



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF NAKURU**  
**NAKURU COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 2870-20100**



**Email: [cpsb@nakuru.go.ke](mailto:cpsb@nakuru.go.ke)**

**INTERNAL ADVERTISEMENT FOR PROMOTION**

Pursuant to the provisions of Article 235 of 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 competent and qualified Officers currently serving in Nakuru County Public Service on permanent and pensionable terms of service to fill the following vacancies.

**DEPARTMENT OF PUBLIC SERVICE AND DEVOLUTION, CITIZEN ENGAGEMENT, HUMANITARIAN ASSISTANCE AND DISASTER MANAGEMENT - ADVERT NO. 05/ PROM/2025**

**DEPUTY DIRECTOR ADMINISTRATION SERVICES/ SUB-COUNTY ADMINISTRATOR (TWO (2) POSITIONS) – ADVERT NO. 05/ PROM /2026/01**

**Basic Salary Scale:** Ksh. 105,570 – 139,790p.m. **CPSB 03 (J/G ‘Q’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Assistant Director Administration Services/Deputy Sub-County Administrator Job Group ‘P’ for a Minimum of three (3) years or in a comparable and relevant position in the public service
- ii. A Diploma in Public Administration from Kenya School of Government;
- iii. A Bachelor’s Degree in any of the following disciplines: Public Administration, Business Administration/Management, Community

- Development or any other relevant social sciences from a recognized institution;
- iv. A Master's degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other relevant social Sciences from a recognized institution;
  - v. A Certificate in strategic leadership Development Programme lasting not less than Six (6) weeks from Kenya School of Government or its' equivalent from a recognized institution;
  - vi. Demonstrated managerial, administrative and professional competence in work Performance and results.

**Duties and responsibilities;**

At the headquarters;

- i. Initiating and implementing administration policies, strategies, procedures and program.
- ii. Managing and supervising the general administration functions;
- iii. Implementing Public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Planning and coordinating office accommodation; and
- vi. Managing county government and insurance;

At the Sub County office;

- i. Overseeing effective service delivery in the area of jurisdiction;
- ii. Coordination and organization of county government functions;
- iii. Overseeing implementation of county government projects;
- iv. Monitoring and evaluation of county developments projects;
- v. Disaster mitigation;
- vi. Overseeing the safe custody of county governments assets in the area of jurisdiction;
- vii. Collecting and collating data on county development projects and activities;
- viii. Ensuring officers compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- ix. Ensuring compliance with national values and principals of good

- governance;
- x. Enhancing administrative capacity for effective function and governance;
  - xi. Coordinating and liaising with officers in other departments in the area of jurisdiction
  - xii. Coordinating and facilitating citizen participation in the development of policies,
  - xiii. Overseeing civic education and promotion of values and principles of good Governance;
  - xiv. Disseminating official county government information to the public;
  - xv. Handling public concern and issues;
  - xvi. Establishing networks and linkages with relevant stakeholders;
  - xvii. Facilitating intra-governmental relations and conflict resolutions;
  - xviii. Identifying community needs and priority development projects;
  - xix. Providing linkage between the office and the community; and
  - xx. Exercise any function and powers delegated by the county public service Board, Under section 86 of the county government act cap.265 of the laws of Kenya.

**ASSISTANT DIRECTOR ADMINISTRATION SERVICES/DEPUTY SUB-COUNTY ADMINISTRATOR (FOUR (4) POSITIONS) – ADVERT NO. 05/PROM /2026/02**

**Basic Salary Scale:** Ksh. 90,030 – 133,410 p.m. **CPSB 03 (J/G ‘P’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Principal Administration Officer/Principal Ward Administrator, Job Group ‘N’ for a Minimum of three (3) years or in a comparable and relevant position in the public service;
- ii. A Diploma in Public Administration from Kenya School of Government;
- iii. A Bachelor’s Degree in any of the following disciplines; Public Administration, Business Administration/Management, Community

- Development or any other relevant social sciences from a recognized institution;
- iv. A Master's degree in any of the following disciplines; Public Administration; Business Administration/Management, Community Development or any other relevant social Sciences from a recognized institution;
  - v. A Certificate in Senior Management course lasting not less than four weeks;
  - vi. A Certificate in Computer Application from a recognized institution; and
  - vii. Demonstrated managerial, administrative and professional competence in work performance and results

**Duties and responsibilities;**

An officer at this level will be deployed at the headquarters or in the field office or head a sub-county office.

At the headquarters;

- i. Initiating and implementing administration policies, strategies, procedures and programs;
- ii. Managing and supervising the general administration functions;
- iii. Implementing public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Overseeing transport management;
- vi. Planning and coordinating office accommodation; and
- vii. Managing premises, assets and insurance policies.

At the field office;

- i. Overseeing effective service delivery in the area of jurisdiction;
- ii. Coordination and organization of county government functions;
- iii. Overseeing implementation of county government projects;
- iv. Monitoring and evaluation of county development projects;
- v. Disaster mitigation;
- vi. Overseeing the safe custody of county governments' assets in the area of jurisdiction;
- vii. Collecting and collating data on county development projects and

- activities;
- viii. Ensuring officers compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
  - ix. Ensuring compliance with national values and principals of good governance;
  - x. Enhancing administrative capacity for effective function and governance;
  - xi. Coordinating and liaising with officers in other departments in the area of jurisdiction
  - xii. Coordinating and facilitating citizen participation in the development of policies,
  - xiii. Overseeing civic education and promotion of values and principles of good governance;
  - xiv. Disseminating official county government information to the public;
  - xv. Handling public concern issues;
  - xvi. Establishing networks and linkages with relevant stakeholders;
  - xvii. Facilitating intra-governmental relations and conflict resolutions;
  - xviii. Identifying community needs and priority development projects;
  - xix. Providing linkage between the office and the community; and
  - xx. Exercise any function and powers delegated by the county public service board, under section 86 of the County Government Act, Cap. 265 of the laws of Kenya.

**PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR (ONE (1) POSITION) –  
ADVERT NO. 05/ PROM /2026/03**

**Basic Salary Scale:** Ksh. 60,080 – 96,130p.m.

**CPSB 03 (J/G ‘N’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of chief assistant office administrator for a minimum period of three (3) years;

- ii. Diploma in secretarial studies from the Kenya National Examinations Council;

**OR**

Business education single and group certificates (BES & GC) stages I, II and III from the Kenya National Examination Council in the following subjects;

- a) Shorthand III (minimum 120 w.p.m)
  - b) Typewriting III (50 w.p.m)/Computerized document processing III
  - c) Business English III/Communication II
  - d) Commerce II
  - e) Office Practice II
  - f) Office management III/office administrative and management III
  - g) Secretarial duties II
- iii. Certificate in secretarial management course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
  - iv. Certificate management course lasting not less than four (4) weeks from a recognized institution;
  - v. Certificate in computer application from a recognized institution; and
  - vi. Demonstrated professional competence in office administrative services

**Duties and responsibilities;**

An officer at this level will be deployed to work in either the office of a CECM or a Chief Officer in a Department. Duties and responsibilities will entail;

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attend to visitors/clients;
- v. Handling telephone calls;
- vi. Handling customer inquiries and complaint;
- vii. Coordinating schedules of meeting and appointments;
- viii. Coordinating travel arrangements; ensuring security of office records, equipment and documents including classified materials;

- ix. Ensuring security, integrity and confidentiality of data, establishing and monitoring procedures for record keeping correspondences and file movements;
- x. Maintaining an up to date filing system in the office;
- xi. Protocol and etiquette;
- xii. Managing petty cash and any other office administrative services duties that may be assigned.
- xiii. In addition, the officer will guide and supervise other office administrative services personnel

**CHIEF ADMINISTRATIVE OFFICER (FIVE (5) POSITIONS) – ADVERT NO. 05/ PROM /2026/04**

**Basic Salary Scale:** Ksh. 52,330 – 68,940p.m. **CPSB 03 (J/G ‘M’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of senior administration officer/Senior Ward Administrator Job group L for a minimum period of three (3) years;
- ii. Bachelor`s degree in any of the following disciplines: Public administration, business administration /Management, Community development or any other relevant social sciences from a recognized institution;
- iii. Administrative Officer Examination (PSC-K);
- iv. Certificate in Computer Application from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

An officer at this level will be deployed at county offices or in the field office.

An officer at this level in the field can head a ward office.

In a county office;

- i. Overseeing transport management

- ii. Planning and coordinating office accommodation;
- iii. Facilitating meetings, conference and other special events;
- iv. Supervising provision of security and office services;
- v. Supervising records management and messaging services within various department;
- vi. Managing utilities and office accommodations;
- vii. Managing of premises, assets and insurance policies;

In the field;

- i. Coordination and organization of county governments functions
- ii. Overseeing implementation of county government projects;
- iii. Monitoring and evaluation of county development projects
- iv. Disaster mitigation;
- v. Collecting and collating data on county development projects and activities;
- vi. Planning and coordinating public participation and civic education;
- vii. Disseminating official county government information to the public;
- viii. Handling public concern and issues;
- ix. Establishing networks and linkages with relevant stakeholders;
- x. Promoting ethics and principles of good governance; and
- xi. Facilitating intra- governmental relation and conflict resolution.

**CHIEF ASSISTANT OFFICE ADMINISTRATOR (SIX (6) POSITIONS) –  
ADVERT NO. 05/ PROM /2026/05**

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

**CPSB 03 (J/G ‘M’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of senior assistant office administrator for a minimum period of three (3) years;
- ii. Diploma in secretarial studies from the Kenya National Examination Council;

**OR**

- iii. Business education single and group certificate (BES&GC) from the Kenya national examination council in the following subjects;
  - a) Shorthand III (minimum 120 w.p.m);
  - b) Typewriting III (50 w.p.m)/computerized document processing III
  - c) Business English III/communication II;
  - d) Commerce II;
  - e) Office practice II;
  - f) Office management III/office administration and management III;
  - g) Secretarial duties II;
- iv. Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
- v. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in computer application from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

An officer at this level will be deployed to work for a head of department.

- i. Taking oral dictation ;
- ii. Using e-office to research and process data; operating office equipment;
- iii. Attending to visitors /clients;
- iv. Handling telephone calls;
- v. Coordinating schedules of meetings and appointments;
- vi. Ensuring security of office, equipment, and documents, including classified material;
- vii. Preparing response to routine correspondence, managing office protocol and etiquette;
- viii. Managing petty cash;
- ix. Monitoring procedures for record keeping of correspondence and file movements;
- x. Maintaining an up-to-date filing system in the office;

- xi. Coordinating travel arrangements;
- xii. Handling customer inquiries and complaints;
- xiii. Establishing and undertaking any other office administrative services duties that may be assigned.

**SENIOR ADMINISTRATIVE OFFICER (ELEVEN (11) POSITIONS) –  
ADVERT NO. 05/ PROM /2026/06**

**Basic Salary Scale:** Ksh. 46,120 – 65,860p.m. **CPSB 03 (J/G ‘L’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Administration Officer I/Ward Administrator I, Job Group ‘K’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following discipline; Public Administration, Business Administration / Management, Community Development or any other relevant social sciences from a recognized institution;
- iii. Administrative officer examination(psc-k);
- iv. Certificate in computer application from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

An Officer at this level will be deployed at the county offices or at the ward level.

In a county office;

- i. Overseeing transport management;
- ii. Planning and coordinating office accommodation;
- iii. Facilitating meetings, conferences and other special events;
- iv. Supervising provision of security and office services;
- v. Supervising records management and massaging services within various departments;
- vi. Handling public concerns and issues;

- vii. Managing utilities and office accommodation;
- viii. Managing of premises, assets and insurance policies;

At the ward;

- i. Facilitating citizen participation in development activities;
- ii. Handling occupational health and safety issues;
- iii. Facilitating mobilization of resource at ward levels;
- iv. Collecting and collating data on development activities; and
- v. Disseminating information to the public.

**SENIOR ASSISTANT OFFICE ADMINISTRATOR (FOUR (4) POSITIONS) –  
ADVERT NO. 05/ PROM /2026/07**

**Basic Salary Scale:** Ksh. **46,120 – 65,860**p.m.

**CPSB 03 (J/G ‘L’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Assistant Office Administrator I or Senior Administrative Assistant for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examination council;

**OR**

Business education single and group certificate (BES & GC) from the Kenya National Examination Council in the following subjects;

- a) Shorthand III (minimum 110 w.p.m)
- b) Typewriting III (50 w.p.m)/Computerized Document Processing III
- c) Business English III/Communication II
- d) Office practice II
- e) Commerce II
- f) Office Management III/Office Administration and Management III
- g) Secretarial duties II

- iii. Certificate in public relations and customer care course lasting not less than two (2) weeks from the Kenya School of Government or other recognized institution;
- iv. Certificate in Computer Applications from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

- i. Taking oral dictation;
- ii. Managing e-office, word and data processing;
- iii. Operating office equipment attending to visitors/clients;
- iv. Handling telephone calls and appointment maintaining office diary and travel itineraries;
- v. Ensuring security of office records, equipment and documents including classified material;
- vi. Preparing response to simple routine correspondence;
- vii. Establishing and monitoring procedures for record keeping of correspondence and file movement;
- viii. Maintain an up to date filing system in the office;
- ix. Ensuring security integrity and confidentiality of data;
- x. Managing office protocol and etiquette;
- xi. Supervising office cleanliness;
- xii. Managing petty cash; and
- xiii. Undertaking any other office administrative services duties that may be assigned.

**SENIOR TELEPHONE SUPERVISOR (TWO (2) POSITIONS) – ADVERT NO. 05/ PROM /2026/08**

**Basic Salary Scale:** Ksh. 46,120 – 65,860p.m.

**CPSB 03 (J/G ‘L’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Telephone Supervisor I or in a comparable and

- relevant position in the Public Service for a minimum period of three (3) years;
- ii. Attended and passed an Instructors Training Course for Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized Institution;
  - iii. Attended and passed a certificate Course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized training institution;
  - iv. Proficiency in computer applications;
  - v. Good oral and written communication skills in both English and Kiswahili;
  - vi. A diploma in Telecommunication Operations Management or its equivalent qualification from a recognized Institution; and
  - vii. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

An officer at this level will be in charge of a telephone exchange of seven to ten (7-10) switchboard positions, with a maximum capacity of one hundred (100) exchange lines and approximately one thousand (1000) extension lines.

The officer will be responsible for

- i. Supervision of work at the switchboard;
- ii. Telephone exchange routine work;
- iii. Preparation of duty/annual leave roster for telephone personnel;
- iv. Collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels;
- v. Liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills and Supplies Section on procurement of telephone facilities/spare parts and stationery.
- vi. The officer may also be deployed at the Ministry of state for public service where he/she will be expected to teach operation Theory and conduct refresher courses for the telephone personnel; supervise telephone exchanges in a number of Ministries/Departments and

assess the performance of telephone exchange equipment/facilities.

**ASSISTANT OFFICE ADMINISTRATOR I (ONE (1) POSITION) – ADVERT  
NO. 05/ PROM /2026/09**

**Basic Salary Scale:** Ksh. 41,420 – 57,230p.m. **CPSB 03 (J/G ‘K’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Assistant Office Administrator I or Senior Administrative Assistant for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council;

**OR**

Business education single and group certificate (BES & GC) from the Kenya National Examination Council in the following subjects;

- a) Shorthand III (minimum 100 w.p.m)
  - b) Typewriting III (50 w.p.m)/computerized document processing III
  - c) Business English III/Communication II
  - d) Commerce II
  - e) Office practice II
  - f) Office management III/Office Administration and Management III
  - g) Secretarial Duties II
- iii. Certificate in public relations and customer care course lasting not less than two (2) weeks from the Kenya School of Government or other recognized institution;
  - iv. Certificate in Computer Applications from a recognized institution; and
  - v. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

- i. Taking oral dictation;
- ii. Managing e-office, word and data processing;
- iii. Operating office equipment attending to visitors/clients;

- iv. Handling telephone calls and appointment maintaining office diary and travel itineraries;
- v. Ensuring security of office records, equipment and documents including classified material;
- vi. Preparing response to simple routine correspondence;
- vii. Establishing and monitoring procedures for record keeping of correspondence and file movement;
- viii. Maintain an up to date filing system in the office;
- ix. Ensuring security integrity and confidentiality of data;
- x. Managing office protocol and etiquette;
- xi. Supervising office cleanliness;
- xii. Managing petty cash; and
- xiii. Undertaking any other office administrative services duties that may be assigned.

**SENIOR OFFICE ADMINISTRATIVE ASSISTANT (TWO (2) POSITIONS) –  
ADVERT NO. 05/ PROM /2026/10**

**Basic Salary Scale:** Ksh. 41,420 – 57,230p.m. **CPSB 03 (J/G ‘K’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Assistant Office Administrator I or Senior Administrative Assistant for a minimum period of three (3) years;
- ii. Craft Certificate in Secretarial Studies from the Kenya National Examination council;

**OR**

Business education single and group certificate (BES & GC) from the Kenya National Examination Council in the following subjects;

- a) Typewriting III (50 w.p.m)/computerized document processing III
- b) Business English III/Communication II
- c) Commerce II
- d) Office practice II

- e) Office management III/Office Administration and Management III
- f) Secretarial Duties II
- iii. Certificate in public relations and customer care course lasting not less than two (2) weeks from the Kenya School of Government or other recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

- i. Taking oral dictation word and data processing;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records;
- iv. Attending to visitor/clients;
- v. Handling telephone calls appointments;
- vi. Maintaining diaries and scheduling of meetings;
- vii. Ensuring an up to date filing system in the office supervision of office cleanliness handling routine correspondences;
- viii. Managing office petty cash; and
- ix. Undertaking any other office administrative services duties that may be assigned.

**SENIOR TELEPHONE SUPERVISOR (TWO (2) POSITIONS) – ADVERT NO. 05/ PROM /2026/11**

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

**CPSB 03 (J/G ‘K’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of telephone supervisor II or in a comparable and relevant position in public service for a minimum period of three (3) years;
- ii. Attended and passed an instructor's training course for telephone supervisor lasting not less than four (4) months from a Government Training Institute or any other recognized institution;

- iii. Good oral and written communication skills in both English and Kiswahili;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability in the management of telephone services.

**Duties and responsibilities;**

An officer at this level will be in charge of a telephone exchange of five to six (5-6) switchboard positions, with a maximum capacity of sixty (60) exchange lines and approximately six hundred (600) extension lines.

The officer will be responsible for;

- i. Supervision of work at the switchboard;
- ii. Telephone exchange routine work;
- iii. Preparation of duty/annual leave roster for telephone personnel and collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels; and
- iv. The officer will also liaise with Engineers/technicians on maintenance of telephone exchange equipment/facilities, Accounts section on payment of bills and supplies section on procurement of telephone facilities/spare parts and stationery.

**PRINCIPAL CLERICAL OFFICER (FOURTEEN (14) POSITIONS) – ADVERT NO. 05/ PROM /2026/12**

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

**CPSB 03 (J/G ‘K’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of chief clerical officer for a minimum period of three (3) years;
- ii. Kenya certificate of secondary education (KCSE) mean grade C- (minus) or its equivalent qualification;

- iii. Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in any of the following disciplines: human resource management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Passed the proficiency examination for clerical officers;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

This is the highest grade in the cadre. An officer at this level will supervise a group of Clerical Officers in a specific area of deployment.

- i. Verifying compiled statistical records for accuracy;
- ii. Coordinating processing of human resource records and accounting transactions;
- iii. Ensuring maintenance of efficient filing system;
- iv. Safe custody of invoices, receipts vouchers and related records;
- v. Processing appointments, promotions , discipline cases, transfers and other related duties in human resource management;
- vi. Verifying payment vouchers;
- vii. Computing financial or statistical records based on routine or special sources of information;
- viii. Drafting complex routine correspondences;
- ix. Drafting indents for advertisement;
- x. Processing pension documents;
- xi. Processing documents for issuance of academic records;
- xii. Inducting new clerical personnel; and
- xiii. Monitoring and guiding other clerical officers.

**OFFICE ADMINISTRATIVE ASSISTANT I (TEN (10) POSITIONS) – ADVERT  
NO. 05/ PROM /2026/13**

**Basic Salary Scale:** Ksh. 34,420 – 46,120p.m.

**CPSB 03 (J/G ‘J’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Office Administrative Assistant II for a minimum period of three (3) years;
- ii. Craft Certificate in Secretarial Studies from the Kenya National Examination council;

**OR**

Business education single and group certificate (BES & GC) from the Kenya National Examination Council in the following subjects;

- a) Typewriting III (50 w.p.m)/computerized document processing III
  - b) Business English III/Communication II
  - c) Commerce II
  - d) Office practice II
  - e) Office management III/Office Administration and Management III
  - f) Secretarial Duties II
- iii. Certificate in public relations and customer care course lasting not less than two (2) weeks from the Kenya School of Government or other recognized institution;
  - iv. Certificate in Computer Applications from a recognized institution;  
and
  - v. Shown merit and ability as reflected in work performance and results.

**Duties and responsibilities;**

- i. Taking oral dictation word and data processing;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records;
- iv. Attending to visitor/clients;
- v. Handling telephone calls appointments;

- vi. Maintaining diaries and scheduling of meetings;
- vii. Ensuring an up to date filing system in the office
- viii. Supervision of office cleanliness;
- ix. Managing office petty cash; and
- x. Undertaking any other office administrative services duties that may be assigned.

**SECURITY OFFICER II (THREE (3) POSITIONS) – ADVERT NO. 05/ PROM /2026/14**

**Basic Salary Scale:** Ksh. 34,420 – 46,120p.m. **CPSB 03 (J/G ‘J’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Bachelor degree in Social Sciences from a recognized University.
- ii. Six months approved security course at Administration Police Training College or any other approved equivalent course.

**Duties and responsibilities;**

- i. Security inspection and ensuring that action is taken on physical deficiencies and loopholes in small depots, ports, airports, installation and station of work;
- ii. Prevention and detection of crimes, crowd control, reporting intruders into restricted areas; and
- iii. Giving comprehensive and vetted confidential reports on staff and work environment as may be required.

**CHIEF CLERICAL OFFICER (THIRTY (30) POSITIONS) – ADVERT NO. 05/ PROM /2026/15**

**Basic Salary Scale:** Ksh. 34,420 – 46,120p.m. **CPSB 03 (J/G ‘J’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its Equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Record Management lasting not less than six (6) months from a recognized institution;
- 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;**

An officer at this level may be deployed in any of the following Units/sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing pay change advices (pcas);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims; processing documents for issuance of licenses;
- ix. Maintaining an efficient filing system and safe keeping of invoices;
- x. Drafting agenda for cases due for presentation to the departmental human resource management and advisory committee (dhrmac) and dtc meetings;

- xi. Processing documents;
- xii. Managing registers;
- xiii. Controlling movement of records and files;
- xiv. Drafting correspondences; and
- xv. Ensuring safe custody of equipment, documents and records.

**SENIOR CLERICAL OFFICER (TWELVE (12) POSITIONS) – ADVERT NO. 05/ PROM /2026/16**

**Basic Salary Scale:** Ksh. **28,620 – 37,100**p.m.

**CPSB 03 (J/G ‘H’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its approved equivalent;
- iii. Passed the Proficiency Examination for clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than (6) months from a recognized institution;
- 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;**

An officer at this level may be deployed in any of the following Units/Sections to carry out clerical duties: -Human Resource Management, General Registry; Supplies; Accounts or General Administrative Services.

- i. Compiling statistical records;
- ii. Carrying out transactions relate to accounts or personnel information;

- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Recording, folioing and filing applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing Pay Change Advices (pcas);
- viii. Checking general office cleaning and security of buildings and equipment;
- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;
- xii. Controlling movements of records and files ;and managing registers.

**ASSISTANT CHEF (TWO (2) POSITIONS) – ADVERT NO. 05/ PROM /2026/17**

**Basic Salary Scale:** Ksh. **28,620 – 37,100**p.m.

**CPSB 03 (J/G ‘H’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of cook I for at least three (3) years; and
- ii. Demonstrated knowledge and skills in institutional food preparation.

**Duties and responsibilities;**

- i. Food preparation and production;
- ii. Setting up and directing the replacement of food in the serving line;
- iii. Replenishing of foodstuffs in the buffet service line;
- iv. Maintaining correct levels;
- v. Detecting and reporting spoiled or unattractive raw materials;
- vi. Ensuring proper stock rotation;
- vii. Ordering of foodstuffs from the main store;
- viii. Carrying out on-the-job staff training; and
- ix. Filling work order forms for defective equipment.

**FIREMAN I (EIGHT (8) POSITIONS) – ADVERT NO. 05/ PROM /2026/18**

**Basic Salary Scale:** Ksh. 25,420 – 33,170p.m. **CPSB 03 (J/G ‘G’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Served in the grade of Fireman II or a comparable grade in the public service for at least three (3) years,
- ii. First Aid Certificate Course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution,
- iii. Fireman Certificate from a recognized fire services training school/institution and
- iv. Shown merit and ability as reflected in work performances and results.

**Duties and responsibilities;**

An officer at this level will work under the supervision of an experienced officer.

- i. Inspection and maintenance of fire-fighting appliance;
- ii. Assisting in rescue operations during emergency;
- iii. Operating appliances and communication equipment; and
- iv. Siting of fire appliances.

**SECURITY WARDEN I (EIGHTY (80) POSITIONS) – ADVERT NO. 05/ PROM /2026/19**

**Basic Salary Scale:** Ksh. 20,560 – 26,460p.m. **CPSB 03 (J/G ‘F’)**

Allowances as per the SRC Circulars.

**Terms of Employment:** Permanent and Pensionable

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

- i. Have served for three (3) years in the grade of Security Warden II, and
- ii. Possess basic First Aid Certificate and has demonstrated proven experience in first aid.

### **Duties and responsibilities;**

- i. Assisting the duty security officer where applicable, in supervising the work of the civilian security warden in the programme and
- ii. Ensuring that standing regulations/procedures are compiled with.
- iii. One may also be attached to the training units as drill and first aid instructor in a smaller station, he may be deployed as the officer in charge of shift.

### **HOW TO APPLY**

Qualified officers 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 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 cadre you are qualified for.
7. The job application will be submitted. You can follow the progress on my applications tab.

**(No hand delivered applications will be accepted. Also, applications sent through the email address will not be considered).**

**The applications should be done on or before 25<sup>th</sup> May, 2026**

The County Government of Nakuru is an equal opportunity employer. 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**