



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. OFFICE OF THE COUNTY ATTORNEY - ADVERT NO. 10/2026

SENIOR LEGAL OFFICER (TWO (2) POSITIONS) - ADVERT NO. 10/2026/02

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 Employment: Permanent & Pensionable

For appointment to this grade, a candidate must;

- i. Have a Bachelor of laws (LL. B) degree from a recognized university;
- ii. Have Post admission experience of 5 years and above;
- iii. Be an Advocate of the High Court of Kenya;
- iv. Be a member of the Law Society of Kenya and in good standing.
- v. Have a Valid Practicing License;
- vi. Be Conversant with operations of the County Government and applicable laws; and
- vii. Have demonstrated professional competence in work performance and results.

Duties and Responsibilities

- i. Receiving and processing cases filed against the County Executive;
- ii. carrying out inquiries on the received cases;
- iii. compiling and analysing the cases for decision making;
- iv. implementing strategies and guidelines on handling of the cases, updating and maintaining a case database;

- v. Liaising with the relevant County Departments on cases filed against the County Executive;
- vi. Preparing bi-annual and other reports on cases filed against the County Executive;
- vii. Ensuring compliance with the policy, legal requirements and provisions in all the undertakings of the County Executive so as to safeguard the interest of the County on all legal matters;
- viii. Representing the County Executive in litigation and other legal matters;
- ix. Preparing legal documents and instruments, legal opinions, legal briefs, leases, contracts and memoranda of understanding for the County Executive;
- x. Conducting legal research on pending case files;
- xi. undertaking research on specific legal matters and emerging trends and coming up with opinion to facilitate the justice process;
- xii. Identifying issues and areas for policy formulation and review;
- xiii. Recommending alternative dispute resolution mechanisms in addressing legal matters;
- xiv. Supervising junior legal counsel and other subordinate staff in the Office of the County Attorney;
- xv. Any other duty as may be assigned by the County Attorney from time to time

LEGAL OFFICER I (TWO (2) POSITIONS) - ADVERT NO. 10/2026/03

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

Allowances: As per the SRC circulars attached to the position

Terms of Employment: Permanent & Pensionable

For appointment to this grade, a candidate must;

- i. Have a Bachelor of laws (LL. B) degree from a recognized university;
- ii. Have Post admission experience of 3 years and above;
- iii. Be an Advocate of the High Court of Kenya;
- iv. Be a member of the Law Society of Kenya and in good standing;
- v. Have a Valid Practicing License;
- vi. Be Conversant with operations of the County Government and applicable laws; and

- vii. Have demonstrated professional competence in work performance and results.

Duties and Responsibilities

- i. Representing the County Executive in litigation and other legal matters;
- ii. Preparing legal documents and instruments, legal opinions, legal briefs, leases, contracts and memoranda of understanding for the County Executive;
- iii. Conducting legal research on pending case files;
- iv. undertaking research on specific legal matters and emerging trends and coming up with opinion to facilitate the justice process;
- v. Recommending alternative dispute resolution mechanisms in addressing legal matters;
- vi. Supervising junior legal counsel and other subordinate staff in the Office of the County Attorney;
- vii. Collecting and collating research data;
- viii. Any other duty as may be assigned by the County Attorney from time to time.

LEGAL OFFICER II (TWO (2) POSITIONS) - ADVERT NO. 10/2026/04

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 Employment: Permanent & Pensionable

For appointment to this grade, an officer must;

- i. Have a Bachelor of laws (LL. B) degree from a recognized university;
- ii. Be an Advocate of the High Court of Kenya;
- iii. Be a member of the Law Society of Kenya and in good standing;
- iv. Have a Valid Practicing License;
- v. Be Conversant with operations of the County Government and applicable laws.

Duties and Responsibilities

- i. Representing the County Executive in litigation and other legal matters;

- ii. Preparing legal documents and instruments, legal opinions, legal briefs, leases, contracts and memoranda of understanding for the County Executive;
- iii. Conducting legal research on pending case files;
- iv. Undertaking research on specific legal matters and emerging trends and coming up with opinion to facilitate the justice process;
- v. Recommending alternative dispute resolution mechanisms in addressing legal matters;
- vi. Supervising subordinate staff in the Office of the County Attorney;
- vii. Collecting and collating research data;
- viii. Any other duty as may be assigned by the County Attorney from time to time.

2. DEPARTMENT OF EDUCATION, ICT, e-GOVERNMENT AND PUBLIC COMMUNICATION - ADVERT NO. 11/2026

INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (FIVE (5) POSITIONS) - ADVERT NO. 11/2026/01

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 & Pensionable

For appointment to this grade, a candidate must have:

- i. Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Implementing ICT policies, strategies, regulations, standards and guidelines;
- ii. Undertaking cybersecurity surveillance and make appropriate recommendations;
- iii. Supporting systems audit;

- iv. Supporting ICT innovation and commercialization initiatives;
- v. Supporting implementation of strategies on environmentally friendly digital technologies and e-waste management;
- vi. Assisting in the implementation of data management strategies and initiatives;
- vii. Supporting digital transformation initiatives;
- viii. Providing technical support on digitalization of Government services;
- ix. Installing and configuring ICT systems, databases, Applications, networks, data center services and communication systems;
- x. Supporting system and data backups, and recovery;
- xi. Supporting implementation of standard operating procedures relating to ICT infrastructures, software applications and systems and business continuity strategies;
- xii. Collecting ICT operational data for reporting and optimizing performance;
- xiii. Troubleshooting, diagnosing and solving network, software and hardware issues;
- xiv. Undertaking preventive measures, repairing and maintaining ICT equipment and software applications;
- xv. Manning ICT help desk services, providing end user support and capacity building;
- xvi. Assisting users with information security management issues and related procedures; and
- xvii. Supporting implementation of ICT related risk management strategies.

PUBLIC COMMUNICATIONS OFFICER II (ONE (1) POSITION) - ADVERT NO. 11/2026/02

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 & Pensionable

For appointment to this grade, a candidate must have:

- i. Bachelors’ degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public

- Relations, Social Sciences or any other approved equivalent qualifications from a recognized University;
- ii. Good oral and written communication skills in both English and Kiswahili; and
 - iii. Proficiency in computer applications.

Duties and Responsibilities

- i. Gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of Department for dissemination;
- ii. Editing stories on topical issues in a specific sectoral area;
- iii. Work will further entail liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer; and
- iv. Coordinate documentation of departmental projects and programmes in print and electronic media.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER III (EIGHT (8) POSITIONS) - ADVERT NO. 11/2026/03

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 & Pensionable

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Collecting ICT operational data;
- ii. Installing and configuring ICT end user devices;
- iii. Installing, updating and configuring operating and application software;
- iv. Troubleshooting, diagnosing and solving network, software and hardware issues;

- v. Providing ICT end user support;
- vi. Repairing and maintaining ICT equipment and associated peripherals;
- vii. Monitoring the performance of ICT equipment;
- viii. Undertaking basic ICT skilling; and
- ix. Manning ICT helpdesk.

**PUBLIC COMMUNICATIONS OFFICER III (FOUR (4) POSITIONS) -
ADVERT NO. 11/2026/04**

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 & Pensionable**

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Education (KCSE) mean grade C with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualification;
- ii. Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
- iii. Be proficient in computer applications.

Duties and Responsibilities

- i. Information gathering on topical issues within the Department, verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

**YOUTH POLYTECHNIC INSTRUCTOR III (SIXTY-SIX (66) POSITIONS) -
ADVERT NO. 11/2026/05**

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 & Pensionable

For appointment to this grade, a candidate must have:

- i. Qualifications attached to each field of Training/Specialization;

S/No	Training/ Specialization	Qualification	Number of vacancies
1.	Building Construction Technology	Diploma in any of the following disciplines: Industrial/ Construction Plant Engineering; Civil Engineering; Building and Construction	2
2.	Motor Vehicle Mechanic	Diploma in Mechanical Engineering or Automotive Engineering	9
3.	Electrical and Electronics	Diploma in Electronics Engineering or Electrical Engineering (Power Option); Diploma in Instrumentation and Control Engineering; Diploma in Telecommunication Engineering	11
4.	Fashion Design	Diploma in Clothing/ Fashion Design/ Textile Technology or its equivalent	10
5.	ICT	Diploma in ICT, Computer Science or IT	4
6.	Food and Beverage	Diploma in Food and Beverage; Diploma in Catering/Hospitality or its equivalent	5
7.	Hair Dressing and Beauty Therapy	Diploma in Hair and Beauty Therapy Level 6 TVET CDACC or its' equivalent	14
8.	Plumbing	Diploma in Water Technology Plumbing Level 6 TVET CDACC or its' equivalent	11
			66

- ii. Certificate in instructors' course from Kenya School of TVET/KTTC;
- iii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainees' discipline; and guiding and counseling trainees.

3. DEPARTMENT OF HEALTH SERVICES - ADVERT NO. 12/2026

RADIOGRAPHER I (ONE (1) POSITION) - ADVERT NO. 12/2026/01

Basic Salary Scale: Kshs.41,420 – 57,230 p.m. CPSB 04 (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 of Science (BSc) Degree in any of the following fields; Radiography, Radiography (Diagnostic), Radiography Technology or any other equivalent qualification from a recognized institution;
- ii. Certificate in Computer Application Skills.

Duties and Responsibilities

- i. Providing medical imaging services at a sub county or a referral Hospital;
- ii. Processing, verifying and maintaining information related to patients;
- iii. Providing care and counseling patients and their relatives before, during and after examination;
- iv. In addition, the officer will be safeguarding and providing basic maintenance and safety of medical imaging equipment in the hospital;
- v. Establishing and maintaining Quality Assurance Programs in the department; and
- vi. Co-ordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

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 **6th 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**