



**COUNTY GOVERNMENT OF KERICHO**  
**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES**

Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the departments of Public Service Management Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

**1. KCPSB/2023/216: HUMAN RESOURCE MANAGEMENT OFFICER II  
JOB GROUP 'J' (2 POSTS)**

**a) Duties and responsibilities**

- 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. Supervising and guiding junior staff in the Division/Section.

**b) Requirements and qualification**

- i. Degree in Human Resource/Personnel Management from a recognized university/Institution;
- ii. Must be a member of the Institute of Human Resource Management (IHRM);
- iii. Certificate in computer applications from a recognized institution.

**Terms of Service:** Three (3) Year Contract.

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## 2. KCPSB/2023/217 : HUMAN RESOURCE MANAGEMENT OFFICER 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. He/she will also be expected to supervise Human Resource Management Assistants, Clerical Officers and other supportive staff.

### b) Requirements for appointment

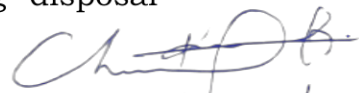
- i. At least C- in Kenya Certificate of Secondary Education.
- ii. Diploma in Human Resource Management/Records Management or its equivalent from a recognized institution.
- iii. Must be a member of the Institute of Human Resource Management (IHRM);
- iv. Certificate in computer applications from a recognized institution.

**Terms of Service:** Three (3) Year Contract.

## 3. KCPSB/2023/218: RECORDS MANAGEMENT OFFICER II, JOB GROUP 'J' (1 POST)

### a) Duties and responsibilities

This is the entry and training grade for degree holders. An officer at this level may be deployed in a ministry/ Department headquarters, provincial or District registry. Specific duties and responsibilities will include ensuring security of file and documents; renewing file covers ensuring proper handling of documents, pending correspondences and bring-ups; receiving and dispatching letters and maintaining related registers; preparing disposal

  
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schedules and disposing dead files in accordance with relevant Government regulations.

**b) Requirements for Appointment**

For appointment to this grade a candidate must:

- i. Be in a possession of a Bachelors degree in information Science/ Records Management or any of the social Sciences from a recognized institution.
- ii. Certificate in computer applications from a recognized institution.

**Terms of Service:** Three (3) Year Contract.

**4. KCPSB/2023/219: RECORDS MANAGEMENT OFFICER III JOB GROUP 'H'(3 POSTS)**

**a) Duties and Responsibilities**

The officer will work under supervision of a more senior officer. Specific duties and responsibilities will include:


- i. Receiving, sorting, opening, filling, minuting and distribution of mail;
- ii. Dispatching of mails; and
- iii. Guiding on files disposal.

**b) Requirement for Appointment**

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examination Council (KNEC) or equivalent from a recognized institution; and
- ii. A Diploma in records/Information Management from a recognized institution.
- iii. Certificate in computer applications from a recognized institution.

**Terms of Service:** Three (3) Year Contract.

  
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**5. KCPSB/2023/220: OFFICE ADMINISTRATIVE ASSISTANT III, JOB GROUP 'G' (5 POSTS)**


**a) Duties and Responsibilities**

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records; v) Attending to visitors/clients;
- v. Handling telephone calls and appointments;
- vi. Undertaking any other office administrative services duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution.
- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - a) Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
  - b) Business English I/ Communication I;
  - c) Office Practice I;
  - d) Commerce I; OR Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and
- iii. Computer proficiency.

**Terms of Service:** Three (3) Year Contract.

  
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## 6. KCPSB/2023/221: FIRE OFFICER II, JOB GROUP 'K' (1 POST)

### a) Duties and Responsibilities

This is the entry and training grade to the cadre. An officer at this level will be on the job training and will work under the supervision of an experienced officer.

Duties and responsibilities will entail;

- i. Preparation of drawings for siting of fire appliances.
- ii. Inspection of buildings for assessing fire hazards and risks and ensuring availability of emergency exits and adequacy of means of escape in public buildings.
- iii. Repair and maintenance of fire-fighting equipment's.

### b) Requirements for appointment

For appointment to this grade, a candidate must have:


- i. A Bachelor's Degree in any of the following disciplines: Electrical/Mechanical/Chemical/Mechatronics Engineering from a recognized institution; and
- ii. Been registered by Engineers Registration Board of Kenya as a Graduate Engineer.
- iii. First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.

**Terms of Service:** Three (3) Year Contract.

## 7. KCPSB/2023/222: INSPECTOR (FIRE SERVICES), JOB GROUP 'H' (1 POST)

### a) Duties and Responsibilities

This is the entry and training grade to the cadre. An officer at this level will be on the job training and will work under the supervision of an experienced

  
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officer.

Specific duties will involve the inspection, repair and maintenance of fire installations in public buildings, hospitals and institutions.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Diploma in Mechanical/Electrical/Chemical Engineering from a recognized institution; and
- ii. First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.

**Terms of Service:** Three (3) Year Contract.

**8. KCPSB/2023/223: FIREMAN III, JOB GROUP 'E' (6 POSTS)**

**a) Duties and Responsibilities**


This is the entry and training grade for this cadre. An officer at this level will be on the job training and will work under the supervision of a experienced officer.

Duties and Responsibilities will entail: simple maintenance of fire-fighting appliances and assisting during emergency cases.

**b) Requirements for Appointment**

For appointment to this grade, the candidate must:

- i. Have Kenya Certificate of Secondary Education mean grade 'D' or its equivalent and relevant qualification;
- ii. Fireman II Certificate from a recognized Fire service 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

  
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- and Building Technology (KIHBT) or any other recognized institution;
- iv. Be physically fit; and
  - v. Be certified medically fit by a Government doctor.

**Terms of Service:** Three (3) Year Contract.


## 9. KCPSB/2023/224: DRIVER (FIRE ENGINE), JOB GROUP 'D' 1 POST

### a) Duties and Responsibilities

- i. Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition;
- ii. Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's manual / specifications;
- iii. Reporting any malfunctioning of the vehicle/fire engine systems;
- iv. Driving/operating the fire engine as authorize;
- v. Ensuring security and safety of the fire engine on and off the road;
- vi. Maintenance of work tickets for vehicle/fire engine assigned;
- vii. Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury;
- viii. Safely and efficiently driving the fire engine to the scene of fire in response to an emergency;
- ix. Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently;
- x. Perform any other duty as may be assigned by the supervisor.

### b) Requirements for Appointment

- i. Be in possession of Kenya Certificate of Secondary Education Mean Grade D (Plain)/O-level Education;
- ii. Possess a valid driving license from current endorsement(s);
- iii. Passed Suitability test certificate for Drivers Grade III conducted by ministry of works and public works;
- iv. Passed Occupational trade test III/II/I for Drivers conducted by ministry of works and public works;

  
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- v. Have a minimum three (3) years proven experience in fire engine/firefighting equipment operation will be an added advantage;
- vi. Be physically and medically fit as certified by a Government Doctor;
- vii. A certificate course in firefighting/ fire rescue from a recognized institution will be an added advantage;
- viii. Possession of emergency vehicle operator compliance certificate;
- ix. Possess a valid certificate of good conduct;
- x. A first aid certificate course lasting not less than a week from Kenya Institute of Highways and Building Technology, St. John Ambulance or any other recognized institution;
- xi. Possession of a Grade III and above certificate in vehicle mechanics/maintenance will be an added advantage;
- xii. Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters/fire engine operators will have an added advantage.

**Terms of Service:** Three (3) Year Contract.

#### **10. KCPSB/2023/225: RECEPTIONIST II, JOB GROUP 'J' (2 POSTS)**


##### **a) Duties and responsibilities**

This is the entry and training grade for university graduates. The officer will undergo an induction in the reception function. Work at this level will entail:-  
Assisting in the preparation and updating of Government guest lists and receiving VIPs/Guests during national and official government celebrations and functions.

##### **b) Requirements.**

- i. Bachelor's degree in Public Relations, Communication Studies from a recognized university
- ii. Have good communication skills.

**Terms of Service:** Three (3) Year Contract.

  
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## 11. KCPSB/2023/226: SUPPORT STAFF (DIVERS), JOB GROUP 'D' (2 POSTS)

### a) Duties and Responsibilities

- i. Rescue diving for underwater casualties;
- ii. Provide Security to tourist within county water falls;
- iii. Act as tour guide within water falls;
- iv. Provide ground work service in the water falls around the tourist site;
- v. Search and recovery diving for bodies;
- vi. Search and rescue in collapsed building debris;
- vii. Search and rescue of landslide and mudslide victims;
- viii. Any other duties as may be assigned;


### b) Requirements for Appointment

- i. Must have at least a KCSE Mean grade of D (Plain) certificate;
- ii. Diving skills in running waters (rivers) and stationery waters (dams and ponds)(Must provide a certified recommendation Letter from Disaster Management Institution);
- iii. Basic recovery and rescue skills in water bodies; and
- iv. Basic knowledge of first aid.

**Terms of Service:** Three (3) Year Contract.

### HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through <https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned:** National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Friday 28th July 2023.**

  
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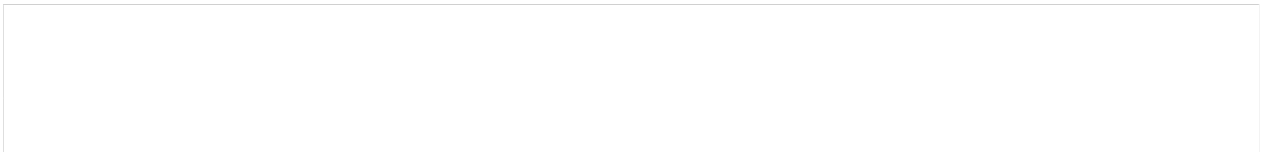
- Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
  - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
  - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
  - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
  - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

**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.**



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