



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD



P.O BOX 2870-20100
Email: cpsb@nakuru.go.ke

VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act, Cap. 265 of the laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions

1. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING – ADVERT NO. 03/2026

ACCOUNTANT I (TWENTY-FIVE (25) POSITIONS) - ADVERT NO. 03/2026/01

Basic Salary Scale Kshs. **41,420 - 57,230 p.m.** **CPSB 09 (J/G 'K')**

Allowances as per SRC Circulars attached to the position

Terms of Employment: **Permanent & Pensionable**

Requirements for appointment

- i. Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

- ii. Certificate in Computer Applications.

Duties and Responsibilities

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. Imprest and expenditure returns etc.
- iii. Ensure safe custody of government records and assets under him/her,

- iv. Analysis of the below the line accounts and may be deployed as a cashier receiving duly processed payments and receipt vouchers;
- v. Writing cheques and posting payments and receipt vouchers in the cash books;
- vi. Balancing and ruling of the cash books on daily basis;
- vii. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- viii. Extracting and providing cash liquidity analysis;
- ix. Ensuring security of cheques and cheque books;
- x. Preparation of expenditure and authority to incur expenditure (AIE) funding returns on quarterly basis at County treasury level;
- xi. Preparation of appropriation in aid (AIA) returns on quarterly basis at County treasury level;
- xii. Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
- xiii. Receipting of all money due and payable to government.

ACCOUNTANT II (TWENTY-TWO (22) POSITIONS) - ADVERT NO. 03/2026/02

Basic Salary Scale: **Kshs. 34,420 - 46,120 p.m.** **CPSB 10 (J/G 'J')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

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

- ii. Proficiency in computer application skills

Duties and Responsibilities

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.
- ii. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

FINANCE OFFICER III EIGHT (8 POSITIONS) - ADVERT NO. 03/2026/03

Basic Salary Scale: **Kshs. 34,420 - 46,120 p.m.** **CPSB 10 (J/G 'J')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Bachelor's degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance
- ii. Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification.

Duties and Responsibilities

- i. Compiling and formatting financial estimates;
- ii. Taking initial action on budget monitoring; and
- iii. Preparing reports and briefs on budgetary policy issues.

SUPPLY CHAIN MANAGEMENT OFFICER II (THIRTEEN (13) POSITIONS) - ADVERT NO. 03/2026/04

Basic Salary Scale: **Kshs. 34,420 - 46,120 p.m.** **CPSB 10 (J/G 'J')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. A Bachelor's Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement

and Supplies Management, Marketing or their equivalent from a recognized Institution.

- ii. A registration certificate with the Kenya Institute of Supplies Management (KISM)
- iii. Valid practicing license from Kenya Institute of Supplies Management (KISM)

Duties and-Responsibilities

- i. Warehousing;
- ii. Distribution management;
- iii. Fleet management;
- iv. Disposal of stores and equipment;
- v. Procurement;
- vi. Market surveys and research;
- vii. Inventory and stock control, in accordance with the laid down regulations and procedures.

SUPPLY CHAIN MANAGEMENT ASSISTANT III (FIVE (5) POSITIONS) - ADVERT NO. 03/2026/05

Basic Salary Scale: **Kshs. 28,620 – 37,100 p.m.** **CPSB 11 (J/G 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. A Kenya Certificate of Secondary Education (KSCE) mean grade C- (minus) with a minimum of C- in mathematics and English or Kiswahili or its equivalent from recognized Institution: and
- ii. A Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution.
- iii. A registration certificate with the Kenya Institute of Supplies Management (KISM)
- iv. Valid practicing license from the Kenya Institute of Supplies Management (KISM)

Duties and Responsibilities

- i. Issuing and receiving stores;
- ii. Assisting in stock taking, reconciliation, preparation and Maintenance of records.

CLERICAL OFFICER II (REVENUE CLERKS) (EIGHTEEN (18) POSITIONS) - ADVERT NO. 03/2026/06

Basic Salary Scale: **Kshs. 20,560 – 26,460 p.m.** **CPSB 14 (J/G 'F')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C – (Minus) or its approved equivalent;
- ii. Proficiency in computer applications or ICT; and
- iii. Certificate in any accounting or financial training will be an added advantage

Duties and Responsibilities

- i. Collecting statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving/ filing and dispatching correspondence;
- v. Preparing Pay Change Advices (PCAs)
- vi. Preparing initial documents for issuance of stores;
- vii. Photocopying and scanning of documents;
- viii. Checking general office cleaning;
- ix. Indexing of documents and records; and
- x. Keeping safe custody of equipment, documents and records

2. DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT - ADVERT NO. 04/2026

DIRECTOR OF HOUSING (ONE (1) POSITION) - ADVERT NO. 04/2026/01

Basic Salary Scale: Kshs. **127,340- 182,890** p.m. **CPSB 03 (J/G 'R')**

Allowances as per the SRC circulars attached to the position

Terms of Service: **Permanent and Pensionable**

Requirements for appointment: -

- i. Served in the grade of Senior Assistant Director of Housing J/G 'Q' or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- ii. Registration by any of the following bodies: Board of Registration of Architects and 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. (applicable to professional degree holders only);
- iii. A 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;
- iv. Strategic Leadership Development Program from any recognized institution; and
- v. Demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the Housing function.

Duties and Responsibilities

- i. Co-ordination of the divisional matters, programs, policy formulation and implementation at the headquarters and field offices;
- ii. Promotion of participatory approaches and capacity building in the housing
- iii. Development process; liaising with stakeholders to establish and maintain land banks for housing development;
- iv. Coordination of the activities of development partners and other stakeholders involved in housing development;
- v. Facilitating exchange of ideas among stakeholders through seminars, conferences, workshops and symposiums;
- vi. Ensuring proper management of resources for housing and human settlements development;
- vii. Overseeing dissemination of information to stakeholders.
- viii. Monitoring of workloads and recommending distribution; analysis and continuous review and implementation of housing infrastructure development policies;
- ix. Integration of policy objectives into planning and implementation of projects; formulation of strategies and preparation of budgets;
- x. Promoting public-private partnerships in low-cost housing infrastructure;
- xi. Co-ordination of stakeholder participation in housing infrastructure development;
- xii. Overseeing resource mobilization and utilization for implementation of projects and programs;
- xiii. Overseeing research and preparation of reports on pertinent issues on housing infrastructure development.

SENIOR ASSISTANT DIRECTOR HOUSING (ONE POSITION) - ADVERT NO. 04/2026/02

Basic Salary Scale: Kshs. **105,570- 139,790** p.m.

CPSB 04 (J/G 'Q')

Allowances as per the SRC circulars attached to the position

Terms of Service: **Permanent and Pensionable**

Requirements for appointment: -

- i. Served in the grade of Assistant Director of Housing or in a comparable and Relevant position in the housing and human settlements sector for a minimum of Three (3) years;
- ii. Registration by any of the following bodies: Board of Registration of Architects and 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. (applicable to professional degree holders only);
- iii. A 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;
- iv. Strategic Leadership Development Program from any other recognized
- v. Institution; and
- vi. Demonstrated outstanding capabilities in management within the housing sector

Duties and Responsibilities

- i. Analysis and continuous review of housing infrastructure development policies;
- ii. Integration of policy objectives into planning and implementation of projects;
- iii. Identification of best practices and trends in housing infrastructure development;

- iv. Analysis of financing models to generate options;
- v. Initiation of selection of consultants and contractors;
- vi. Overseeing preparation of project briefs, designs, tender documents and contract management;
- vii. Overseeing resource mobilization and formation of partnerships for housing infrastructure development;
- viii. Design, implementation, monitoring and evaluation of projects/programs.
- ix. In addition, the officer will be responsible for guidance, supervision and development of staff.

3. DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, CITIZEN ENGAGEMENT, DISASTER MANAGEMENT AND HUMANITARIAN ASSISTANCE - ADVERT NO. 05/2026

COUNSELLOR I (ONE (1) POSITION) - ADVERT NO. 05/2026/01

Basic Salary Scale: **Kshs. 41,420 -57,230 p.m.**

CPSB 09 (J/G 'K')

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Served in the Grade of Counselor II for a period three (3) years;
OR
a minimum period three (3) years' work experience;
- ii. Bachelor's degree in counselling psychology;
- iii. Psychological Debriefing Course lasting not less than one week;
- iv. Registration with the Kenya Counselling Association (KCA);
- v. Certificate in computer applications from recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Conducting client intake;
- ii. Conducting individual and group counselling sessions;

- iii. Keeping appropriate records and performing any other related duties as may be assigned

**HUMAN RESOURCE MANAGEMENT OFFICER II, (TWO (2) POSITIONS) -
ADVERT NO. 05/2026/02**

Basic Salary Scale: **Kshs. 34,420- 46,120 p.m.** **CPSB 10 (J/G 'J')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Bachelor's degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution;
- ii. Certificate in computer application skills; and
- iii. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;

Duties and Responsibilities

- i. Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- ii. Processing cases for the Ministerial Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof; and
- iii. Supervising and guiding clerical staff in the Division/Section.

**HUMAN RESOURCE MANAGEMENT ASSISTANT III (THREE (3) POSITIONS)
- ADVERT NO. 05/2026/03**

Basic Salary Scale: **Kshs. 28,620 -37,100 p.m.** **CPSB 11 (J/G 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. At least a C- in the Kenya Certificate of Secondary Examination (KCSE);
- ii. Diploma in Human Resource Management, Records Management or its equivalent from a recognized institution; and
- iii. Certificate in computer application skills.

Duties and Responsibilities

- i. Handle simple tasks of analytical nature.
- ii. The officer may be required to implement certain decisions within the existing rules, regulations and procedures.
- iii. supervise clerical officers and other supporting staff.

RECORDS MANAGEMENT OFFICER II (TWO (2) POSITIONS) - ADVERT NO. 05/2026/04

Basic Salary Scale: **Kshs. 34,420 -46,120 p.m.**

CPSB 10 (J/G 'J')

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- ii. Professional registration and
- iii. Certificate in computer applications skills.

Duties and Responsibilities

- i. Ensuring Security of files and documents;
- ii. Renewing file covers;
- iii. Ensuring proper handling of documents, pending correspondence and bring-ups;
- iv. Receiving and dispatching letters and maintaining related registers;
- v. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

RECORDS MANAGEMENT OFFICER III (TWO (2) POSITIONS) - ADVERT NO. 05/2026/05

Basic Salary Scale: **Kshs. 28,620 -37,100 p.m.** **CPSB 11 (J/G 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized institution; and
- ii. Diploma in Records/Information Management or equivalent qualifications from a recognized institution; and
- iii. Certificate in computer application skills.

Duties and Responsibilities

- i. Receiving, sorting, opening, filing, minuting and distribution of mail;
- ii. Dispatching of mails; and
- iii. Guiding on files disposal.

ASSISTANT OFFICE ADMINISTRATIVE OFFICER III (TWO (2) POSITIONS) - ADVERT NO. 05/2026/06

Basic Salary Scale: **Kshs. 28,620 -37,100 p.m.** **CPSB 11 (J/G 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointments

- i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English and Kiswahili language or its equivalent qualification from a recognized institution;
- ii. Diploma in Secretarial studies from Kenya National Examination Council (KNEC)

OR

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

- a) Typewriting III (50 w.p.m.)/computerized document processing III;
 - b) Shorthand II(80w.p.m.);
 - c) Business English II/Communication I;
 - d) Office practice II
 - e) Secretarial duties II;
 - f) Commerce II
 - g) Office management III/Office Administration and Management III;
- iii. Certificate in computer applications from recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Word and data processing; managing e-office;
- iii. Ensuring security of office records, documents and equipment;
- iv. Maintain of up-to-date filing system in the office;
- v. Operating office equipment;
- vi. managing office petty cash;
- vii. Handling telephone calls and appointments;
- viii. supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

OFFICE ADMINISTRATIVE ASSISTANT III (TWO (2) POSITIONS) - ADVERT NO. 05/2026/07

Basic Salary Scale: **Kshs. 25,420- 33,170 p.m.**

CPSB 12 (J/G 'G')

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English and Kiswahili language or its equivalent qualification from a recognized institution;

- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -
 - a. Typewriting II (minimum 40 w.p.m)/computerized Document Processing II;
 - b. Business English I/ Communications I;
 - c. Office practice I;
 - d. Commerce I;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examination Council; and

- iii. Certificate in computer applications skills from a recognized institution.

Duties and Responsibilities

- i. Taking oral dictation; word and data processing from manuscripts; operating office equipment;
- ii. Ensuring security of office equipment, documents and records, attending to visitors/clients; handling telephone calls and appointments; and
- iii. Undertaking any other office administrative services duties that may be assigned.

FIREMAN III FIVE POSITIONS (5 POSITIONS) - ADVERT NO. 05/2026/08

Basic Salary Scale: **Kshs. 18,000-19,900 p.m.**

CPSB 14 (J/G 'E')

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' or its equivalent and relevant qualification;
- ii. Fireman II Certificate from a recognized Fire Services Training School/Institution;
- iii. Attended a First Aid Certificate Course lasting not less than one week at St. John Ambulance or Kenya Institute of Highway and Building technology (KIHBT) or any other recognized institution;

- iv. Be physically fit;
- v. Be certified medically fit by a government doctor.

Duties and responsibilities

This is the entry of training grade for this cadre. An officer at this level will be on the job training and will work under the supervision of an experienced officer.

Duties and responsibilities will entail:

- i. Simple maintenance of firefighting appliances and assisting during emergency cases.

DRIVER III (TEN (10) POSITIONS) - ADVERT NO. 05/2026/09

Basic Salary Scale: **Kshs. 18,250 – 22,720 p.m.** **CPSB 15 (J/G 'D')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution.
- ii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- iii. Attended a First Aid Certificate Course lasting not less than one week at St. John Ambulance or Kenya Institute of Highway and Building technology (KIHBT) or any other recognized institution;
- iv. Passed suitability test for Drivers Grade III;
- v. Passed practical test for drivers conducted by the respective Ministry/Department;
- vi. A valid Certificate of good conduct from the Kenya police; and
- vii. At least two (2) years of driving experience.

Duties and Responsibilities

- i. Duties and responsibilities at this level will involve;
- ii. Driving motor vehicle as authorized;

- iii. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.
- iv. Detecting and reporting malfunctioning of vehicle systems;
- v. Maintenance of work tickets for vehicles assigned;
- vi. Ensuring security and safety for the vehicle on and off road;
- vii. Safety of the passengers and/or goods therein; and
- viii. Maintaining cleanliness of the vehicle.

SENIOR SUPPORT STAFF (EIGHT (8) POSITIONS) - ADVERT NO. 05/2026/10

Basic Salary Scale: **Kshs. 18,250 – 22,720 p.m.** **CPSB 15 (J/G 'D')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Ensuring general office cleanliness;
- ii. Collecting and dispatching mails;
- iii. preparing and serving beverages;
- iv. Operating basic office equipment; and
- v. Ensuring safe custody of the office facilities.

4. DEPARTMENT OF INFRASTRUCTURE – ADVERT NO. 06/2026

ASSISTANT QUANTITY SURVEYOR II (ONE (1) POSITION) - ADVERT NO. 06/2026/01

Basic Salary Scale: **41,420- 57,230 p.m.** **CPSB 09 (Job Group 'K')**

Terms of Service: **2 years contract**

All other allowances as per the SRC circulars

Requirements for Appointment

- i. A Bachelor degree in building Economics/Quantity Surveying or its equivalent and relevant qualification from a recognized Institution.
- ii. Been registered as a graduate member of either the Architectural association of Kenya or the Institute Survey of Kenya

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:

- i. Preparation of cost estimates, Bills of quantities, monthly valuation on site, site re-measurements, and preparation of variation orders.

5. DEPARTMENT OF TRADE, COOPERATIVES, TOURISM AND CULTURE - ADVERT NO. 07/2026

ASSISTANT COOPERATIVE OFFICER III (THREE (3) POSITIONS) – ADVERT NO. 07/2025/01

Basic Salary Scale: **Kshs. 28,620 – 37,100 p.m.** CPSB 11 (J/G ‘H’)

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

For appointment to this position a candidate must have:

- i. Diploma in any of the following discipline: - Co-operative Management, Marketing of Finance from a recognized institution; and
- ii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Promoting co-operatives societies: and
- ii. Enforcing compliance with co-operative legislations/

6. DEPARTMENT OF HEALTH SERVICES - ADVERT NO. 08/2026

MEDICAL SPECIALIST I – INTERNAL MEDICINE, (1 POSITION) - ADVERT NO. 08/2026/01

Basic Salary Scale: Kshs. **105,570 -139,790** p.m. **CPSB 04 (J/G ‘Q’)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **Permanent & Pensionable**

Requirements for Appointment

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) from an institution recognized by Kenya Medical Practitioners and Dentist Board;
- ii. Masters in Internal Medicine from an institution recognized by Kenya Medical Practitioners and Dentist Board;
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license by the Medical Practitioners and Dentist Board;
- v. Valid specialist recognition from the Medical Practitioners and Dentist Board;
- vi. Certificate in Computer Application Skills; and
- vii. Demonstrated professional competence and administrative capability in managing health services

Duties & Responsibilities:

- i. Undertaking general diagnosis, care, treatment, and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training, consulting, and conducting surgeries in various health facilities
- vi. Carrying out forensic and medical-legal services
- vii. Coordinating health education and promotion
- viii. Implementing health projects and programs
- ix. Maintaining up-to-date health information systems
- x. Monitoring provision of health treatment care
- xi. Undertaking health research
- xii. Analysing medical reports

PHARMACIST (ONE (1) POSITION) - ADVERT NO. 08/2026/02

Basic Salary Scale **Kshs. 52,330–68,940 p.m.**

CPSB 07 (J/G 'M')

Allowances: As per SRC circulars attached to the position

Terms of employment: **3-Year Contract**

Requirements for appointment

- i. Bachelors of pharmacy Degree (B Pharm) from an institution approved by the pharmacy and poisons board from a recognized institution;
- ii. Successfully completed one-year internship from a recognized institution;
- iii. Registration Certificate by the Pharmacy and Poisons Board; and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Screening prescriptions for legal validity, drug contraindications, drug interaction, appropriate of dose, frequency and duration of dosing and patient convenience,
- ii. Preparing and dispensing medicines according to good dispensing practices and counselling patients on use of medicine,
- iii. Making extemporaneous preparations
- iv. Participating in ward rounds,
- v. Identifying medicinal gaps and challenges
- vi. Maintaining a daily activity log book for recording all activities undertaken,
- vii. Recommending over the counter medicines to patients/clients with simple medical condition and making necessary referrals; and
- viii. Making entries into the relevant inventory management records registered.

NURSING OFFICER I (TWO (2) POSITIONS) - ADVERT NO. 08/2026/03

Basic Salary Scale Kshs. **41,420 - 57,230 p.m.**

CPSB 09 (J/G 'K')

Allowances as per SRC Circulars attached to the position

Terms of employment: **3-Year Contract**

Requirements for appointment

- i. Bachelor's Degree in Nursing from a recognized institution;

- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid Practicing License from the Nursing Council of Kenya; and
- iv. Certificate in Computer Application Skills.

Duties & Responsibilities:

- i. Providing holistic care by assessing, formulating, planning, and implementing evidence-based nursing care;
- ii. Conducting risk identification and assessment of individuals;
- iii. Ensuring a safe nursing care environment;
- iv. Conducting community health risk assessment and providing outcome-based interventions;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans; and
- vii. Maintaining nursing records on patients/clients personal and health condition/care

**REGISTERED CLINICAL OFFICER I (PSYCHIATRY) (ONE (1) POSITION) -
ADVERT NO. 08/2026/04**

Basic Salary: **Kshs. 41,420–57,230 p.m.**

CPSB 09 (J/G 'K')

Allowances as per SRC circulars attached to the position

Terms: **Permanent & Pensionable**

Requirements for appointment

- i. Diploma in Clinical Medicine & Surgery or Clinical Medicine & Community Health;
- ii. Higher Diploma in Clinical Medicine – Psychiatry;
- iii. Valid practicing license from the Clinical Officers Council;
- iv. Registration Certificate from the Clinical Officers Council; and
- v. Certificate in Computer Application Skills

Duties & Responsibilities:

- i. Taking history, examining, diagnosing, and treating patients' common ailments;

- ii. Implementing community health care activities in liaison with other health workers;
- iii. Guiding and counselling patients, clients, and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data;
- vii. Referring patients and clients to appropriate health facilities;
- viii. Clinical management of psychiatric patients, mental health assessments, treatment planning, and support under supervision of senior medical staff.

**REGISTERED CLINICAL OFFICER I (ANAESTHESIA) (TWO (2) POSITIONS) -
ADVERT NO. 08/2026/05**

Basic Salary Scale Kshs. **41,420 - 57,230 p.m.**

CPSB 09 (J/G 'K')

Allowances as per SRC Circulars attached to the position

Terms of Employment: **Permanent & Pensionable**

Requirements for appointment

- i. Diploma in Clinical Medicine & Surgery or Clinical Medicine & Community Health;
- ii. Higher Diploma in Clinical Medicine – Anaesthesia;
- iii. Valid anaesthesia practicing license from the Clinical Officers Council;
- iv. Registration Certificate from the Clinical Officers Council;
- v. Certificate in Computer Application Skills

Duties & Responsibilities:

- i. Taking history, examining, diagnosing, and treating patients' common ailments;
- ii. Implementing community health care activities in liaison with other health workers;
- iii. Guiding and counselling patients, clients, and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data;

- vii. Referring patients and clients to appropriate health facilities;
- viii. Assists in preoperative assessment, administration of anaesthesia, monitoring patients during surgery, and post-operative care under supervision of senior anaesthetists.

ENROLLED NURSE III, (FOUR (4) POSITIONS) - ADVERT NO. 08/2026/06

Consolidated Gross Salary: **Kshs. 40,000 p.m.**

CPSB 12 J/G 'G'

Terms of employment: **3-Year Contract**

Requirements for appointment

- i. Certificate in Kenya Enrolled Community Health Nursing, Kenya Enrolled Nursing, Kenya Enrolled Midwifery, or Kenya Enrolled Nursing/Mental Health and Psychiatry qualification;
- ii. Registration Certificate from Nursing Council of Kenya;
- iii. Valid Practicing License from Nursing Council of Kenya;
- iv. Certificate in Computer Application Skills

Duties & Responsibilities:

- i. Entry-level training under supervision;
- ii. Assessing patients and establishing health care needs;
- iii. Planning and implementing nursing interventions;
- iv. Providing healthcare including IMCI, immunization, PMTCT, ante-natal care, and delivery;
- v. Providing health education and counselling to patients/clients and community;
- vi. Referring patients appropriately, facilitating admission, and initiating discharge plans;
- vii. Maintaining records of patients'/clients' health condition;
- viii. Ensuring a tidy and safe clinical environment; and
- ix. Collecting and compiling data.

CLERICAL OFFICER II (FOUR (4) POSITIONS) - ADVERT NO. 08/2026/07

Basic Salary: **Kshs. 20,370–24,280 p.m.**

CPSB 13 (J/G 'F')

Allowances: As per SRC circulars attached to the position

Terms of employment: **3-Year Contract**

Requirements for appointment

- i. KCSE mean grade C- or approved equivalent; and
- ii. Proficiency in computer applications

Duties & Responsibilities:

- i. Entry-level clerical work under supervision;
- ii. Compiling statistical records, sorting, filing, and dispatching letters
- iii. Maintaining efficient filing system;
- iv. Processing appointments, promotions, discipline, and transfers in HRM
- v. Computing financial/statistical records from routine/special sources
- vi. Preparing payment vouchers; and
- vii. Drafting simple letters and compiling data.

7. NAIVASHA MUNICIPALITY - ADVERT NO. 09/2026

STRUCTURAL ENGINEER (ONE (1) POSITION) ADVERT NO. 09/2026/01

Basic Salary Scale: **Kshs. 60,080- 96,130 p.m.**

CPSB 06 (J/G 'N')

Allowances as per the SRC circulars attached to the position

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Served in the grade of Senior Engineer (Structural) or comparable and relevant position in the public service for at least three (3) years;
- ii. A Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution.
- iii. Been registered by the Engineers Registration Board of Kenya;

- iv. Demonstrated general administrative ability required for direction, control and implementation of structural programs including supervision of professional and technical staff; and
- v. Show merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Planning, structural design for buildings, civil and marine works and other structures;
- ii. Supervision of construction works;
- iii. General administration of projects;
- iv. Preparation of tender documents and cost estimates for civil, structural and marine works; and
- v. Supervise staff working in the unit and structural staff under him/her.

URBAN DEVELOPMENT OFFICER II (ONE (1) POSITION) – ADVERT NO. 09/2026/02

Basic Salary Scale: **Kshs. 41,420 -57,230 p.m.**

CPSB 09 (J/G 'K')

Allowances as per the SRC circulars attached to the position

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Bachelor's degree in any of the following discipline: - Urban and Regional Planning or Town Planning from a recognized institution
- ii. Graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and
- iii. Have a certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Preparing physical, social, economic and environment reports;
- ii. Implementing physical plans within the municipality; processing development applications within the municipality; and
- iii. Maintaining urban areas physical planning records.

**PUBLIC COMMUNICATION ASSISTANT III (ONE (1) POSITION) - ADVERT
09/2026/03**

Basic Salary Scale: **Kshs. 28,620 -37,100 p.m.** **CPSB 11 (J/G 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. Diploma in any of the following: Photojournalism, Mass Studies, Media Studies/Science from a recognized institution;
- ii. Certificate of membership to a professional body from a recognized institution; and
- iii. Certificate in computer application skills.

Duties and responsibilities

- i. Gathering, writing, dispatching news, information and features;
- ii. Managing information gathering and dissemination systems and distribution of Government publications under the guidance of a senior officer.

GARDENER III (THREE (3) POSITIONS) - ADVERT NO. 09/2026/04

Basic Salary Scale: **Kshs. 18,250 – 22,720 p.m.** **CPSB 15 (J/G 'D')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

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

- i. Kenya Certificate of Secondary Education (KSCE) mean grade D or equivalent qualification; and
- ii. Certificate in computer application skills.

Duties and Responsibilities

- i. Preparing land including digging, leveling, breaking of soil clods to obtain appropriate planting tilth;
- ii. weeding and watering of lawns, flowerbeds, flower borders and other plants; mulching of herbaceous and non-herbaceous plants;

- iii. raking of lawns;
- iv. collecting of garbage and litter; sweeping, cleaning pavements, walkways, driveways and water features; and
- v. undertaking varied works relating to gardening.

SENIOR SUPPORT STAFF (TWO (2) POSITIONS) - ADVERT NO. 09/2026/05

Basic Salary Scale: **Kshs. 18,250 – 22,720 p.m.** **CPSB 15 (J/G 'D')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

For appointment to this grade, a candidate must have

Minimum of Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent.

Duties and responsibilities

- i. undertaking general messengers' duties; and
- ii. Office cleaning.

HOW TO APPLY

Interested and qualified candidates are required to make applications through <https://recruitment.nakuru.go.ke>

Follow the following steps;

1. Register an account by providing the required information.
2. Login into your portal using your email and password you provided above.
3. An OTP (One Time Password) will be sent to your mobile number. Use that code to verify your account.
4. Update your profile with the required details as per the steps provided. Ensure you fill all the mandatory fields.
5. Accept the terms and conditions as provided.
6. Check for the open vacancies. **Click apply on the job you are interested in.**

7. The job application will be submitted. You can follow the progress on my applications tab.

Applications should be submitted on or before **15th April, 2026 (Hand delivered or email applications will NOT be accepted)**

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Appointed candidates will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only the shortlisted candidates will be contacted.

**Secretary/CEO
Nakuru County Public Service Board**