REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100, NAKURU
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

COUNTY PUBLIC SERVICE BOARD - ADVERT NO. 16/2026

SENIOR ASSISTANT DIRECTOR FOR HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (ONE (1) POSITION) - ADVERT NO. 16/2026/01

Basic Salary Scale: **Kshs.105,570 – 139,790** p.m. **CPSB 04 (J/G 'Q')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

i. Served in the grade of Assistant Director of Human Resource Management and Development, CPSB 04 (J/G 'P') or its equivalent for a minimum period of three (3) years;
ii. Bachelors' degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognized institution;
iii. Master's degree in any of the following fields: Human Resource Management/Development, Industrial Relations, Education or Public/Business Administration from a recognized institution;
iv. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;
v. Possession of CHRP (K) qualification;
vi. Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

vii. Certificate in computer application skills from a recognized institution; and

viii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Analyzing the human resource management and Development structures and systems;

ii. Determining and proposing methods/strategies of handling the human resource management and Development function;

iii. Initiating and developing human resource management and Development policies;

iv. Proposing performance improvement strategies that are adaptive to the changing environment and technology;

v. Researching on human resource and development best practices that will guide the development of human resource management and development policies, standards and regulations;

vi. Institutionalization of performance management including staff Performance Appraisal System;

vii. Preparation of briefs on Collective Bargaining Agreements/Labour Union matters; participating in tripartite discussions; and

viii. Ensuring compliance with the Pay and Benefits Policy.

Further, duties and responsibilities will entail:

ix. Identifying and liaising with development partners for technical support of training programmes;

x. Ensuring the development and maintenance of an up-to-date human resource development data;

xi. Identifying, designing and implementing of focused and demand driven training programmes to bridge skills and competency gap;

xii. Monitoring the selection of candidates for in-service training;

xiii. Reviewing and harmonizing the in-service training programmes with demands;

xiv. Budgeting for training funds;

xv. Monitoring the utilization of the Training Revolving Fund;

xvi. Interpreting and advising on human resource management and development policies and regulations;

xvii. Monitoring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on staff;

xviii. Advising the Authorized Officer on delegated powers and ensuring that professional human resource management and development standards are maintained;

xix. Advising Technical Departments in the County on career and succession management, human resource planning and utilization of human resources;

xx. Coordinating the preparation of Personal Emoluments (PE) budgets;

xxi. Coordinating the implementation of Performance Management Systems including Performance Appraisal System and the Reward and Sanctions Framework;

xxii. Managing the Human Resource Management Information System;

xxiii. Ensuring compliance with labour laws and forging linkages with the Union of Kenya Civil Servants;

xxiv. Liaising with the Public Service Commission, Department responsible for Human Resource Management and Development and Department responsible for Finance on human resource matters;

xxv. Providing secretariat services to the Board's Training Committee;

xxvi. Overseeing the development and maintenance of an updated human resource development database;

xxvii. Coordinating implementation of technical assistance training programmes;

xxviii. Coordinating training activities; and

xxix. Overseeing the development of training projections and plans.

ASSISTANT DIRECTOR FOR HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (ONE (1) POSITION) - ADVERT NO. 16/2026/02

Basic Salary Scale: **Kshs.92,030 – 133,410** p.m. **CPSB 05 (J/G 'P')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

i. served in the grade of Principal Human Resource Management and - Development Officer, CPSB 04 (J/G 'N') or its equivalent for a minimum period of three (3) years;
ii. Bachelor's degree in any of the following fields: Human Resource Management/Development, Public/Business Administration, Economics, Education or Social Sciences from a recognized institution;
iii. Master's degree in any of the following fields: Human Resource Management/Development, Industrial Relations, Education or Public/Business Administration from a recognized institution;
iv. Membership to the Institute of Human Resource Management of Kenya (IHRM -K) and in good standing;
v. Possession of CHRP (K) qualification;
vi. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
vii. Certificate in computer applications skills from a recognized institution; and
viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Assisting in the interpretation of regulations relating to the human resource management and Development function;
ii. Researching on human resource management policies;
iii. Initiating review of rules and regulations governing terms and conditions of service and related labour laws;
iv. Analyzing reports on human resource matters received from Departments and County entities and making appropriate proposals;

v. Agenda preparation, minute-taking and record maintenance in collaboration with the Board Secretary;
vi. Collecting and collating data on the Human Resources as may be required by the board from the county departments;
vii. Handling routine HR correspondences;
viii. Preparing and submitting reports on Board activities related to the human resource functions of the Board;
ix. Monitoring implementation of human resource management and development policies, rules and regulations;
x. Analyzing and updating data for cadres and planning for succession management and development of these cadres;
xi. Assisting in collection, collation and analysis of performance management and Performance Appraisal System reports from Departments;
xii. Monitoring implementation and impact of Human Resource Management policies, guidelines and procedures in the Civil Service;
xiii. Offering technical advice in Board Committee meetings;
xiv. Monitoring human resource development activities and coordinating the development of a skills inventory at the Board;
xv. Monitoring the implementation of induction, training levy and bonding policies;
xvi. Coordinating the implementation of technical training and capacity building programmes;
xvii. Offering technical support in undertaking training needs assessment;
xviii. Liaising with development partners for technical training support;
xix. Participating in collecting and collating information for formulation and reviewing of human resource development policies, rules, regulations and procedures;
xx. Designing and implementing appropriate training programmes to address identified training and competency gaps;
xxi. Participating in the selection of candidates for in-service training;
xxii. Undertaking human resource development surveys and forecasts;
xxiii. Analyzing staffing levels and making proposals for succession planning;

xxiv. Analyzing utilization of Human Resources and advising on proper deployment;

xxv. Analyzing staff career progression and making proposals for career development;

xxvi. Ensuring the correct interpretation and implementation of human resource management and Development regulations;

xxvii. Preparing reports on the implementation of Performance Management and Performance Appraisal System;

xxviii. Preparing reports on the administration and management of the Human Resource Information System;

xxix. Initiating, developing, updating and maintaining human resource development data base;

xxx. Coordinating and implementing technical assistance training programmes;

xxxi. Spearheading and advising on appropriate training programmes;

xxxii. Undertaking training needs assessment;

xxxiii. Developing training plans and training projections;

xxxiv. Monitoring and evaluating the impact of training programmes on performance and service delivery;

xxxv. Monitoring implementation of human resource management and development policies, rules and regulations;

xxxvi. Preparing and submitting reports on human resource management and development activities to the Board.

RECORDS MANAGEMENT OFFICER II (ONE (1) POSITION) - ADVERT NO. 16/2026/03

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

i. Bachelor's Degree in Information Science/ Records Management from a recognized institution.

Duties and Responsibilities

i. Security of files and documents;
ii. Renewing file covers;
iii. Ensuring proper handling of documents;
iv. Pending correspondence and bring-ups;
v. Receiving and dispatching letters and maintaining related registers;and
vi. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

DRIVER III (ONE (1) POSITION) - ADVERT NO. 16/2026/04

Basic Salary Scale: **Kshs.18,250– 22,720** p.m. **CPSB 15 (J/G 'D')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

i. Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent.
ii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) 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 (KIBHT) any other recognized institution;
iv. Passed Suitability Test for Driver Grade III;
v. A valid certificate of Good Conduct from the Kenya Police;
vi. Passed Practical Test for Drivers conducted by the State Department for Public Works; and
vii. At least two (2) years driving experience.

Duties and Responsibilities

i. Driving of motor vehicles as authorized;
ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc;
iii. Detecting and reporting malfunctioning of vehicle systems;
iv. Maintenance of work tickets for vehicles assigned;

v. Ensuring security and safety for the vehicle on and off the road;
vi. Safety of the passengers and/or goods therein;
vii. Maintaining cleanliness of the vehicle; and
viii. Performing other assigned duties in compliance with the transport policy and other regulations.

MOLO MUNICIPALITY – ADVERT NO. 17/2026

SUPERINTENDING ENGINEER (STRUCTURAL) (ONE (1) POSITION) – ADVERT NO. 17/2026/01

Basic Salary Scale: Kshs.**60,896 – 96,130**p.m **CPSB 06 (J/G 'N')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

Requirements for appointment

i. Served in the grade of Senior Engineer (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 by 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. Demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and
vii. Show merit and ability as reflected in work performance and results.

Duties and Responsibilities

i. Planning, structural design for buildings, civil and marine works and other structures,
ii. Supervision of construction works,
iii. General administration of projects;
iv. Preparation of tender documents and cost estimates for civil, structural and marine works;

v. In addition, the officer will supervise staff working in the unit and structural staff under him/her.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (ONE (1) POSITION) – ADVERT NO. 17/2026/02

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 Terms of Employment: Permanent and Pensionable

Requirements for appointment

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.

ENVIRONMENT OFFICER (ONE (1) POSITION) – ADVERT NO. 17/2026/03

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 Terms of Employment: Permanent and Pensionable

Requirements for appointment

i. Degree in Environmental Studies or its equivalent from a recognized institution.
ii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

i. Coordination of street cleansing, tree planting, urban greening and beautification;
ii. Garbage collection and disposal of waste;
iii. Monitoring compliance of environment policies, E.I.A and Environmental audits.

ADMINISRATION OFFICER II (ONE (1) POSITION) – ADVERT NO. 17/2026/04

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 Terms of Employment: Permanent and Pensionable

Requirements for appointment

i. 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

BUILDING INSPECTOR (CIVIL) (TWO (2) POSITIONS) – ADVERT NO. 17/2026/05

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 Terms of Employment: Permanent and Pensionable

Requirements for appointment

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. Duties entail;

i. Interpretation of Architectural and Engineering drawings; and
ii. Checking minor repairs and alteration of existing buildings.

ASSISTANT OFFICE ADMINISTRATIVE OFFICER III (ONE (1) POSITION) – ADVERT NO. 17/2026/06

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 Terms of Employment: Permanent and Pensionable

Requirements for appointment

i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English and Kiswahili language or its equivalent qualification from a recognized institution;
ii. Diploma in Secretarial studies from 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 III (50 w.p.m.)/computerized document processing III;
    b) Shorthand II(80w.p.m.);
    c) Business English II/Communication I;
    d) Office practice II
    e) Secretarial duties II;
    f) Commerce II
    g) Office management III/Office Administration and Management III; and
iv. Certificate in computer applications from recognized institution.

Duties and Responsibilities

i. Taking oral dictation;
ii. Word and data processing;

iii. managing e-office;
iv. Ensuring security of office records, documents and equipment;
v. Maintain of up-to-date filing system in the office;
vi. Operating office equipment;
vii. managing office petty cash;
viii. Handling telephone calls and appointments;
ix. supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

CLERICAL OFFICER II (FOUR (4) POSITIONS) – ADVERT NO. 17/2026/07

Basic Salary Scale: **Kshs. 20,560 – 26,460** p.m. **CPSB 13** (**J/G 'F')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

Requirements for appointment

i. Kenya Certificate of Secondary Education (KCSE) mean grade of C plain 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.

DRIVER III (ONE (1) POSITION) – ADVERT NO. 17/2026/08

Basic Salary Scale: **Kshs.18,250– 22,720** p.m. **CPSB 15 (J/G 'D')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

Requirements for appointment

i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution.
ii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) 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. Passed suitability test for Drivers Grade III;
v. Passed practical test for drivers conducted by the State Department for Public Works;
vi. A valid Certificate of good conduct from the Kenya police; and
vii. At least two (2) years of driving experience.

Duties and Responsibilities

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

DEPARTMENT OF INFRASTRUCTURE- ADVERT NO. 18/2026

STRUCTURAL ASSISTANT III (ONE (1) POSITION) – ADVERT NO. 18/2026/01

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have;

i. Diploma in Civil Engineering/Building; Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution.

Duties and Responsibilities

i. Preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas; and
ii. Simple survey works under the guidance of a senior officer

QUANTITY SURVEY ASSISTANT III (ONE (1) POSITION) – ADVERT NO. 18/2026/02

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have;

i. Diploma in any of the following fields; Quantity Survey, Building/Civil Engineering or its equivalent and relevant qualification from a recognized institution.

Duties and Responsibilities

i. Squaring dimensions and abstracting for e preparation of bills of quantities;
ii. Preparation of specifications; and
iii. Assisting in preparation of payment certificates.

ARCHITECTURAL ASSISTANT III (ONE (1) POSITION) – ADVERT NO. 18/2026/03

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have;

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

Duties and Responsibilities

i. interpretation of Architects' sketches and preparation of finished drawings; and
ii. reading and interpreting Engineering drawings' in relation to architects' sketch and incorporating these details in the finished drawings.

INSPECTOR (ELECTRICAL) (TWO (2) POSITIONS) – ADVERT NO. 18/2026/04

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 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; and
ii. Proficiency in computer applications

Duties and Responsibilities

i. Inspection and maintenance of electric installations in public buildings and Government Quarters;
ii. Testing and maintenance of electrical controls related to fire-detection equipment, cookers, water heaters and general domestic appliances;
iii. Inspection and maintenance of electrical controls in power generating plants and machinery.

PLANT OPERATOR III (THREE (3) POSITIONS) ADVERT NO. 18/2026/05

Basic Salary Scale: Kshs. 18,250 – 22,720 p.m. **CPSB 13 (J/G 'D')**

Allowances: As per the SRC circulars attached to the position

Terms of Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

i. Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent;
ii. Passed Suitability Test for Plant Operators Grade III;

iii. Valid Plant Operator Certificate from NITA/NCA- Trade Test Grade II or I
iv. A valid driving license free from any current endorsement(s) for class(es) Class B, C, E, G an officer is required to drive;
v. Be able to operate at least two (2) Plants of 'difficult rating' C (Grader or Excavator or Roller in road construction – Not Quarry Only) and perform pre-checks, greasing and minor maintenance;
vi. Attended a First-Aid Certificate Course lasting not less than one (1) at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIBHT) any other recognized institution;
vii. A valid certificate of Good Conduct from the Kenya Police;

Duties and Responsibilities

i. Operating machines of 'difficult rating' C;
ii. Assisting machine attendants in identifying possible breakdowns;
iii. Liasing with mechanics for servicing;
iv. Making daily and weekly oil checks; and
v. Maintaining the cleanliness of the plants.

DEPARTMENT OF EDUCATION, ICT, e-GOVERNMENT AND PUBLIC COMMUNICATION - ADVERT NO. 19/2026

INFORMATION COMMUNICATION TECHNOLOGY OFFICER III (FIVE (5) POSITIONS) - ADVERT NO. 19/2026/01

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 Terms of Employment: Permanent and 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.

YOUTH POLYTECHNIC INSTRUCTOR III (TWENTY-FOUR (24) POSITIONS) - ADVERT NO. 19/2026/02

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, a candidate must have:

i. The qualifications stipulated in the table below from a recognized institution:

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	4
3.	Electrical and Electronics	Diploma in Electronics Engineering or Electrical Engineering (Power Option); Diploma in Instrumentation and	4

		Control Engineering; Diploma in Telecommunication Engineering	
4.	Fashion Design	Diploma in Clothing/ Fashion Design/ Textile Technology or its equivalent	3
5.	Food and Beverage	Diploma in Food and Beverage; Diploma in Catering/Hospitality or its equivalent	1
6.	Hair Dressing and Beauty Therapy	Diploma in Hair and Beauty Therapy Level 6 TVET CDACC or its' equivalent	10
		TOTAL	**24**

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.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND VETERINARY SERVICES - ADVERT NO. 20/2026

VETERINARY OFFICER (TWO (2) POSITIONS) – ADVERT NO. 20/2026/01

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 Terms of Employment: Permanent and Pensionable

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

i. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;

ii. Registration Certificate by the Kenya Veterinary Board;
iii. Valid Practising license from Kenya Veterinary Board; and
iv. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

i. Undertaking disease control activities such as disease research, vaccination and enforcement of livestock movement regulations;
ii. Participating in the training of stakeholder's investors control programmes;
iii. Treating sick animals;
iv. Advising on good veterinary practices;
v. Collecting data and preparing reports on animal health, products and markets;
vi. Providing advice on animal breeding and welfare; and
vii. Undertaking postmortem examination and other diagnostic tests.

LIVESTOCK PRODUCTION OFFICER (TWO (2) POSITIONS) – ADVERT NO. 20/2026/02

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

i. Bachelor's Degree in any of the following disciplines: - Animal science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution; and
ii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

i. Preparing livestock technical information;
ii. Providing technical advice in animal production, livestock marketing, range management, apiculture and ranching;
iii. Promoting economic livestock farming;

iv. Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;
v. Participating in collaborative research activities;
vi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation;
vii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and
viii. Capturing, maintain and storing livestock data.

FISHERIES OFFICER (TWO (2) POSITIONS) – ADVERT NO. 20/2026/03

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

i. Bachelor's degree in any of the following fields: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution; and
ii. Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

i. Receiving and compiling fisheries related statistical data from field officers;
ii. Analyzing fisheries data and preparing reports;
iii. Assisting in monitoring, control and surveillance of the fisheries resources;
iv. Undertaking fisheries extension activities;

v. Maintaining of ponds at fish farms and hatcheries;
vi. Inspecting fish and fish handling facilities at fish landing sites, markets and farms; and
vii. Assisting in the promotion of fish marketing and value addition.

AGRICULTURAL OFFICER (TWO (2) POSITIONS) – ADVERT NO. 20/2026/04

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

i. Bachelor of Science degree in any of the following fields; - Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution.

Duties and Responsibilities

i. Coordinate activities in one of the following areas; Crop Production, Land Development, agricultural extension and Project Management; and
ii. Management of information desks within the division.

ASSISTANT ANIMAL HEALTH OFFICER III (FOUR (4) POSITIONS) – ADVERT NO. 20/2026/05

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade a candidate must have: -

i. Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
ii. Registration Certificate by the Kenya Veterinary Board;

iii. Certificate in computer applications from a recognized institution; and
iv. Meat inspection or abattoir instructor or meat grading certificate from meat training institute.

Duties and Responsibilities

i. Participating in animal health field demonstrations and agricultural shows;
ii. Participating in sample collection and dispatch;
iii. Inspecting livestock stock routines; and collecting data and writing technical reports;
iv. Demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
v. Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debarking and hoof trimming;
vi. Carry out simple treatment of animals;
vii. Participating in disease search and reporting;
viii. Keeping records on animal breeding, animal health, milk production, dipping data, and
ix. Maintain dairy units.

ASSISTANT LIVESTOCK PRODUCTION OFFICER III (FIVE (5) POSITIONS) – ADVERT NO. 20/2026/06

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 Terms of Employment: Permanent and Pensionable

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

i. Diploma in any of the following disciplines: - Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution; and
ii. Certificate in computer applications from a recognized institution

Duties and Responsibilities

i. Carrying out practical demonstrations relating to livestock production;
ii. Accompanying extension teams during farm visits and farmer training;
iii. Participating in field days and agricultural shows to disseminate livestock production technologies and information;
iv. Collecting and collating livestock data and information for gross margins, market access and planning;
v. Participating in collaborative research activities;
vi. Collecting livestock inputs and products samples for analysis; and
vii. Advising farmers on group formation, construction of farm structures and equipment's.

INSPECTOR (AGRICULTURE) (TWO (2) POSITIONS) – ADVERT NO. 20/2026/07

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 Terms of Employment: Permanent and Pensionable

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

i. Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures, Surveying or any other relevant and equivalent qualifications from a recognized institution;

OR

Technician Part III certificate in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures, Surveying or any other relevant and equivalent qualifications from a recognized institution.

Duties and Responsibilities

An officer at this level will work under the guidance and close supervision of a senior officer. Specific duties will involve provision of agricultural engineering works, services, and mechanization extension.

ASSISTANT AGRICULTURAL OFFICER III (FIVE (5) POSITIONS) – ADVERT NO. 20/2026/08

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 Terms of Employment: Permanent and Pensionable

For appointment to this grade, candidate must have:

i. Kenya Certificate of Secondary education (KCSE) mean grade C- (Minus) or its equivalent; and
ii. A diploma in any of the following fields: - Agriculture, Food technology, Agriculture & Home economics, Agriculture Education, Horticulture, or any other relevant and equivalent qualification from a recognized institution.

Duties and responsibilities

Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, Planning and Management of demonstration plots.

ASSISTANT FISHERIES OFFICER III (FIVE (5) POSITIONS) – ADVERT NO. 20/2026/09

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 Terms of Employment: Permanent and Pensionable

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

i. Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
ii. Certificate in Computer applications skills from a recognized institution.

Duties and Responsibilities

i. Assisting in delivering fisheries extension services including conducting field days and training fishers;
ii. Collecting and compiling fisheries statistical data;

iii. Participating in fish quality assurance activities and marketing; and
iv. Value addition.

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 **29th October, 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