



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 department of Information, Communication, E-Government, Youth Affairs, Sports and Gender pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

**1. KCPSB/2023/227: INFORMATION COMMUNICATION TECHNOLOGY
OFFICER II, JOB GROUP 'J' (SYSTEM ADMINISTRATOR) (1 POST)**

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Implementing and monitoring server provisioning that include processor, memory, storage requirements for VMware to meet both the organizational and applications needs threshold as well as monitoring the data growth rate and utilization statistics for future planning;
- ii. Implementing scheduled routine as well as random maintenance tasks on Server hardware, VMware Server virtual environment and Storage system in the data Centre;
- iii. Recording and maintaining an updated hardware and software inventories;
- iv. Investigating, planning, implementing, testing, debugging, patching and upgrading base operating systems;
- v. Implementing the installation, operation and administration of security for the various systems components including virus protection and internet security, subnet, internet use;
- vi. Implementing the Business Continuity by providing well maintained regular backups, auditing, and tested disaster recovery solutions for mission critical data such as SQL databases, Email, web applications and the ERP; and

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- vii. Administering both UNIX-LINUX and Windows based Virtualized Server environments.

(b) Requirements for Appointment

- i. A Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution; and
- ii. Experience working with preferably Linux, Unix, Docker, Nginx, Kubernettes, VMware, PostgreSQL, etc

Terms of Service: Permanent and Pensionable.

2. KCPSB/2023/228: INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GROUP 'J' (ICT SECURITY) (1 POST).

a) Duties and Responsibilities

- i. Conducting research and development;
- ii. security intelligence on new areas in security to input to strategy;
- iii. Designing cyber security solutions in line with best practices to ensure deployment of best in class solutions;
- iv. Defining cyber security requirements and acceptance criteria for new systems;
- v. Implementing the policies and procedures in adherence to the Data Protection Act of Kenya;
- vi. Developing business cases, RFIs-RFPs, conduct proof of concepts, technical evaluations;
- vii. Implementing the testing, implementation, deployment and commissioning of new security solutions;
- viii. Developing high availability and disaster recovery configuration in accordance with best practices for solutions deployed;
- ix. Recommending major security upgrades where required and work with the operations team to implement; and
- x. Administering both UNIX-LINUX and Windows based Virtualized Server environments.

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b) Requirements for Appointment

For appointment to this grade, the applicant must have: -

- i. A Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution; and
- ii. Experience working on Vulnerability Management, Threat Intelligence, Python-PHP, bash scripting and-or PowerShell, Penetration Testing, etc. is imperative;
- iii. Deployment of Cisco and-or Fortinet security solution will be an added advantage.

Terms of Service: Permanent and Pensionable.

3. KCPSB/2023/229: INFORMATION OFFICER III (SOUND ENGINEER), JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Operating the digital recording system and ensuring general safety of the machine
- ii. Dispatching news and features to the senior officer for dissemination to the public and media;
- iii. Maintaining the cleanliness of the recording machines and equipment;
- iv. Testing of the machines and charging the digital recorders
- v. Operating public address system in the County.

b) Requirements for Appointment

For appointment to this position, a candidate must:

- i. Have Kenya Certificate of Secondary Education (K.C.S.E) mean position C with a minimum of C+ in English or Kiswahili from a recognized Institution;
- ii. Have a Diploma in any of the following: Digital, Recording/Electronics from a recognized Institution;
- iii. Certificate in computer application from a recognized Institution.

Terms of Service: Permanent and Pensionable.

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4. KCPSB/2023/230: INFORMATION OFFICER II (PRINT AND ELECTRONIC MEDIA), JOB GROUP 'J' (2 POSTS)

(a) Duties and Responsibilities

- i. Scheduling and setting up photo shoots;
- ii. Scheduling and capturing photos during Government functions;
- iii. Editing photos into usable clips and multimedia products for web and social media platforms
- iv. Maintaining the media equipment;
- v. Compiling image processing and maintaining a photo album and archive;
- vi. Planning, directing, organizing and shooting of videos of County Government events, projects and achievements.
- vii. Preparing videos and information to be posted on the government website and social media platforms.
- viii. Perform other duties that may be assigned from time to time.

(b) Requirements for Appointment

- i. Be in possession of a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations or International Relations from a recognized University/Institution;
- ii. Possess good oral and written communication skills in both English and Kiswahili;
- iii. Experience in all major photo editing software packages and
- iv. Certificate in computer applications.

Terms of Service: Permanent and Pensionable.

5. KCPSB/2023/231: SIGN LANGUAGE INTERPRETER II, JOB GROUP 'H' (2 POST)

a) Duties and Responsibilities

- i. Assisting physically challenged (hearing impaired) individuals understand the proceedings during County Government events and functions;
- ii. Facilitating communication with the hearing impaired through sign language;
- iii. Serve as a liaison between County Government and the special needs community;

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- iv. Providing accurate accounts of proceedings in sign language;
- v. Performing any other duty as may be assigned from time to time

b) Requirements for Appointment

- i. Diploma in special needs education
- ii. Certificate in sign language interpretations from a recognized institution
- iii. Must be Computer literate;
- iv. Knowledge in brail writing and reading is added advantage.

Terms of Service: Permanent and Pensionable.

6. KCPSB/2023/232: BRAIL TRANSCRIBER TECHNICIAN, JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Transcribing recorded materials, such as meetings or County events, in Braille;
- ii. Transcribing notes or reports from meetings or conference calls into written form;
- iii. Provide specialized assistance in Braille reading and writing.
- iv. Performing any other duty as may be assigned from time to time

b) Requirements for Appointment

- i. A Diploma in special Education from a recognized institution;
- ii. Certificate in Braille proficiency;
- iii. Possess knowledge of braille software and formatting

Terms of Service: Permanent and Pensionable.

7. KCPSB/2023/233: SPORTS DEVELOPMENT OFFICER II, JOB GROUP 'J' (3 POSTS)

a) Duties and Responsibilities

This is the entry and training grade for the Sports Development Officers cadre. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities will involve:

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- i. Developing and promoting sports activities in the division;
- ii. Identifying sports talent;
- iii. Mobilizing and sensitizing local community to participate in sports; organizing matches;
- iv. Liaising with volunteers to support sports programmes;
- v. Collecting data and preparing reports on sports functions and competitions.
- vi. Performing any other duties as may be assigned.

b) Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: Physical Education and Sports; Physical Education; Sports Science; Leisure and Recreation Management
- OR**
- ii. Bachelor's degree in Social sciences with a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years from a recognized institution; and
 - iii. Certificate in Computer Applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

**8. KCPSB/2023/234: SPORTS DEVELOPMENT OFFICER III, JOB GROUP 'H'
(3 POSTS)**

a) Duties and Responsibilities

- i. Developing and promoting sports activities in the designated area;
- ii. Identifying sports talent;
- iii. Mobilizing and sensitizing local community to participate in sports; organizing matches;
- iv. Liaising with volunteers to support sports programmes;
- v. Collecting data and preparing reports on sports functions and competitions.
- vi. Performing any other duties as may be assigned.

b) Requirements for Appointment

- i. Diploma in any of the following disciplines: Physical Education and Sports; Physical Education; Sports Science; Leisure or Recreation Management from a recognized institution;

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- ii. Certificate in Computer application skills from a recognized institution.

Terms of Service: Permanent and Pensionable.

9. KCPSB/2023/235: GENDER OFFICER II, JOB GROUP 'J' (3 POSTS)

(a) Duties and responsibilities

- i. Collecting data on Gender mainstreaming, social-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;
- ii. Handling logistics issues relating to administration of training programmes on gender mainstreaming, social economic Empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and
- iii. Counseling victims of Gender Based Violence.

(b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology or anthropology from a university recognized in Kenya.
- ii. Certificate in Computer application skills from a recognized institution.

Terms of Service: Permanent and Pensionable.

10. KCPSB/2023/236: GENDER OFFICER III, JOB GROUP 'H' (3 POSTS)

(a) Duties and responsibilities

- iv. Collecting data on Gender mainstreaming, social-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;
- v. Handling logistics issues relating to administration of training programmes on gender mainstreaming, social economic Empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and
- vi. Counseling victims of Gender Based Violence.

(b) Requirements for Appointment

- iii. Diploma in any of the following disciplines: Gender Studies, Gender and Development or Sociology from a university recognized in Kenya.
- iv. Certificate in Computer application skills from a recognized institution.

Terms of Service: Permanent and Pensionable.

11. KCPSB/2023/237: YOUTH OFFICER II, JOB GROUP 'J' (3 POSTS)

(a) Duties and responsibilities

- i. Develop an evaluation strategy for the implementation of youth development programs in the county.
- ii. Liaise with relevant stakeholders and youths in implementation of youth development programs to identify the needs of youths.
- iii. Coordinate with youth to develop a communication strategy to improve effective promotion of youth development programs.
- iv. Plan and facilitate group programs, projects and youth events in the county to enhance youth development.
- v. Develop work plans on youth development programs and submit timesheets that comply with administrative responsibilities.
- vi. Support local outreach programs, capacity building and education projects in mainstream youth set up.
- vii. Record and evaluate youth development projects using the appropriate methods and contribute to funding applications and reports.

(b) Requirements for Appointment

- i. Bachelor Degree in any social science or other related field from a recognized institution.
- ii. Certificate in Computer applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

12. KCPSB/2023/238: YOUTH OFFICER III, JOB GROUP 'H' (3 POSTS)

(a) Duties and responsibilities

- i. Develop an evaluation strategy for the implementation of youth development programs in the county.
- ii. Liaise with relevant stakeholders and youths in implementation of youth development programs to identify the needs of youths.
- iii. Coordinate with youth to develop a communication strategy to improve effective promotion of youth development programs.
- iv. Plan and facilitate group programs, projects and youth events in the county to enhance youth development.

- v. Develop work plans on youth development programs and submit timesheets that comply with administrative responsibilities.
- vi. Support local outreach programs, capacity building and education projects in mainstream youth set up.
- vii. Record and evaluate youth development projects using the appropriate methods and contribute to funding applications and reports.

(b) Requirements for Appointment

- iii. Diploma in any social science or other related field from a recognized institution.
- iv. Certificate in Computer applications.

Terms of Service: Permanent and Pensionable.

13. KCPSB/2023/239: CLERICAL OFFICER II, JOB GROUP 'F' (2 POSTS)

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM Unit, general registry, supplies, accounts office or general office services.

(a) Duties and responsibilities

Specific duties will include:

- i. Compiling statistical records; sorting,
- ii. Filing and dispatching letters; maintaining an efficient filing system; processing;
- iii. Appointments, promotions, discipline, transfers and other related duties in human resource management;
- iv. Computation of financial or statistical records based on routine or special sources of information;
- v. preparing payment vouchers;
- vi. Compiling data and drafting simple letters.

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- i. Kenya Certificate of Secondary Education (KCSE) mean **grade C (Plain)**.

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- ii. Certificate in computer applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

14. KCPSB/2023/240: OFFICE ADMINISTRATIVE ASSISTANT III JG 'G' (1 POST)

a) Duties and responsibilities

- i. taking oral dictation;
- ii. word and data processing from manuscript;
- iii. operating office equipment;
- iv. ensuring security of office records;
- v. equipment and documents, attending to visitors/clients;
- vi. handling telephone calls and appointments;
- vii. keeping an up to date filing system in the office;
- viii. supervision of office cleanliness; and
- ix. Undertaking any other office administrative services duties that may be assigned.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language 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 (40 w.p.m.)/Computerized Document Processing II
 - b) Business English I/Communications I
 - c) Commerce I
 - d) Office Practice I
- OR**
- iii. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
 - iv. Certificate in Computer Applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

15. KCPSB/2023/241: SUPPORT STAFF, JOB GROUP 'D' (3 POSTS)

a) Duties and responsibilities

- i. Clean and arrange the offices daily;
- ii. Prepare and serve refreshments;
- iii. Dispatch mails to the post office and other destinations;
- iv. Arrange boardroom for meetings that are scheduled to take place;
- v. Distribute internal mails to officers as marked to respective offices;
- vi. Requisition snacks and refreshments;
- vii. Load and off load packages for office use;
- viii. Carry out office logistical duties;
- ix. keep inventory of kitchen utensils and advice on restocking; and
- x. Open and close offices to ensure security.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education mean (KCSE) D (Plain)
- ii. Certificate in Computer Applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

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**.
- 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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