



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. NAKURU CITY BOARD - ADVERT NO. 13/2026

**SUPERINTENDING ENGINEER (STRUCTURAL) (ONE (1) POSITION) –
ADVERT NO. 13/2026/01**

Basic Salary Scale: **Kshs. 52,330 – 68,940 p.m.** **CPSB 07 (J/G ‘M’)**

All other allowances as per the SRC circulars attached to the position

Terms of Employment: **Permanent and Pensionable**

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Engineer I (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 with the Engineers Registration Board of Kenya (ERB);
- iv. A Current valid annual Practicing license from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Designing and supervision of construction of civil, marine and structural works;
- ii. Preparation of tender documents and cost estimates for civil and marine works;
- iii. Carrying out structural integrity surveys on existing buildings and analysis of test results.

PHYSICAL PLANNER (TWO (2) POSITIONS) – ADVERT NO. 13/2026/02

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 Employment: **Permanent and Pensionable**

For appointment to this grade, a candidate must; -

- i. Have a Bachelor’s degree in any of the following disciplines; - Urban and Regional, Town Planning, Land Resource Planning, Environmental Planning, any other equivalent and relevant qualification from a recognized institution
- ii. Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and
- iii. Have a certificate in computer application skills.

Duties and responsibilities

- i. Preparing and implementing physical plans for national regional, urban areas and cities;
- ii. Supporting the integration of urban resilience and climate-responsive planning approaches into development plans and projects;
- iii. Facilitating stakeholder engagement and public participation processes in planning and development initiatives;
- iv. Supporting coordination and linkages with local and international partners, institutions, and development agencies in planning-related programs;
- v. Contributing to inter-agency collaboration to enhance sustainable urban development and service delivery;
- vi. Processing development applications; and
- vii. Maintaining physical planning records.

ENVIRONMENT OFFICER (TWO (2) POSITIONS) – ADVERT NO. 13/2026/03

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 Employment: **Permanent and Pensionable**

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

- i. Bachelor's Degree in Environmental Science, Natural Resource Management, Environmental Education, Environmental Health Science, Environmental Planning and Management, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and Conservation, Environmental Resource conservation, Environmental Studies and Community Resource Conservation, Environmental and bio systems Engineering, Environmental Chemistry, Waste Management, Water Resource and Environment or equivalent from a recognized institution;
- ii. Certificate in computer applications from a recognized institution.
- iii. Demonstrated merit and shown ability as reflected in work performance and results.

Duties and responsibilities

- i. Collecting and Collating data and information related to environment and natural resources;
- ii. Participating in awareness creation and writing periodic reports.

HOUSING OFFICER II (ONE (1) POSITION) – ADVERT NO. 13/2026/04

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 Employment: **Permanent and Pensionable**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following: - Sociology, Community Development, Economics, Construction Management, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized University.

Duties and Responsibilities

- i. Collection of data on housing to up-date the housing database and establish the levels of demand and supply;
- ii. Identification of land for housing development;

- iii. Disseminating information on appropriate building technologies to stakeholders under supervision of a senior officer.

BUILDING INSPECTOR (ELECTRICAL) (TWO (2) POSITIONS) – ADVERT NO. 13/2026/05

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 Employment: **Permanent and Pensionable**

For appointment to this grade, a candidate must have;

- i. Diploma in any of the following fields: Electrical Engineering or Electrical Technician Part III or its equivalent and relevant qualification from a recognized institution.

Duties and Responsibilities

This is the entry grade into the cadre. The officer will be inspecting, testing and maintaining electrical installations in public buildings, government quarters and infrastructure under guidance of senior officer.

BUILDING INSPECTOR (CIVIL) (ONE (1) POSITION) – ADVERT NO. 13/2026/06

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 Employment: **Permanent and Pensionable**

For appointment to this grade, a candidate must have

- i. Diploma in any of the following fields: Building and Civil Engineering; Construction Technician Part III; or its equivalent and relevant qualification from a recognized institution.

Duties and Responsibilities

This is the entry grade into the cadre. The officer will be deployed on construction sites for on-the-job training under guidance of a senior officer.

Work entails;

- i. Interpretation of Architectural and Engineering drawings; and

- ii. Checking minor repairs and alteration of existing buildings.

CLERICAL OFFICER (FIVE (5) POSITIONS) – ADVERT NO. 13/2026/07

Basic Salary Scale: Kshs. **20,560 – 26,460 p.m.** **CPSB 13 (Job Group ‘F’)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this position a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade of C – (Minus) or its approved equivalent; and
- ii. Proficiency in computer applications.

Duties and Responsibilities

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;
- iii. Maintaining an efficient filing system;
- iv. Processing appointments, promotions, discipline, transfers and any other related duties in human resource management;
- v. Computation of financial or statistical records based on routine or special source of information;
- vi. Preparing payment vouchers; and
- vii. Compiling data and drafting simple letters.

2. OFFICE OF THE COUNTY ATTORNEY - ADVERT NO. 14/2026

LEGAL CLERK ASSISTANT II (THREE (3) POSITIONS) – ADVERT NO. 14/2026/01

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 Employment: **Permanent and Pensionable**

For appointment to this grade, a candidate must have:

- i. Bachelor of laws (LL.B) degree/Diploma in Law/Paralegal Studies or equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications

- iii. Knowledge of court procedures and registry operations.
- iv. Demonstrated professional competence in work performance and results.

Duties and Responsibilities

- i. Filing legal documents in courts and tribunals.
- ii. Maintaining legal registry and case files.
- iii. Assisting in preparation and processing of legal documents.
- iv. Managing court schedules and tracking case progress.
- v. Liaising with courts, advocates, and other stakeholders.
- vi. Providing administrative support to legal officers.

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 **31st May, 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**