



COUNTY GOVERNMENT OF KERICHO

KERICHO COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

29th July, 2022

The Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Water, Environment, Energy, Forestry and Natural Resources pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

1. ADVERT NO: KCPSB/2022/82-CHIEF SUPERINTENDANT (WATER AND SEWARAGE) 'M' (2 POSTS)

(a) Duties and responsibilities

Duties and responsibilities at this level at this level will entail; -

- i. Ensuring availability of requirements for the operations and maintenance of water supply;
- ii. Preparing bill of quantities for water projects;
- iii. Checking the adherence to specification and standards;
- iv. Supervising complex water works;
- v. Preparing water supply and sewerage programmes; and
- vi. Ensuring that work is progressing on schedule.

(b) Requirements for appointment

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

- i. Served in the grade of senior superintendent (water and sewerage) for a

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29/07/2022

minimum period of three (3) years;

- ii. Three (3) years certificate in technical training from a recognized institution;

OR

- iii. Diploma in either Water Supply Technology or Water Engineering from a recognized institution;
- iv. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Demonstrated merit and shown ability as reflected in work performance and results.

2. ADVERT NO: KCPSB/2022/83-CHIEF SUPERINTENDANT

(MECHANICAL) 'M' (1 POST)

(a) Duties and responsibilities

An officer at this level will be responsible for the supervision of the design section. The officer will also be responsible for the preparation of tender documents, budget control, and implementation of new working techniques. The officer will be responsible to the principal superintendent (Mechanical) for planning, coordination of technical operations in the workshop, training and staff development and supervision of personnel. At this level the officer will be deployed in the central/regional workshop.

(b) Requirements for appointment

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

- i. Diploma in mechanical engineering (Plant) or other relevant qualification from a recognized institution;
- ii. Served in the grade of senior superintendent (Mechanical) or in a comparable and relevant position in the public service for at least three (3) years;
- iii. Supervisory management course lasting not less than four (4) weeks from a recognized institution; and
- iv. Shown professional competence and skills as reflected in work performance and results.

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**3. ADVERT NO: KCPSB/2022/84-CHIEF SUPERINTENDANT
(IRRIGATION) 'M' (1 POST)**

(a) Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Supervising irrigation development activities;
- ii. Analysing data for irrigation planning;
- iii. Implementing irrigation action plans;
- iv. Organizing scheme operation and maintenance activities and environmental management;
- v. Preparing irrigation training materials and operation maintenance manuals.

(b) Requirements for appointment

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

- i. Served in the grade of senior superintendent(irrigation) for a minimum period of three (3) years;
- ii. Technician part II certificate in any of the following disciplines: -
Agricultural Engineering, soil and water engineering, irrigation or surveying from a recognized institution;

OR

- iii. Diploma in any of the following disciplines; - Agricultural Engineering, soil and water engineering, irrigation or surveying from a recognized institution;
- iv. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- (i) Demonstrated merit and shown ability as reflected in work performance and results.

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4. ADVERT NO: KCPSB/2022/85- SUPERINTENDANT (WATER AND SEWERAGE) 'K' (1 POST)

(a) Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating water supply, sewerage works and pollution control;
- ii. Ensuring availability of water supply and provision of sewerage services; and
- iii. Collecting, analysing data and preparing technical reports.

(b) Requirements for appointment

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

- i. Served in the grade of senior inspector (water and sewerage) for a minimum period of three (3) years;
- ii. Three (3) years certificate in technical training from a recognized institution;

OR

- iii. Diploma in either water supply technology or water engineering from a recognized institution;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated merit and shown ability as reflected in work performance and results.

5. ADVERT NO: KCPSB/2022/86- SENIOR TELEPHONE OPERATOR, JOB GROUP 'H' (1 POST)

(a) Duties and responsibilities

Work at this level will include telephone operation duties: -

- i. Routine testing of exchange lines and switchboard facilities; and
- ii. Telephone exchange clerical work.

An officer at this level may also be deployed as in charge of a telephone exchange of one to two (1-2) switch board positions with a maximum capacity of twenty (20) exchange lines and approximately two hundred (200) exchange lines. At the

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29/07/2022

exchange, the officer will be responsible for: -

- i. Carrying out head set coaching to new entrants;
- ii. Liaising with telephone engineers/technicians on maintenance of telephone equipment/facilities, with accounts section on settlement of telephone bills and with supplies section on procurement of telephone facilities/spare parts and stationery.

(b) Requirements for appointment

For promotion to this grade, an officer must: -

- i. Have served in the grade of telephone operator I or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Have passed a four (4) months certificate course for government telephone operators from a government training institute or any other recognized institution;
- iii. Be proficient in computer applications;
- iv. Possess good oral and written communication skills in both English and Kiswahili; and
- v. Have shown merit and shown ability as reflected in work performance and results.

6. ADVERT NO: KCPSB/87-CLEANING SUPERVISOR I, JOB GROUP 'G (1POST)'

(a) Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

(b) Requirements for appointment

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29/07/2022

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Cleaning supervisor II for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

7. ADVERT NO. KCPSB/88: CLEANING SUPERVISOR II, JOB GROUP 'G (2 POSTS)'

a) Duties and responsibilities

Duties and responsibilities at this level will entail;

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Cleaning supervisor III for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

8. ADVERT NO. KCPSB/89-CLEANING SUPERVISOR II, JOB GROUP 'F' (2 POSTS)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

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29/07/2022

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Cleaning supervisor III for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants **MUST** attach letter of last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Friday 12th August 2022.**

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted

Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

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.

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29/07/2022