

COUNTY GOVERNMENT OF NAKURU



NAKURU COUNTY PUBLIC SERVICE BOARD

VACANCY LIST NO. 08 of 2018

DATED: 30th August, 2018

The Nakuru County Public Service Board wishes to invite applications from candidates who have the requisite qualifications to fill the following positions:-

1). SENIOR SUPPORT STAFF – JG “D”

Terms of Service: Permanent and Pensionable

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

- (a) Kenya Certificate of Education (K.C.E) Division IV or Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D Plain; and
 - (b) Valid Certificate of Good Conduct.
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2). DRIVER III – JG “D”

Terms of Service: Permanent and Pensionable

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

- (a) Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D or its equivalent qualification from a recognized institution;
 - (b) Valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
 - (c) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
 - (d) Passed Suitability test for Driver Grade III;
 - (e) Passed Practical Test for Drivers conducted by the respective Ministry/Department;
 - (f) Valid Certificate of Good Conduct from the Kenya Police; and
 - (g) At least two (2) years driving experience.
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3). CLERICAL OFFICER II - JG "F"

Terms of Service: Permanent and Pensionable

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

- (a) O' Level Certificate with a minimum Grade C Plain or its approved equivalent;
 - (b) Certificate in Computer Proficiency; and
 - (c) Valid Certificate of Good Conduct.
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4). INFORMATION OFFICER III – JG "H"

Terms of Service: Permanent and Pensionable

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

- (a) Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade C Plain, with a minimum of C+ in English or Kiswahili and C in any other relevant subject or equivalent qualifications from a recognized institution;
 - (b) Diploma in any of the following:- Journalism, Mass Communication, International Relations, Communication Studies or any other approved equivalent qualifications from a recognized institution;
 - (c) Certificate in Computer Application Skills from a recognized institution; and
 - (d) Valid Certificate of Good Conduct.
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5). RECORD MANAGEMENT OFFICER III – JG "H"

Terms of Service: Permanent and Pensionable

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

- (a) Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade C Plain, from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution;
- (b) Diploma in Records/Information Management or equivalent qualifications from a recognized institution;

For serving officers, an officer must have:-

- (i) Served in the grade of Clerical Officer I – Job Group 'G' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- (ii) A Certificate in any of the following: Records/Information Management, Information/Library Science or any equivalent qualifications from a recognized institution; and

(iii) Shown merit and ability as reflected in work performance and results.

6). ADMINISTRATIVE OFFICER II – JG “J”

Terms of Service: Permanent and Pensionable

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

- (a) Bachelor’s Degree in any of the following disciplines:- Public Administration, Business Administration/ Management, Community Development or any other social sciences from a recognized institution. and
 - (b) Certificate in Computer Application Skills from a recognized institution;
For serving officers, an officer must have:-
 - (a) Served for a minimum of 3 years in the grade of Administrative Officer III - Job Group ‘H’
 - (b) Demonstrated merit and ability as reflected in work performance and results.
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7) CHIEF ADMINISTRATIVE OFFICER (PROTOCOL) – JG “M”

Terms of Service: Permanent and Pensionable

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

- (a) Served in the grade of Senior Administrative Officer Job Group ‘L’ for a minimum period of three (3) years.
 - (b) Bachelor’s Degree in any of the following disciplines:- Public Administration, Business Administration/Management., Community Development or any other Social Science from a recognized institution.
 - (c) Administrative officer’s examinations (PSCK);
 - (d) Certificate in Computer Applications Skills from a recognized institution; and
 - (e) Demonstrated merit and ability as reflected in work performance and results.
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8). ASSISTANT DIRECTOR, ADMINISTRATION SERVICES – JG “P”

Terms of Service: Permanent and Pensionable

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

- (a) Served in the grade of Principal Administrative Officer/Principal Ward Administrator Job Group ‘N’ for a minimum period of three (3) years or in a comparable and relevant position in the public service.

- (b) Bachelor's degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
 - (c) Master's degree in any of the following disciplines; Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
 - (d) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
 - (e) Advanced Diploma in Public Administration or equivalent qualification from a recognized institution.
 - (f) Certificate in Computer application skills from a recognized institution.
 - (g) Demonstrated managerial, administrative and professional competence in work performance and results.
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NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET (VALID i.e. YEAR 2018) CLEARANCE FROM THE UNDERLISTED ORGANIZATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010

- Kenya Revenue Authority; (KRA)
- Higher Education Loans Board; (HELB)
- Ethics and Anti-Corruption Commission; (EACC)
- The Directorate of Criminal Investigation; (DCI)
- Credit Reference Bureau; (CRB)

Copies of these clearance **MUST** be attached to the applications.

HOW TO APPLY

All Applications should be submitted together with copies of detailed curriculum vitae, academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

All applications should be submitted in a sealed envelope (A4 Size), with the position applied for clearly marked on the top left side, and addressed to:-

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD,
NAKURU COUNTY
P.O. BOX 2870 – 20100
NAKURU**

OR

Hand delivered at the Nakuru County Public Service Board (NCPSB) Offices situated at the Provincial Public Works Building along the Nakuru-Kabarak Road.

Important Information to all candidates:-

- ✓ Applications should reach the Secretary, Nakuru County Public Service Board on or before **Friday, 14th September, 2018.**
- ✓ Only shortlisted candidates will be contacted.

Nakuru County Government is an equal opportunity employer and persons with disability, youth, women and marginalized groups are encouraged to apply.

NB: Those who had applied in the Board's earlier advertisement in the Vacant List No. 04 of 2018 dated 16th May, 2018 for Vacancy No:- 1. Senior Support Staff – Job Group 'D', 2. Driver III – Job Group 'D' and 3. Clerical Officer II – Job Group 'F' need not to apply again.