



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 Laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions at the **Gilgil Municipality Advert No. 10/2025**.

GILGIL MUNICIPALITY – ADVERT NO. 10/2025

CLERICAL OFFICER (TWO (2) POSITIONS) – ADVERT NO. 10/2025/01

Basic Salary Scale: Kshs. 20,370 – 24,280 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

SUPPORT STAFF (TWO (2) POSITIONS) – ADVERT NO. 10/2025/02

Basic Salary Scale: Kshs. 18,020 – 20,370 p.m. CPSB 15 (Job Group ‘D’)

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

- i. Kenya Certificate of Secondary Education (K.C.S.E) Grade D plain or its approved equivalent

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior and more experienced officer. Duties and responsibilities will entail:

- i. Cleaning offices;
- ii. Dusting furniture and maintaining hygiene standards;
- iii. Preparing and serving tea, water and refreshments in the office

ADMINISTRATION OFFICER II (1) POSITION) – ADVERT NO. 10/2025/03

Basic Salary Scale: Kshs. 33,900 – 44,530 p.m. CPSB 10 (Job Group ‘J’)

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

- i. Bachelor’s degree in any of the following disciplines: - Public Administration; Business Administration/Management; Community Development or any other Social Sciences from a recognized institution; and
- ii. Certificate in computer applications from a recognized institution

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior and more experienced officer. Duties and responsibilities will entail:

- i. Planning of office accommodation and layout;

- ii. Facilitating transport and travelling services;
- iii. Maintain and updating furniture and office inventory;
- iv. Ensuring payment of bills;
- v. Facilitating movement of assets;
- vi. Carrying out general maintenance of buildings and furniture; and
- vii. Facilitating logistics for meetings, conferences and other special events

OFFICE ADMINISTRATIVE ASSISTANT III (1) POSITION) – ADVERT NO. 10/2025/04

Basic salary Kshs. 27,900 – 36,680 p.m. CPSB 11 (Job Group ‘H’)

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:

- i. Kenya Certificate of Secondary Education mean grade C- (Minus) with at least C (Plain) in English or Kiswahili language or an equivalent qualification from a recognized institution;
 - ii. Diploma in Secretarial studies from the Kenya National Examination Council (KNEC)
- OR**
- iii. 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) Shorthand II (80 w.p.m.)
 - c) Business English II/Communication I
 - d) Office Practice II
 - e) Commerce II
 - f) Office Management III/Office Administration and Management III
 - iv. Certificate in computer applications skills from a recognized institution; and
 - v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior and more experienced officer. Duties and responsibilities will entail:

- i. Taking oral dictation;
- ii. Word and data processing from manuscript;
- iii. Managing e-office;
- iv. Ensuring security of office equipment, documents and records;
- v. Attending to visitors/clients;
- vi. Managing office protocol;
- vii. Maintaining an up-to-date data filing system in the office;
- viii. Operating office equipment
- ix. Supervision of office cleanliness; and
- x. Undertaking any other office administrative services and duties that may be assigned.

DRIVER III (TWO (2) POSITIONS) – ADVERT NO. 10/2025/05

Basic salary Kshs. 18,020 – 20,370 p.m.

CPSB 15 (Job Group ‘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:

- i. Kenya Certificate of Secondary Education (KSCE) mean grade D Plain or its equivalent qualifications from a recognized institution;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicles an officer is required to drive;
- iii. Attended a First Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- iv. Pass Suitability Test for Driver Grade III;
- v. Passed Practical Test for Drivers
- vi. A valid Certificate of good conduct from the Kenya Police; and
- vii. At least two (2) years driving experience

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior and more experienced officer. Duties and responsibilities will entail:

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

INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (ONE (1) POSITION) - ADVERT NO. 10/2025/06

Basic salary Kshs. 41,320 -55,010p.m.

CPSB 09 (Job Group 'K')

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:

- i. Bachelor's degree in any of the following fields: Computer Science/Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior and more experienced officer. Duties and responsibilities will entail:

- i. Installation and maintenance of computer systems;
- ii. Configuration of Local Area Network and Wide Area Network;
- iii. Developing and updating application system;
- iv. Carrying out systems analysis, design and program specifications in liaison with users;

- v. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vi. Drawing up hardware specifications for information Communication Technology Equipment;
- vii. Verification, Validation and certification of Information Technology equipment; and
- viii. Overseeing the process of configuration of new Information communication technology equipment

**HUMAN RESOURCE MANAGEMENT OFFICER II (ONE (1) POSITION) –
ADVERT NO. 10/2025/07**

Basic Salary Scale: Kshs. **33,900 – 44,530** 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 Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution.

Duties and Responsibilities

This is the entry and training grade for the Human Resource Management Officers

Specific duties entail:-

- i. Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- ii. Processing cases for the Departmental Human Resource Management Advisory Committee and;
- iii. Assisting in the Implementation of the decisions thereof and supervising and guiding clerical staff in the Department.

ASSISTANT ENGINEER II (STRUCTURAL) – (ONE (1) POSITION ADVERT NO. 10/2025/08

Basic Salary Scale: Kshs.41,320 -55,010pm CPSB 09 (JOB GROUP 'K')

Allowances as per SRC Circulars attached to the position

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must:

- i. Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution; and
- ii. Be registered by the Engineers Registration Board of Kenya (ERB) as a graduate Engineer

Duties and Responsibilities

This is the entry and training grade to the cadre. An officer at this level will work under a senior officer. Duties and responsibilities will involve;

- i. Designing, preparation of drawing and supervision of construction of civil and structural works for simple projects

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 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 **24th December, 2025 at 5.00 p.m. (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 shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board