



**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 persons **serving in the Nakuru County Public Service** to fill the following vacant positions.

1. DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, CITIZEN ENGAGEMENT, DISASTER MANAGEMENT AND HUMANITARIAN ASSISTANCE - ADVERT NO. 01/INTERNAL/2026

**SENIOR ASSISTANT DIRECTOR OF HUMAN RESOURCE DEVELOPMENT
ONE (1) POSITION - ADVERT NO. 01/INTERNAL/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 service: **Permanent and Pensionable**

Requirements for appointment

- i. Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution; and
- ii. Bachelor's degree in the following fields, Human Resource Management, Public/Business Administration, Economics, Education, or Social Science from recognized institution;
- iii. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from recognized institution;
- iv. Been serving in Nakuru County Public Service at J/G 'N' and above for a minimum period of six (6) years.
- v. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;

- vi. Possession of CHRP (K) qualification will be an added advantage;
- vii. Certificate in computer application skills from recognized institution;
and
- viii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementation of human resource management policies, rules
And regulations and ensuring adherence to the laid down
procedures, rules and regulations;
- ii. Analyzing the impact of the human resource management
- iii. Policies, rules and regulations on staff in the departments;
- iv. Advising the authorized officer on delegated powers and ensuring
proper implementation of professional human management
standards and ensuring that the standards are maintained in the
department
- v. Advising departments on succession management, human resource
planning and utilization of human resources;
- vi. Career development and initiating development and review of
schemes of service
- vii. Coordination of the preparation of personnel emoluments (pe)
budgets;
- viii. Coordinating the implementation of performance management
system including performance appraisal systems and the reward
and sanction framework;
- ix. Managing the government human resource information system;
- x. Ensuring compliance with labor laws and forging linkages with
unions;
- xi. Providing secretariat services to the departmental training
committee;
- xii. Overseeing the development and maintenance of an updated human
resource development database;
- xiii. Coordinating implementation of technical assistance training
programs;

- xiv. coordinating training activities and overseeing the development of training projections and plans;

ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT (ONE (1) POSITION) - ADVERT NO. 01/INTERNAL/2026/02

Basic Salary Scale: **Kshs. 92,030 -133,410 p.m.** **CPSB 05 (J/G 'P')**

Allowances as per the SRC circulars attached to the position.

Terms of Service: **Permanent and Pensionable**

Requirements for appointment

- i. A Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution;
- ii. Bachelor's degree in the following fields, Human Resource Management, Public/Business Administration, Economics, Education, or Social Science from recognized institution;
- iii. Been serving in Nakuru County Public Service at J/G 'M' and above for a minimum period of three (3) years.
- iv. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;
- v. Possession of CHRP (K) qualification will be an added advantage;
- vi. Certificate in Senior Management Course Programme lasting not less than four (4) weeks from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Analysing the utilization of the human resource in the Ministry and advising on proper deployment;
- ii. Making proposals on human resource planning and succession management;
- iii. Analysing staff performance and career progression and making appropriate recommendations;
- iv. Representing the Directorate in meetings relating to Human Resource Management policies.

- v. Analysing the utilization of the human resource in the department and advising on proper deployment;
- vi. Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes that impact on the human resource.
- vii. Making proposals on human resource planning and succession management; analysing staff performance and career progression and making appropriate recommendations;

PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER I (ONE (1) POSITION) - ADVERT NO. 01/INTERNAL/2026/03

Basic Salary Scale: **Kshs. 60,080 -99,130 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. Bachelor's degree in the following fields, Human Resource Management, Public/Business Administration, Economics, Education, or Social Science from recognized institution;
- ii. Been serving in Nakuru County Public Service in the grade of J/G 'L' and above for a minimum period of three (3) years.
- iii. Attended a management course lasting not less than four (4) weeks;
- iv. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;
- v. Certified Human Resource professionals CHRP (K) will be an added advantage;
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Analysing the staffing levels and making proposals for succession planning;

- ii. Analysing utilization of human resources in the Ministry/Department and advising on proper deployment;
- iii. Analysing staff progression and making proposals for career development;
- iv. Assisting in collection, collation and analysis of Human Resource Management data from Departments and making appropriate recommendations thereof;
- v. Analysing Human Resource management issues emanating from Departments and initiating appropriate action;
- vi. ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, labour laws and other statutes that impact on human resource.
- vii. Monitoring implementation and impact of Human Resource Management policies, guidelines and procedures issued by the Directorate of Personnel Management from time to time and recommending appropriate action where necessary.
- viii. Analysing the staffing levels and making proposals for succession planning;
- ix. Analysing utilization of human resources in the Departments and advising on proper deployment;
- x. Analysing staff progression and making proposals for career development; and ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, labour laws and other statutes that impact on human resource.

SENIOR SUPERITENDENT (ONE (1) POSITION) - ADVERT NO. 01/INTERNAL/2026/04

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 satisfactorily in the grade of Senior Security Officer Job Group 'L' and above or a Comparable position for at least three (3) years;

- ii. A Bachelor's Degree in Social Sciences (Sociology, History, Philosophy, Anthropology) from a recognized university;
- iii. Kenya Certificate of Secondary Education mean grade D or its accepted Equivalent;
- iv. Valid Basic First Aid Certificate;
- v. Adult First Aid Certificate;
- vi. Approved Security Course at Administration Police Training College (A.P.T.C) Criminal Investigation Department (C.I.D.) Training School, Military Training Institute or other similar institutions;
- vii. Have demonstrated professional competence and administrative capability in security matters; and
- viii. Advanced Supervisory Course.

Duties and responsibilities

This is the highest grade in the Civilian Security Personnel Cadre.

Specific duties will entail; -

- i. Planning, organization, administration, co-ordination and operations of the civilian security matters.
- ii. Advising the- respective heads of departments on matters affecting the civilian security function
- iii. Coordinate complex investigations on sensitive crime; liaise with relevant security Agencies;
- iv. Attend senior security personnel meetings and be responsible for the training and development of the security personnel.

SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, ONE (1) POSITION- ADVERT NO. 01/INTERNAL/2026/05

Basic Salary Scale: **Kshs. 46,120 - 65,860 p.m.** **CPSB 08 (J/G 'L')**

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. Bachelor's degree in any of the following fields: Human Resource Management Management/Human Resource Management or Industrial Relations from a recognized university/institution;

- ii. Been serving in Nakuru County Public Service in the grade of J/G 'K' for a minimum period of three (3) years.
- iii. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;
- iv. Possession of CHRP (K) qualification will be an added advantage;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Entail handling all human resource management matters within established policies, rules and regulations; and
- ii. supervision and guidance of staff working under him/her.
- iii.

2. DEPARTMENT OF EDUCATION, ICT, E-GOVERNMENT AND PUBLIC COMMUNICATION - ADVERT NO. 02/INTERNAL/2026

DEPUTY DIRECTOR VOCATIONAL TRAINING ONE (1) POSITION - ADVERT NO. 02/INTERNAL/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 Service: **Permanent and Pensionable**

Requirements for appointment

- i. Served in Nakuru County Public Service at Job Group 'N' and above for a minimum period of 10 years;
- ii. Bachelor's degree in any of the following disciplines: Education or Technology Education from recognized institution;

OR

Bachelor's degree in Science/Arts with a Post- Graduate Diploma in Education from a recognized institution

- iii. Master's degree in any of the following disciplines: Education or Technology Education from a recognized institution;

- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results

Duties and Responsibilities

An officer at this level will be responsible to the Director, Vocational Training for all technical and administrative programs;

- i. Projects and activities in the department. Specific duties and responsibilities will entail -coordinating initiation, formulation and implementation of policies on vocational training curricular and co-curricular activities to maintain standards;
- ii. Overseeing assessment of upcoming vocational training capacity for registration as training institutions and examination centers;
- iii. Strengthening strategic partnerships and collaborations among stakeholders on revitalization, rehabilitation and promotion of vocational training;
- iv. Ensuring resources are mobilized to support vocational training;
- v. Coordinating management and disbursement of vocational tuition schemes and grants;
- vi. Overseeing development and integration of information communication technology in vocational training;
- vii. Supporting innovative initiatives and business incubations in vocational training centers, undertaking research and consultancy on issues of vocational training;
- viii. Initiating and facilitating development and management of vocational training information systems;
- ix. Building capacity in vocational training centers by conducting regular human resource planning;
- x. Coordinating establishment of functional board of governors to manage vocational training centers;

- xi. Liaising with stakeholders on domestication of the design, drawings and bills of quantities for infrastructure development and participating in monitoring and evaluation of vocational training programs and projects.

HOW TO APPLY

Interested and qualified candidates are required to visit and 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.

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 shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board