



**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 Trade, Industrialization, Tourism and Wildlife pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

**1. KCPSB/2023/249: TRADE DEVELOPMENT OFFICER II, JOB GROUP 'J'
(1 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 guidance of a senior officer. Specific duties and responsibilities include:

- i. Collecting and compiling economic and trade related data;
- ii. Disseminating business information to the business community;
- iii. Facilitating international trade promotion activities through trade fairs and exhibitions; and
- iv. Management of day to day operations of the county Market and attend to Traders Complaint
- v. Implementing trade related development projects.
- vi. Any other duty that may be assigned by the supervisors

(b) Requirements and qualification

For appointment to this grade, a candidate must;

- i. Have a Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Co-operative Management, Entrepreneurship, Economics or International Trade/Business from a recognized University in Kenya.
- ii. Certificate in computer applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

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06/07/2023

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.


06/07/2023