



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCY

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

1. KCPSB/2024/07: PRINCIPAL INFORMATION OFFICER, JOB GROUP 'N' (1POST)

a) Duties and Responsibilities

- i. Management of information;
- ii. Co-ordination of information services;
- iii. Carrying out research on local and International press on public opinion on the County Government;
- iv. Identifying events that require packaging and dissemination to the media; and
- v. Preparing media supplements, documentaries and features. In addition, the officer will supervise and guide staff under him/her.

b) Requirements for appointment

For appointment to this grade, an officer must:

- i. Bachelors Degree in any of the following; Mass Communication, Communication Studies, Journalism, International Relations, Social Sciences, or any other approved equivalent qualifications from a recognised institution.
- ii. Have served in the grade of Chief Information Officer or a comparable relevant position for a minimum period of three (3) years;
- iii. Have a clear understanding of working of the media;
- iv. possess advanced computer application skills;

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- v. A management course lasting not less than four (4) weeks from a recognized Institution will be an added advantage.

Terms of Service: Three (3) Year Contract.

2. KCPSB/2024/08: SENIOR PUBLIC COMMUNICATION OFFICER (LIAISON /PROTOCOL OFFICER), JOB GROUP 'L' (1 POST)

a) Duties and Responsibilities

- i. Coordinate all aspects of visits, conferences, tours and social functions initiated within the office.
- ii. Facilitate travel and preparation of Governor's itineraries.
- iii. Coordinate events management, interviews and liaising with the media.
- iv. Draft routine official and social correspondence related to protocol and events.
- v. Liaison and coordination of local and international visits and events.
- vi. Ensure efficient and effective communication with stakeholders and visitors to the Office of the Governor and/or County Government.
- vii. Ensure proper etiquette for official engagements.
- viii. Implement activities and assignments relating to maintaining and enhancing the image of the County Government.
- ix. Any other duties as may be assigned by County Secretary.

(b) Requirements for Appointment

- i. Be a holder of at least a Bachelor's degree in International Relations, Diplomacy, Public Relations, Mass Communication, Journalism, Corporate communications or any other relevant field from a university recognized in Kenya.
- ii. Have relevant knowledge and experience of not less than five (5) years in a senior position in the Public Service or Private Sector.
- iii. Ability to work under pressure to meet strict timelines.

Terms of Service: Three (3) Year Contract.

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3. KCPSB/2024/09: INFORMATION OFFICER III, JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Assisting in sourcing for appropriate television and radio programs to disseminate information on activities of the Governor;
- ii. Documenting the Governor's events through video, photography and press cuttings;
- iii. Preparing and placement of radio and TV infomercials;
- iv. Assisting in the preparation of exhibitions and trade fairs; and
- v. Assisting in the development of communications and media strategy.

b) Requirements for Appointment

For appointment to this grade, a person must: -

- i. Be a Kenyan citizen;
- ii. Be a holder of at least a diploma in any of the following disciplines: - Mass Communication, Journalism, Public Relations, Communication studies, Media Studies/Science or any other relevant and equivalent qualifications from a university recognized institution in Kenya;

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 **Wednesday 18th September 2024.**
- 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);

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- (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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