



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 Roads, Public Works and Transport pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2023/262: ASSISTANT ENGINEER II (ROADS), JOB GROUP 'K' (1 POST)

(a) Duties and Responsibilities

The officer will be deployed as a Clerk of Works for roads under construction or supervisor of maintenance works.

- i. Coordination of Site Investigation, preparation of Civil structural drawings, designs and specification of buildings, roads, foot bridges and river protection works;
- ii. Preparation of tender documents for Civil works, Supervision of Construction of buildings, foot bridges and river protection works;
- iii. Compilation of site weekly reports;
- iv. Monitoring and supervision of works in progress;
- v. Assisting ensuring specification and standards are adhered to during construction;
- vi. Preparation of cost estimates and schedule of materials for simple road constructions on labour contracts.

(b) Requirements for Appointment

- i. A Bachelors degree in Civil Engineering or its equivalent from a recognized institution;
- ii. Must be Registered by the Engineers Registration Board of Kenya (ERB) as a graduate Engineer; and

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31/08/2023

- iii. Must have a Certificate in Computer Applications.

Terms of Service: Contract.

**2. KCPSB/2023/263: OFFICE ADMINISTRATIVE ASSISTANT III JG 'G'
(1 POST)**

a) Duties and responsibilities

- i. Taking oral dictation/instructions;
- ii. Word and data processing from manuscript;
- iii. Operating office equipment;
- iv. Ensuring security of office records, equipment and documents,
- v. 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;
 - 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: Contract.

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HOW TO APPLY:

- 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 **Monday 11th September 2023**.

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- 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).
- 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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