



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCIES

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

1. KCPSB/2025/23: LIBRARY ASSISTANT II JOB GROUP 'H' (3 POSTS)

a) Duties and Responsibilities

- i. Preparation of materials for binding;
- ii. Shelf arrangement;
- iii. Provision of reference services to readers;
- iv. Filing of catalogue cards and press cuttings; and
- v. Charging and discharging Library materials.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean Grade C or its equivalent qualification with at least a C in either Mathematics, English or Kiswahili;
- ii. A Diploma in Library Studies or Information Science or their recognized equivalent qualification from a recognized Institution; and
- iii. Certificate in computer applications

Terms of Service: Permanent & Pensionable.

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2. KCPSB/2025/24: CULTURAL OFFICER II, JOB GROUP 'J' (1 POST)

a) Duties and Responsibilities

- i. Participating in identification and registration of cultural practitioners;
- ii. Encouraging formation of association and committees by cultural practitioners;
- iii. Promoting Kiswahili and indigenous languages;
- iv. Disseminating cultural information to the community; and
- v. Participating in cultural development activities and preparing periodic reports.

b) Requirements for Appointment

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

- i. Bachelor's degree in any of the following disciplines: - Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literacy Studies, Political Science, Psychology, indigenous languages or it's equivalent from a recognized institution; and
- ii. Certificate in computer application.

Terms of Service: Permanent & Pensionable.

3. KCPSB/2025/25: SOCIAL WELFARE OFFICER III JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Coordinating social welfare activities in the county;
- ii. Liaise with National Government organization regarding donations and formulation of social welfare policy;
- iii. Taking statistics on matters pertaining to social welfare services; and
- iv. Mobilizing staff on awareness of social welfare services.

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b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- ii. Diploma in any of the following disciplines: Sociology, Social Work, Psychology, Anthropology, Counselling or equivalent qualification from a recognized institution.

Terms of Service: Permanent & Pensionable.

4. KCPSB/2025/26: YOUTH POLYTECHNIC INSTRUCTOR (AUTOMOTIVE MECHANIC), JOB GROUP 'H' (2 POSTS)

a) Duties and Responsibilities

- i. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- ii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment;
- iii. Conducting co-curricular activities;
- iv. Maintaining trainees' disciplines; and
- v. Guiding and counseling trainees.

b) Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Mechanical Engineering; Automotive Engineering and Plant Engineering or its equivalent qualification from a recognized institution;

Or

- ii. National Trade Test Certificate grade 1; and
- iii. Certificate in Computer Applications.

Terms of Service: Permanent & Pensionable.

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5. KCPSB/2025/27: YOUTH POLYTECHNIC INSTRUCTOR (MECHANICAL ENGINEERING), JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- ii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment;
- iii. Conducting co-curricular activities;
- iv. Maintaining trainees' disciplines; and
- v. Guiding and counseling trainees.

b) Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering or its equivalent qualification from a recognized institution; and
- ii. Certificate in Computer Applications.

Terms of Service: Permanent & Pensionable.

6. KCPSB/2025/28: YOUTH POLYTECHNIC INSTRUCTOR (ELECTRICAL ENGINEERING), JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- ii. Carrying out trainee assessment, ensuring proper care and maintenance of tools and equipment;
- iii. Conducting co-curricular activities;
- iv. Maintaining trainees' disciplines; and
- v. Guiding and counseling trainees.

Jayanna (26/02/25)

*Chintu H
26/02/2025*

b) Requirements for Appointment

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

- i. Diploma in any of the following disciplines: Electronics Engineering; Telecommunications Engineering; Electrical Engineering or its equivalent qualification from a recognized institution; and
- ii. Certificate in Computer Applications.

7. KCPSB/2025/29: OFFICE ASSISTANT III JOB GROUP 'D' (1 POST)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing mesengerial duties;
- iii. Preparing tea and washing utensils; and
- iv. Undertaking any other related duties.

(b) Requirements for Appointment

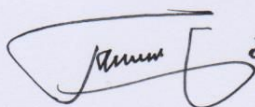
- i. Kenya Certificate of Secondary Education (KCSE) mean grade D(plain)

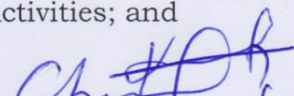
Terms of Service: Permanent & Pensionable.

8. KCPSB/2025/30: ADMINISTRATION OFFICER III, JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Planning of Office accommodation and layout;
- ii. Facilitating transport and travelling services;
- iii. Maintaining and updating furniture and office equipment inventory;
- iv. Ensuring payment of utilities bills;
- v. Facilitating movement of assets;
- vi. Facilitating general maintenance of buildings and furniture;
- vii. Facilitating logistics for meetings, conferences and other special events;
- viii. Collecting and collating data on developmental activities; and

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ix. Providing input in organizing public participation awareness.

b) Requirements for Appointment

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

- i. Diploma in any of the following disciplines; Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.

Terms of Service: Permanent & Pensionable.

9. KCPSB/2025/31: CLERICAL OFFICER, JOB GROUP 'F' (2 POSTS)

a) Duties and Responsibilities

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;
- iii. Maintaining an efficient filing system;
- iv. Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- v. computation of financial or statistical records based on routine or special sources of information;
- vi. Preparing payment vouchers; and
- vii. Compiling data and drafting simple letters.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its approved equivalent; and
- ii. Proficiency in computer applications.

Terms of Service: Permanent & Pensionable.

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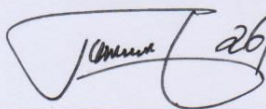
HOW TO APPLY:

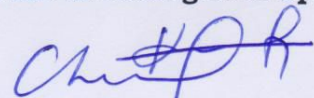
- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through <https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned**: National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Tuesday 18th March, 2025.**
- Shortlisted 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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