



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100
Email: cpsb@nakuru.go.ke



RE - ADVERTISEMENT FOR PROMOTION

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59,65 AND 70 (1) of the County Governments Act, Cap. 265 Laws of Kenya, **Nakuru County Public Service Board invites applications from competent and qualified officers currently serving in Nakuru County Public Service** to fill the following vacant positions.

**DEPARTMENT OF PUBLIC SERVICE & DEVELOPMENT, DEVOLUTION,
CITIZEN ENGAGEMENT, DISASTER MANAGEMENT & HUMANITARIAN
ASSISTANCE – ADVERT NO.05/PROM/2026**

**SENIOR HUMAN RESOURCE ASSISTANT (3 POSITION) - ADVERT NO.05/
PROM/2026/21**

Basic Salary Scale: Kshs.**46,120 – 65,860**p.m. **CPSB 02 (J/G 'L')**

Allowances as per SRC Circulars attached to the position

Terms of employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

- i. Served in the grade of Human Resource Management Assistant 1 or comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- ii. Diploma in Human Resource Management

OR

Part II certified Public Secretaries (K) Examination/ CHRP part II or its accepted equivalent;

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

Duties and Responsibilities

- i. Coordination and Supervision of clerical work in a section;

- ii. Coordination of Human resource management activities in such areas as appointment, promotions, complement control and staff development within framework of the existing Human Resource policies and regulations.

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 15th October, 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

