land Surveying.

11. LAND SURVEY ASSISTANT III, JOB GRADE CPSB 11 – FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 11: Ksh. 28,620 x 1,110 - 29,730 x 1,120 - 30,850 x 1,150 - 32,000 x 1,170 - 33,170 x 1,250 - 34,420 x 1,300 - 35,720 x 1,380 - 37,100 pm.

(a) 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 a senior officer. Duties and responsibilities at this level entail: -

- ✚ carrying out angular and distance measurements and computation for low density topographical surveys and general boundary surveys.
- ✚ Sub division schemes, medium and area cadastral and photo control surveys

(b) Requirements for Appointment

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

- (i) Diploma in Land Surveying or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer applications skills.

**12. ASSISTANT QUANTITY SURVEYOR, JOB GRADE: CPSB 09 - FOUR
(4) POSTS.**

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000- 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities entail: Assisting in preparation of cost estimates, Bills of Quantities (BoQs), tender documents, monthly valuations on site, site re-measurements and preparing variation orders; Supporting contract administration; assisting in preparation of interim valuations and final accounts; Collecting and analyzing cost data for projects; Performing any other lawful related duties as assigned by a senior officer.

Requirement for Appointment

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

- i. Bachelor's degree in any of the following disciplines: - Building Economics, Quantity Surveying or its equivalent qualification from a recognized institution;
- ii. Been registered as a Graduate member of either the Architectural Association of Kenya (BORAQS) or the Institute of Quantity Surveyors of Kenya (IQSK); and
- iii. Proficiency in relevant QS software and ICT.

13. VALUER, JOB GRADE: JOB GRADE: CPSB 09 - TWO (2)

POSTS Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000- 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior valuer or any other senior officer designated by the Chief Officer Lands, Housing, Physical Planning and Urban Development. Duties and responsibilities at this level will entail:- Carrying out valuation of land, buildings and other assets for purposes of sale, purchase, rent, mortgage, insurance, and compulsory acquisition; Assisting in the preparation and updating of the County Valuation Roll for rating and revenue collection; Collecting and analyzing market data on property sales, rentals, and land use trends for valuation purposes; Preparing valuation reports and feasibility studies to guide County in decision making; Undertaking valuation of County assets for insurance, audit, leasing and disposal; Supporting compensation assessments in cases of compulsory acquisition or resettlement; Advising on the best use of land and property for inclusion in County Integrated Development Plans (CIDP); Providing professional input in valuation disputes, where required; Ensuring compliance with the Valuers Act (Cap 532), professional standards and County policies in all valuation assignments; Performing any other lawful duties as may be assigned by the supervisor.

Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: - Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution;
- ii. Membership to the Institution of Surveyors of Kenya (ISK) - Valuation and Estate Management Surveyors Chapter;

- iii. Registration as a graduate valuer with a valuer's registration board (VRB); and
- iv. Proficiency in ICT, especially in valuation and property management software.

14. SENIOR ENFORCEMENT AND COMPLIANCE OFFICER, JOB GRADE: CPSB 08 - TWO (2) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 08: Ksh. 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 x 2,850 - 60,080 x 2,850 - 62,930 x 2,930 - 65,860 pm.

Duties and responsibilities

Duties and responsibilities will entail: - enforcing various County laws and other relevant acts; coordinating regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining County –laws, sanity and order in markets and other business premises; Coordinating and performing the duties of traffic marshals; and overseeing cleanliness and orderliness of station of duty; and receiving and scrutinizing charge sheets from investigation officers.

Requirements for Appointment

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

- i. Served in the grade of Enforcement and Compliance Officer I or a comparable position in the Public or private sector for a minimum period of three (3) years;
- ii. Bachelor's Degree in any the following disciplines: - Security Management, Criminology and Fraud Management, Criminology and Security Studies, Environmental Science, Law or its equivalent qualification from a recognized institution;
- iii. Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- iv. Physical fitness as applicable to the Kenya Police Force;
- v. Certificate of Good Conduct; and
- vi. Certificate in computer applications.

15. ENFORCEMENT AND COMPLIANCE OFFICER II, JOB GRADE: CPSB 10 - FOUR (4) POSTS.

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 10: Ksh. 34,420 x 1,300 - 35,720 x 1,380 - 37,100 x 1,390 - 38,490 x 1,460 - 39,950 x 1,470- 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 46,120 pm.

Duties and responsibilities

This is the entry and training grade of this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: - enforcing various County laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining sanity and order in markets and other business premises; performing the duties of traffic marshals; and overseeing cleanliness and orderliness of station of duty and lines of residents.

Requirements for Appointment

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

- i. Bachelor's Degree in any of the following disciplines: - Compliance and Risk Management, Security Management, Criminology and Fraud Management, Criminology and Security

- Studies, Environmental Science, Law or its equivalent qualification from a recognized institution;
- ii. Certificate in Initial Enforcement Training from a relevant training institution;
- iii. Physical fitness as applicable to the Kenya Police Force;
- iv. Exposure to traffic investigations and control matters will be an added advantage;
- v. Certificate of Good Conduct; and
- vi. Certificate in computer applications.

16. FIREFIGHTER III, JOB GRADE: CPSB 15 - EIGHT (8) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 15: Ksh. 18,250 x 510 - 18,760 x 580 19,340 x 580 -- 19,920 x 640 20,560 x 680 -- 21,240 x 700 -- 21,940 x 780 -- 22,720 pm.

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: Respond to fire calls and rescue incidents; Assist in operating fire engines and equipment; managing and operating communication equipment; Participate in fire drills and public sensitization.

Requirement for Appointment

Requirements for appointment to this grade, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) minimum mean grade D (Plain);
 - ii. Government **Trade Test Certificate Grade III** in any of the following areas; Plant/equipment operation, First Aid/Rescue (Paramedic basics), Electrical installation/Plumbing;
- OR**
- Certificate in firemanship **or** Basic firefighting from NYS, Kenya School of Fire, G4S or County Fire Academy or any other recognized Institution;
 - iii. Certificate in Occupational Safety and Health from a recognized institution will be an added advantage;
 - iv. Heavy Commercial Driving License;
 - v. Defensive Driving Certificate from a recognized institution;
 - vi. First Aid Certificate from a recognized institution lasting not less than one (1) week; and
 - vii. Certificate of good conduct.

17. ASSISTANT FIRE OFFICER III, JOB GRADE: CPSB 11 - TWO (2)

POSTS Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 11: Ksh. 29,730 x 1,120 - 30,850 x 1,150 - 32,000 x 1,170 - 33,170 x 1,250 - 34,420 x 1,300 - 35,720 x 1,380 - 37,100 pm.

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: Supervise shifts at the fire station; Plan and conduct community fire safety campaigns; Compile reports on fire incidents & training needs; inspecting appliances and equipment. Implements

unit orders and instructions; ensuring efficient operation of firefighting equipment and appliances; inspecting buildings to assess fire hazards and risks; and conducting fire demonstrations.

Requirement for Appointment

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

- i. Diploma in any of the following disciplines: Fire Engineering, Disaster & Risk Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance or equivalent qualifications from a recognized institution;
- ii. Heavy Commercial Driving License;
- iii. First Aid Certificate from a recognized institution lasting not less than one (1) week;
- iv. Certificate in computer applications;
- v. Certificate of good conduct; and
- vi. Training in supervisory/leadership skills will be an added advantage.

18. LEGAL OFFICER, JOB GRADE: CPSB 09 - THREE (3) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

This will be 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: implementing strategic plans and objectives in respect to the legal function; preparing and reviewing legal documents/instruments; handling pre-litigation legal disputes and inquiries; preparing legal opinions and legal briefs; drafting leases and contracts; undertaking research on specific legal areas; ensuring compliance with statutory and other legal requirements; ensuring safe custody of legal documents and records; and providing legal risk reviews.

Requirements for Appointment

For appointment to this grade a candidate must have: -

- i. Bachelors of Laws (LLB) degree from a recognized institution;
- ii. Post graduate Diploma in Legal Studies from the Kenya School of Law;
- iii. Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (ICPS (K));
- iv. Been admitted as an Advocate of the High Court of Kenya;
- v. Current Advocates Practicing Certificate; and
- vi. Certificate in computer application skills.

19. ENVIRONMENT MANAGEMENT OFFICER I, JOB GRADE: CPSB 09 - FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing environmental management plans; participating in environmental audits and following up implementation of the recommendations; maintaining register on compliance to environmental legislation, propose corrective actions and follow up on implementation; complying with Occupational Health and Safety Programs; inspecting waste generation and disposal; and complying with the County's Environment Management Policy. Performing any other lawful duties as may be assigned by the supervisor.

Requirements for Appointment

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

- i. Served in the grade of Environment Management Officer II or in a comparable and relevant position in the Public Service or private sector for a minimum period of one (1) year;
- ii. Bachelor's degree in any of the following disciplines: - Environmental Studies/Science, Geography (with environmental focus), Natural Resource Management or equivalent qualification from a recognized institution;
- iii. Registration with NEMA as an associate expert in **EIAs/EAs**;
- iv. Membership to Environmental Institute of Kenya (**EIK**) or relevant professional body; and
- v. Certificate in computer application skills.

20. SOCIAL WELFARE OFFICER II, JOB GRADE: CPSB 10 - FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 10: Ksh. 34,420 x 1,300 - 35,720 x 1,380 - 37,100 x 1,390 - 38,490 x 1,460 - 39,950 x 1,470 - 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 46,120 pm.

Duties and Responsibilities

An officer at this level will assist in taking charge of social welfare duties in the Municipality. Specific duties will entail counselling; assessing client needs; building relationships; create and implement treatment plans, monitor and evaluate clients improvement ; act as a link between the patients undergoing rehabilitation and their relatives or handling social problems; develop and deliver specialized programs and services; The officer will also be involved in mobilizing the community on awareness of pandemic diseases, drug and substance abuse and intervening during crisis occasioned by natural disasters. Performing any other lawful duties as may be assigned by the supervisor.

Requirements for Appointment

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

- (i) Bachelor of Arts Degree in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Counseling or other equivalent qualification from a recognized institution;
- (ii) Certificate of membership to a professional body from a recognized institution where applicable; and
- (iii) Certificate in Computer applications.

21. HUMAN RESOURCE MANAGEMENT ASSISTANT II, JOB GRADE: CPSB 10 - FOUR (4) POSTS

Terms Of Service: Permanent and Pensionable

Salary Scale: CPSB 10: Ksh. 34,420 x 1,300 - 35,720 x 1,380 - 37,100 x 1,390 - 38,490 x 1,460 - 39,950 x 1,470 - 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 46,120 pm.

Duties and Responsibilities

Duties and responsibilities at this level will entail: collating and compiling data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; maintaining proper office filing system (both manual and electronics); updating and maintaining an up-to-date human resource information database as per set procedures and policies; and drafting human resource periodic reports. Performing any other lawful duties as may be assigned by the supervisor.

Requirements for appointment

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

- i. Served in the grade of Human Resource Management Assistant III or in a comparable position in the Public or Private Sector for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

OR

Certified Human Resource Professional Examination Part II or its accepted equivalent qualification.

OR

Certified Secretaries Examination Part II or its equivalent qualification; and

- iii. Certificate in computer application skills.

22. SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB GRADE: CPSB 10 - FOUR (4) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 10: Ksh. 34,420 x 1,300 - 35,720 x 1,380 - 37,100 x 1,390 - 38,490 x 1,460 - 39,950 x 1,470 - 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 46,120 pm.

Duties and Responsibilities

Duties and responsibilities will entail: - receiving and issuing stores; opening of bids; registering and updating suppliers' database; publicizing of tender awards; market surveys; stock-taking; and implementing security and safety procedures in the store. Performing any other lawful duties as may be assigned by the supervisor.

Requirements for Appointment

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

- i. Served in the grade of Supply Chain Management Assistant III or in a comparable position in the Public or Private sector for a minimum period of three (3) years ;
- ii. Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- iii. Certificate of Associate in Procurement and Supply of Kenya (APS-K) II **or** Advanced Certificate in Supplies Management (ACISM) **or** Advanced Certificate in Chartered Institute of Procurement and Supply (CIPS)UK will be an added advantage;
- iv. Membership of the Kenya Institute of Supplies Management (KISM); and
- v. Certificate in computer application skills.

23. ACCOUNTANT II, JOB GRADE: CPSB 09 - TWO (2)

POSTS Terms of Service: Permanent and Pensionable

Salary Scale: CPSB 09: Ksh. 41,420 x 1,470 - 42,890 x 1,520 - 44,410 x 1,710 - 46,120 x 1,920 - 48,040 x 2,000 - 50,040 x 2,290 - 52,330 x 2,350 - 54,680 x 2,550 - 57,230 pm.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: receiving and analyzing financial reports from public sector entities; collecting and maintaining data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; keeping safe custody of Accounting records; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque books under their custody; capturing Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; and preparing payment advice(PA) forms.

The officer at this level will also be responsible for: raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

(b) Requirements for Appointment

- (i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance Option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

Plus

Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

- (ii) Served in the grade of Accountant II for a minimum period of one (1) Year in the public or a comparable position in the private sector;
- (iii) Certificate in computer applications skills

Interested and qualified persons are requested to make their applications in written by completing one **(1) Application for Employment Form** serial number **NRK-CPSB (3) (REVISED 2025)**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>.

Please note:

- (i) Candidates should not attach any documents to the application form;
- (ii) All the details requested in the advertisement should be filled on the form.
- (iii) Only qualified and shortlisted candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) **It is a criminal offence to present fake certificates/documents.**

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. **Persons with Disabilities, the marginalized and the minorities are encouraged to apply.** Shortlisted candidates shall be required to produce original and copies of the following documents:

- National Identity Card;
- Academic and Professional certificates and transcripts that are certified by the issuing institution.

Current Clearances from the following bodies:

- Kenya Revenue Authority;
- Higher Education Loans Board;
- A Registered Credit Reference Bureau;
- Directorate of Criminal Investigations (Police Clearance Certificate);

Self – declaration Form dully stamped by the Ethics and Anti-corruption commission Applications should reach the Narok County Public Service Board Noolmongi Building Mau- Narok Road, Narok Town by close of business on or before **13th March 2026.**
addressed to:

The Board Secretary/CEO
Narok County
Public Service Board
NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN
P.O Box 545-20500
NAROK.