



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



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

DIRECTOR OF ADMINISTRATION (1 POSITION) – ADVERT NO.05/PROM/2026/20

Basic Salary Scale: Kshs.127,340 – 182,890p.m. **CPSB 02 (J/G 'R')**

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 Deputy Director, Administration Services/ Sub-County Administrator, job group 'Q' for a minimum period of three (3) years or in a comparable and relevant position in the public service.
- ii. Diploma in Public Administration from Kenya School of Government;
- iii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other relevant Social Science from recognized institution;
- iv. Master's degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other relevant Social Science from recognized Institution
- v. Certificate in Strategic Leadership Development Programme lasting not less

than Six (6) weeks from Kenya School of Government or equivalent from recognized Institution

- vi. Certificate of Computer Applications from recognized institution
- vii. Demonstrate thorough understanding of County and National goals, policies, objectives and ability to relate them.

Duties and Responsibilities

- i. Initiating and implementing administration policies, strategies, procedures and programs;
- ii. Coordinating, managing and supervising the general administration function in the county
- iii. Coordinating Public service reforms
- iv. Overseeing service delivery in the division of administration
- v. Overseeing development of programs and projects to empower the community
- vi. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of service;
- vii. Facilitating intra and inter-governmental relation and conflict resolution
- viii. Overseeing the safe custody of government assets
- ix. Coordinating and liaising with other directorates and departments in the county
- x. Ensuring compliance with legal, statutory and regulatory requirements
- xi. Ensuring compliance with national values and principles of good governance; and
- xii. Exercising any functions and powers delegated by the County Public Service Board, under Section 86 of the County Government Act Cap. 265 of the laws of Kenya.

**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

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

**SENIOR TELEPHONE SUPERVISOR I (1 POSITION) - ADVERT
NO.05/PROM/2026/22**

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 Telephone Supervisor I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Have attended and passed an instructors Training course for Government Telephone Supervisor lasting not less than Four (4) Months from a Government Training institute or any other recognized institution;
- iii. Have attended and passed a Certificate course for Government Telephone Supervisor lasting not less than Four (4) Months from a Government Training institute or any other recognized institution;
- iv. Be proficient in computer applications
- v. Possess good oral and written communication skills in both English and Kiswahili;

- vi. Be in possession of a diploma in telecommunication operations management or its equivalent qualification from a recognized institution; and
- vii. Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave rosters for telephone personnel
- ii. Collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels; and
- iii. 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.

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 12th 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

