

COUNTY GOVERNMENT OF KERICHO



COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT 16/9/2021

The Kericho County Public Service Board wishes to recruit internally competent, self-driven, experienced and qualified staff to fill the following positions in the Department of Public Service Management pursuant to Article 176 of the Constitution of Kenya and County governments Act No.17 of 2012.

**1. KCPSB/2021/46: PRINCIPAL SUPERINTENDENT FIRE OFFICER,
JOB GROUP "N" (1POST)**

a) Duties and Responsibilities:

- i) Ensuring Compliance with fire safety standards.
- ii) Preparing estimates related to fire installations.
- iii) Coordinating of inspections of buildings to assess fire hazards and risks.
- iv) Supervision of installation and maintenance of fire equipment in public buildings, hospitals, conference centres and institutions.
- v) Coordinating fire investigations and compiling reports.
- vi) Training of technical staff.

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b) Requirements for appointment:

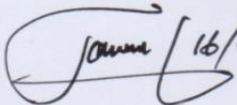
- i) Served in the grade of Chief Inspector (Fire Services) job group 'M' or a comparable grade and relevant position in the Public service for at least three (3) years
- ii) Diploma in Mechanical Engineering or Electrical Engineering or Chemical Engineering or other relevant qualification from a recognized Fire Services Training School/Institution.
- iii) First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.
- iv) Shown merit and ability as reflected in work performance and results.
- v) Must have a Driving license.
- vi) Satisfy the requirements of chapter six of the Constitution of Kenya 2010

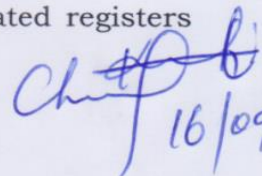
2. KCPSB/2021/47: RECORDS MANAGEMENT OFFICER I, JOB GROUP 'K' (1 POST)

a) Duties and Responsibilities

An officer at this level may be deployed in a Department/headquarters office to head a registry.

Specific duties and responsibilities will include ensuring that file covers are well maintained; documents are carefully handled; pending correspondence and bring-ups are checked and appropriate action taken; mails are received, sorted, opened and dispatched and related registers

 16/09/2021

 16/09/2021

are maintained. In addition the officer will initiate appraisal and disposal of files/documents in liaison with National Archives and Documentation services; ensure security of information, documents, files and office equipments; and supervise, guide and develop staff working under him/her.

b) Requirements for appointment

For appointment to this grade, an officer must have:-

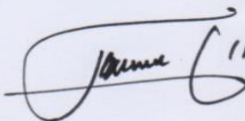
- i) Served in the grade of Records Management Officer II job group 'J' or in a comparable and relevant position in the Public Service for a minimum period of three [3] years; or [6] years in Records management field.
- ii) Shown merit and ability as reflected in work performance and results.

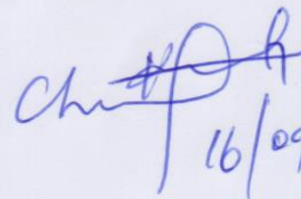
**3. KCPSB/2021/48: HUMAN RESOURCE MANAGEMENT OFFICER II
JOB GROUP 'J' (3 POSTS)**

(a) Duties and responsibilities

This is the entry and training grade in this cadre. An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior officer in a medium sized department or in section within the Human Resource Division.

Specific duties entails:

 16/09/2021

 16/09/2021

- i) Verification of information relating to recruitment, Appointment, transfers, human resource management records and complement control.
- ii) Processing cases for the County Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof.
- iii) He/she will also be expected to supervise Human Resource Management Assistants, Clerical Officers and other supportive staff

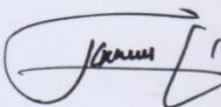
(b) Requirements and qualification

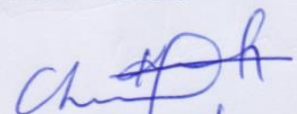
- i) Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/Institution.

4. KCPSB/2021/49: VILLAGE ADMINISTRATOR II, JG 'J' (5POSTS)

a) Duties and Responsibilities

- i) Facilitation fleet management;
- ii) Planning office accommodation layout;
- iii) Developing and updating of office equipment and furniture inventory;
- iv) Facilitating meetings, conferences and other special events;
- v) Supervising general maintenance of buildings and furniture;
- vi) Facilitating maintenance and repairs of office equipment;
- vii) Processing administrative documents;
- viii) Supervising provision of security and office services;
- ix) Supervising records management and messengerial services within various departments;
- x) Handling public concern and issues;

 16/09/2021


16/09/2021

- xi) Facilitating citizen participation in development activities;
- xii) Providing input in organizing public participation awareness at the local level.
- xiii) Collecting and collating data on development activities.

b) Requirements for Appointment

Direct appointment

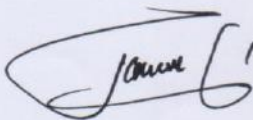
For direct appointment to this grade, an candidate must have:

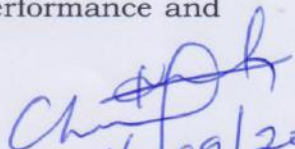
- i) Bachelors degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Sciences from a recognized institution.
- ii) Certificate in computer applications from a recognized institution.

Promotion

For promotion to this grade, a candidate must have:

- i) Diploma in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Sciences from a recognized institution.
- ii) Certificate in Computer applications from a recognized institution and;
- iii) Demonstrated merit and ability as reflected in work performance and results.

 16/09/2021


16/09/2021

5. KCPSB/2021/50: CHIEF CLERICAL OFFICER, JOB GROUP 'J' (1 POST)

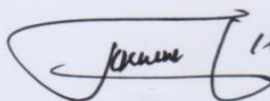
(a) Duties and Responsibilities

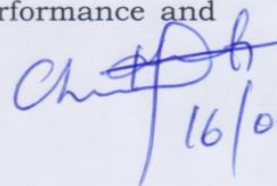
This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- i) Have served in the grade of Senior Clerical Officer job group 'H' for at least three (3) years;
- ii) Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iii) Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- iv) Have shown merit and ability as reflected in work performance and results.

 16/09/2021

 16/09/2021

**6. KCPSB/2021/51: HUMAN RESOURCE MANAGEMENT ASSISTANT III
JOB GROUP 'H' (3 POSTS)**

a) Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will be deployed in a human resource management unit and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. Supervising and guiding junior staff in the Division/Section.

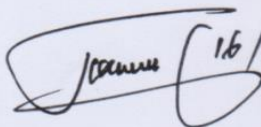
b) Requirements for appointment

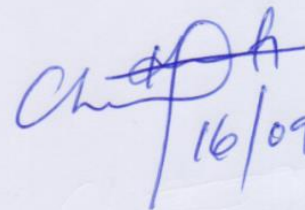
- i) At least C- in Kenya Certificate of Secondary Education.
- ii) Diploma in Human Resource Management/Records Management or its equivalent from a recognized institution.
- iii) Shown merit and ability as reflected in work performance and results.

7. KCPSB/2021/52: DRIVER III, J/G 'D' (18 POSTS)

a) Duties and responsibilities

- i) Driving a motor vehicle as authorized.
- ii) Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- iii) Detecting and reporting malfunctioning of vehicle systems.
- iv) Maintenance of work tickets for vehicle 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.

 16/09/2021

 16/09/2021

b) Requirements for appointment

- i) Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii) Passed Suitability Test for drivers Grade II;
- iv) Must pass practical Test for Drivers conducted by the respective department;
- v) A valid certificate of Good Conduct from the Kenya Police;
- vi) At least five (5) years driving experience;
- vii) Applicants who have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance will have an added advantage;
- viii) Recommendation letter from previous employer where applicable

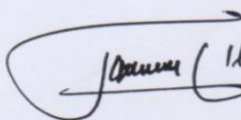
8. KCPSB/2021/53: SENIOR SUPPORT STAFF, JG 'D' (8 POSTS)

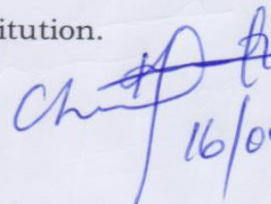
a) Duties and responsibilities

The Support Staff Function will entail undertaking cleaning duties in the area of deployment; performing messengerial duties; preparing tea and washing utensils; and undertaking any other related duties.

b) Requirements for appointment

- i. Kenya Certificate of Secondary Education (K.C.S.E) mean grade D plain or its approved equivalent.
- ii. Have computer applications certificate from a recognized institution.

 16/09/2021

 16/09/2021

9. KCPSB/2021/54: CLERICAL OFFICER II – JG ‘F’ (6 POSTS)

a) Duties and Responsibilities

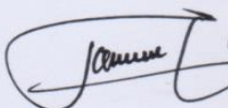
An officer at this level may be deployed in any of the following units/sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

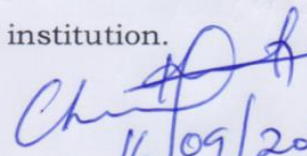
- (i) Collecting statistical records.
- (ii) Carry out transactions related to accounts or personnel information.
- (iii) Filing receipts.
- (iv) Receiving, sorting out, filling and dispatching correspondence.
- (v) Preparing initial documents for issuance of stores.
- (vi) Preparing pay change advices (PCAs).
- (vii) Preparing initial documents for issuance of licenses.
- (viii) Maintain an efficient filing system and safe keeping of invoices.
- (ix) Drafting agenda for cases due for presentation to the County Human Resource Management and Advisory Committee (CHRMAC).
- (x) Processing of documents.
- (xi) Managing registers.
- (xii) Controlling movements of records and files.
- (xiii) Drafting correspondences.
- (xiv) Ensuring safe custody of equipment, documents and records.

b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of C- (minus) or its approved equivalent.
- (ii) Certificate in computer application skills from a recognized institution.

 16/09/2021

 16/09/2021

10. KCPSB/2021/55: FIREMAN III, JOB GROUP "E" (10 Posts)

a) Duties and responsibilities

- i. Simple maintenance of fire-fighting appliances.
- ii. Assisting during emergency cases.

b) Requirements for appointment

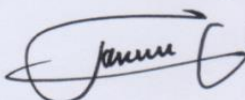
- i. Have Kenya Certificate of Secondary Education mean grade "D" or its equivalent and relevant qualification.
- ii. Fireman II Certificate from a recognized Fire Services Training School/Institution.
- iii. First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.
- iv. Must be physically as certified by a Government doctor.

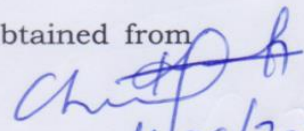
How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants should submit their **online** applications by:
 - ✓ Scanning original National Identity cards/passport, curriculum vitae, testimonials, academic and professional certificates
 - ✓ Scanning letter of last promotion/appointment
- Application should be submitted **on or before 24th September, 2021.**

Important:

- Only staff currently serving in the county Government of Kericho are eligible to apply.
- Kericho County residents should indicate their respective wards and locations.
- Details of the qualifications and requirements can be obtained from the County website.

 16/09/2021


16/09/2021

- Any application/s sent through **post or hand delivered** will **NOT** be accepted/considered.
- Only shortlisted applicants will be contacted

NB: -The County Government of Kericho is an equal opportunity employer.

-Persons with disability and marginalized groups are encouraged to apply.

Warning: Beware of fraudsters. The County Government of Kericho does not charge any fees for purposes of processing their applications. In case of people soliciting for bribes, the same should be reported to the nearest Police station.

J. K. [Signature] 16/09/2021

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