

COUNTY GOVERNMENT OF KERICHO



PUBLIC SERVICE BOARD

ADVERTISEMENT OF JOB VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the County Government of Kericho invites applications from suitably qualified persons to fill the following positions: -

1. ADVERT NO: KCPSB/2026/01-COUNTY CHIEF OFFICER, PUBLIC SERVICE MANAGEMENT-JOB GROUP 'S' (1 POST)

The County Chief Officer shall be an accounting and authorized officer for the Department of Public Service Management.

The County Chief Officer shall be responsible to the respective County Executive Committee Member (CECM) for Public Service Management.

a) Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be a holder of a Bachelor's Degree in Human Resource Management, Public Administration, Social Sciences or related discipline from an institution recognized in Kenya;
- iii. A Master's degree in Human Resource, Public Policy, Business Administration or related discipline from an institution recognized in Kenya will be an added advantage.
- iv. Membership to relevant professional body will be an added advantage;
- v. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- vi. A management course from a recognized institution in Kenya will be an added advantage;
- vii. Demonstrate a high degree of professional and technical competence in work performance and results;
- viii. Satisfy the requirements of Chapter Six of the Constitution

A handwritten signature in blue ink, appearing to read 'C. M. B.', located at the bottom right of the page.

- ix. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- x. Be a strategic leader and results oriented.
- xi. Have excellent communication, organizational and interpersonal skills;
- xii. Have capacity to work under pressure to meet timelines;

b) Duties and Responsibilities

- i. Organization, direction, control and co-ordination of the functions of Department in the County;
- ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of department;
- iii. Ensuring operationalization of service delivery in all the devolved units in the County, Sub-Counties and Wards;
- iv. Handling public service matters, human resource and other required issues related to the department;
- v. Preparation of the departmental plans and budgets;
- vi. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- vii. Ensure timely, efficiency communication and coordination of public service departmental affairs;
- viii. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- ix. Perform other duties that may be assigned from time to time.

Terms of Service: Contract

2. ADVERT NO: KCPSB/2026/02-CHIEF OFFICER, WATER, ENVIRONMENT, FORESTRY, ENERGY AND NATURAL RESOURCES, JOB GROUP 'S' (1 POST)

The County Chief Officer shall be an accounting and authorized officer for the department of Water, Environment, Forestry, Energy and Natural Resources.

The County Chief Officer shall be responsible to the respective County Executive Committee Member (CECM) for department of Water, Environment, Forestry, Energy and Natural Resources.

a) Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Be a holder of Bachelor's Degree in Civil Engineering/ BSc. Water and Environmental Engineering, BSc. Water Engineering or related discipline from an institution recognized in Kenya;
- iii. Masters Degree in Civil Engineering/ MSc. Water and Environmental Engineering, MSc. Water Engineering or related discipline from an institution recognized in Kenya will be an added advantage;
- iv. Membership to relevant professional body will be an added advantage;
- v. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- vi. A management course from a recognized institution in Kenya will be an added advantage;
- vii. Satisfy the requirements of Chapter Six on Leadership and Integrity;
- viii. Demonstrate a high degree of professional and technical competence in work performance and results.
- ix. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- x. Be a strategic thinker and results oriented.
- xi. Have excellent communication, organizational and interpersonal skills;
- xii. Satisfy the requirements of Chapter Six of the Constitution;
- xiii. Have capacity to work under pressure and meet strict timelines.

b) Duties and Responsibilities

- i. Organization, direction, control and co-ordination of the functions of Department in the County;
- ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of department;
- iii. Ensuring operationalization of service delivery in all the devolved units in the County, Sub-Counties and Wards;



- iv. Handling public service matters, human resource and other required issues related to the department;
- v. Preparation of the departmental plans and budgets;
- vi. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- vii. Ensure timely, efficiency communication and coordination of public service departmental affairs;
- viii. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- ix. Perform other duties that may be assigned from time to time.

Terms of Service: Contract

3. ADVERT NO: KCPSB/2026/03-CHIEF OFFICER, DEPARTMENT OF TRADE, INDUSTRIALIZATION, INNOVATION, TOURISM AND WILDLIFE, JOB GROUP 'S' (1 POST)

The County Chief Officer shall be an accounting and authorized officer for the department of Trade Industrialization, Cooperative Management, Tourism and Wildlife.

The County Chief Officer shall be responsible to the respective County Executive Committee Member (CECM) for department of Trade, Industrialization, Innovation, Tourism and Wildlife.

a) Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. A holder of a Degree in either Commerce, Business Administration/Management, Economics, Tourism, Entrepreneurship or related discipline from an institution recognized in Kenya.
- iii. Possession of Master's degree in Commerce, Business Administration/Management, Economics, Tourism, Entrepreneurship or related discipline from an institution recognized in Kenya will be an added advantage;
- iv. Membership to relevant professional body will be an added advantage;
- v. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;



- vi. A management course from a recognized institution in Kenya will be an added advantage;
- vii. Be conversant with the Constitution of Kenya and all the devolution laws;
- viii. Demonstrate through understanding of county development objectives and vision 2030;
- ix. Be a strategic leader and result oriented;
- x. Have excellent communication, organizational and interpersonal skills;
- xi. Have capacity to work under pressure to meet timelines;
- xii. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- xiii. Satisfies the requirement of Chapter Six of the Constitution;

b) Duties and Responsibilities

- i. Organization, direction, control and co-ordination of the functions of Department in the County;
- ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of department;
- iii. Ensuring operationalization of service delivery in all the devolved units in the County, Sub-Counties and Wards;
- iv. Handling public service matters, human resource and other required issues related to the department;
- v. Preparation of the departmental plans and budgets;
- vi. Ensuring strict compliance with all financial, budgetary and procurement procedures;
- vii. Ensure timely, efficiency communication and coordination of public service departmental affairs;
- viii. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- ix. Perform other duties that may be assigned from time to time.

Terms of Service: Contract



4. ADVERT NO: KCPSB/2026/04-CHIEF OFFICER, INFORMATION, COMMUNICATION, E-GOVERNMENT, YOUTH AFFAIRS, GENDER AND SPORTS , JOB GROUP 'S' (1 POST)

The County Chief Officer shall be an accounting and authorized officer for the department of Information, Communication, E-Government, Youth Affairs, Gender and Sports.

The County Chief Officer shall be responsible to the respective County Executive Committee Member (CECM) for department of Information, Communication, E-Government, Youth Affairs, Gender and Sports.

a) Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Holder of a Bachelors Degree in either Computer Science, Information Technology, Business Information Technology, Journalism, Communication, Public Relation or related discipline from an institution recognized in Kenya;
- iii. Possession of Master's degree in Computer Science, Information Technology, Business Information Technology, Journalism, Communication Public Relation or related discipline from an institution recognized in Kenya will be an added advantage;
- iv. Membership to relevant professional body will be an added advantage;
- v. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- vi. A management course from a recognized institution in Kenya will be an added advantage;
- vii. Good command of computer skills;
- viii. Have excellent communication and interpersonal skills;
- ix. Have the ability to work in a team and with no supervision;
- x. Possess a result-oriented approach to matters;
- xi. Demonstrated managerial, administrative and professional competence in work performance;
- xii. Satisfy the requirements of Chapter Six of the Constitution;
- xiii. Have capacity to work under pressure and meet strict timelines.



b) Duties and responsibilities

- i. Responsible for professional, administrative and operational matters relating to ICT and public communications in the entire County;
- ii. The formulation, implementation and co-ordination of ICT, Information and Public Communication policies, strategies, programmes strategies and design of appropriate programmes and infrastructure to facilitate its implementation in the County;
- iii. Handling public service matters, human resource and other required issues related to the department;
- iv. Advising on Information Communication Technology and Public Communications issues;
- v. Monitoring information and public communications policies and programs and reviewing them as appropriate;
- vi. Identifying County Government events that require packaging for dissemination to the media and the public;
- vii. Ensuring preparation of media supplements, documentaries, press release/media features;
- viii. Ensuring that the County's digital media platforms and website are well managed and issues raised and responded to appropriately;
- ix. Preparing and organizing fora where County Government policies, programmes and projects can be propagated and promoted; and
- x. Ensuring professionalism, ethics and consistency in information gathering and dissemination.

Terms of Service: Contract

5. ADVERT NO: KCPSB/2026/05- CHIEF OFFICER, EXECUTIVE OFFICE OF THE GOVERNOR, JOB GROUP 'S' (1 POST)

The Chief Officer shall be an accounting and authorized officer for Executive Office of the Governor.

a) Requirements for Appointment

- i. Be a Kenyan citizen;



- ii. Be a holder of a Bachelor's Degree in Public Administration, Business Administration, Political Science or related discipline from an institution recognized in Kenya.
- iii. A Master's degree in Public Administration, Business Administration, Political Science from a recognized institution in Kenya will be an added advantage.
- iv. Have at least **ten (10) years** relevant professional experience, **five (5) years** of which should have been in a leadership position or at a Senior Management level in the public service or private sector;
- v. A Senior management course from a recognized institution in Kenya will be an added advantage;
- vi. Demonstrate a high degree of professional and technical competence in work performance and results;
- vii. Satisfy the requirements of Chapter Six of the Constitution.
- viii. Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- ix. Be a strategic leader and results oriented.
- x. Have excellent communication, organizational and interpersonal skills;
- xi. Have capacity to work under pressure to meet timelines;

b) Duties and Responsibilities

- i. Organization, direction, control and co-ordination of the functions of Office of the Governor;
- ii. Initiating development of the appropriate County departmental policies, legal and institutional frameworks for the implementation of the mandate of office;
- iii. Ensuring operationalization of service delivery in all the devolved units in the County, Sub-Counties and Wards;
- iv. Handling public service matters, human resource and other required issues related to the department;
- v. Preparation of the departmental plans and budgets;
- vi. Ensuring strict compliance with all financial, budgetary and procurement procedures;



- vii. Ensure timely, efficiency communication and coordination of public service departmental affairs;
- viii. Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- ix. Perform other duties that may be assigned from time to time.

Terms of Service: Contract

How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment/promotion letters, curriculum vitae, testimonials, academic and professional certificates **on or before Thursday 2nd July, 2026.**

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.**
- **The County Government of Kericho does not charge any fees for purposes of processing their applications.**

