

COUNTY GOVERNMENT OF NANDI

Telephone: 0781848494
Email: cpsb@nandi.go.ke
Website: www.nandi.go.ke



Nandi County Public Service Board
P.O Box 802 – 30300
Kapsabet

NANDI COUNTY PUBLIC SERVICE BOARD

ADVERT NO. CGN/NCPSB/01/2026

20th April, 2026

DECLARATION OF VACANCIES IN THE COUNTY PUBLIC SERVICE

Pursuant to Section 59 of the County Governments Act 2012, the Nandi County Public Service Board invites applications from suitably qualified, motivated and pro-active individuals to fill the following vacant positions on Permanent and Pensionable terms in the following departments;

DEPARTMENT OF HEALTH AND SANITATION

1. MEDICAL OFFICERS (17 POSTS)

Terms of Service: 1 year Contract with consolidated pay of Kshs. 150,000/=

Duties and Responsibilities:

- a) Diagnosing, caring and treating diseases;
- b) Performing medical and surgery procedures;
- c) Preparing and responding to emergencies and disasters;
- d) Participating in management of medicines, medical instrument and equipment; Providing health education.
- e) Maintaining medical records, health information and data; Counselling patients and their relatives on diagnoses and bereavement;
- f) Teaching and coaching medical students, nursing students and clinical officer interns; and
- g) Preparing requisite documents for registration.

Requirements for Appointment:

For appointment to this grade, Candidates must have;

- a) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- b) Successfully completed one (1) year internship from a recognised institution;
- c) Certificate of registration by the Medical Practitioners and Dentist Board;
- d) Valid practicing license from Medical Practitioners and Dentist Board; and
- e) Certificate in Computer Application Skills from a recognized institution.

2. REGISTERED CLINICAL OFFICER II (4 POSTS)

Terms of Service: 1 year contract with consolidated pay of Kshs. 50,000/=

Duties and Responsibilities:

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- a) Diagnosing and treating diseases/conditions;
- b) Performing minor surgical procedures;
- c) Providing health education and counselling;
- d) Maintaining patient records;
- e) Collect and compile clinical data and submit reports as required; and
- f) Plan and conduct community health care activities

Requirements for Appointment:

For appointment to this grade, Candidates must have;

- a) Diploma in Clinical and Surgery or Clinical Medicine and Community Health from a recognised institution;
- b) Certificate of registration;
- c) Valid professional practice license; and
- d) Proficiency in computer applications.

3. REGISTERED NURSE II (50 POSTS)

Terms of Service: 1 year Contract with consolidated pay of Kshs. 50,000/=

Duties and Responsibilities.

- a) Collecting and compiling data at different service delivery points;
- b) Conducting health assessments;
- c) Diagnosing common health conditions, prescribing and administering treatment;
- d) Developing and implementing nursing and midwifery care plans and interventions;
- e) Providing targeted nursing and midwifery healthcare services to specific cohorts; Providing emergency care and referral services in liaison with relevant stakeholders;
- f) Providing health education and counselling on identified health needs; Processing patients' referrals;
- g) Facilitating patients' admission and initiating discharge plans;
- h) Maintaining records on patients'/clients health condition and care;
- i) Conducting health promotion, prevention and rehabilitation activities;
- j) Implementing ethical legal principles in healthcare delivery;
- k) Undertaking disease surveillance in the facility;
- l) Carrying out integrated essential quality primary healthcare services;
- m) Collaborating with relevant stakeholders in the implementation of the Primary Healthcare Networks (PCN);
- n) Implementing quality improvement interventions;
- o) Monitoring and evaluating nursing care processes and procedures; and
- p) Maintaining a safe clinical environment.

Requirements for Appointment;

For appointment to this grade, a candidate must have:

- a) Diploma in the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery of Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

- b) Registration Certificate issued by the Nursing Council of Kenya;
- c) Valid practicing licence from Nursing Council of Kenya; and
- d) Proficiency in Computer application packages.

4. NURSING OFFICER (10 POSTS)

Terms of Service: 1 year Contract with consolidated pay of Kshs. 70,000/=

Duties and Responsibilities.

- a) Collecting and collating data to inform development of policies, strategies, standards and guidelines on nursing and midwifery;
- b) Implementing and evaluating nursing and midwifery care models/pathways for individual clients, families and communities;
- c) Assessing, identifying, and evaluating the health needs of patients/clients;
- d) Diagnosing health conditions and prescribing treatment;
- e) Documenting interventions and outcomes in line with the prevailing healthcare guidelines;
- f) Conducting health risk assessment and providing evidence-based interventions;
- g) Carrying out clinical audits and quality assurance procedures for nursing and midwifery services;
- h) Implementing research findings and innovation to improve the quality of care;
- i) Performing point of care tests and investigations;
- j) Implementing comprehensive care across the lifespan;
- k) Performing appropriate procedures in line with the stipulated guidelines and scope of practice;
- l) Implementing nursing and midwifery curricula;
- m) Managing health service delivery facilities; and
- n) Conducting quality checks to determine suitability of relevant medical devices.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) A bachelor's degree in nursing or its equivalent qualification from a recognized institution;

OR

- b) Bachelor's Degree in Midwifery or its equivalent qualification with Diploma in Nursing from a recognized institution;
- c) Registration Certificate issued by the Nursing Council of Kenya;

5. ENROLLED NURSE II, JOB GROUP 'CPSB 12' (1 POSTS)

Terms of Service: P & P

Duties and Responsibilities;

- a) Assessing, diagnosing, planning, implementing and evaluating nursing, midwifery and clinical interventions;
- b) Referring patients and clients appropriately;
- c) Collecting data for preparation of discharge plan for patients;

- d) Implementing nursing health promotion, prevention and rehabilitation services;
- e) Implementing interventions and preparing periodic reports;
- f) Maintaining records on patients/clients personal and health condition/care;
- g) Ensuring a safe clinical environment;
- h) Providing emergency care and referral services in liaison with relevant stakeholders;
- i) Carrying out home visits and defaulter tracing to provide continuity of care;
- j) Providing health education and counselling on identified health and socio-economic needs to patients/clients;
- k) Processing patients for admission;
- l) Treating minor ailments; and
- m) Implementing ethical and legal requirements in the provision of nursing and midwifery services.

Requirements for Appointment;

For appointment to this grade, a candidate must have:

- a) Certificate in the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Enrolled Nursing, Kenya Enrolled Midwifery, Kenya Enrolled Nursing/Midwifery of Kenya Enrolled Nursing/Mental Health and Psychiatry from a recognized institution;
- b) Enrolled Certificate issued by the Nursing Council of Kenya;
- c) Valid practicing licence from Nursing Council of Kenya; and
- d) Proficiency in computer applications.

6. MEDICAL LABORATORY OFFICER, JOB GROUP 'CPSB O9' 2 POSTS

Terms of service: P&P

Duties and responsibilities.

Duties and responsibilities at this level will entail:

- a) Receiving and scrutinizing laboratory requisition forms and specimens;
- b) Preparing clients for collection of specimens;
- c) Receiving, collecting, labelling and registering patient's specimen;
- d) Preparing laboratory reagents;
- e) examining specimens;
- f) Writing and recording results;
- g) preparing stains and reagents;
- h) Performing blood grouping;
- i) Storing blood products according to their requirements;
- j) Screening for blood transfusion transmissible infections;
- k) Issuing blood and blood products to peripheral health facilities;
- l) Preparing blood products;
- m) Processing of specimen according to their specified standard operating procedures;
- n) Supervising the disinfection, washing and sterilization of apparatus; and
- o) Mentoring and coaching trainees on practical attachments.

Requirements for appointment

For appointment to this grade, a candidate must have

- a) Bachelor's Degree in Medical Laboratory Science or any other equivalent qualifications from an institution recognized by Kenya Medical Laboratory Technician and Technologist Board;
- b) Registration Certificate issued by Kenya Medical Laboratory Technician and Technologists Board;
- c) Valid practicing license from Kenya Medical Laboratory Technician and Technologist Board; and
- d) Certificate in computer application skills for a recognized institution.

7. MEDICAL LABORATORY TECHNOLOGIST III "CPSB 11" 3 POSTS

Terms of Service: P&P

Duties and responsibilities.

Duties and responsibilities at this level will entail:

- a) Decontamination working benches;
- b) Receiving and scrutinizing laboratory requisition forms and specimens;
- c) Preparing clients for collection of specimens;
- d) Receiving, collecting, labelling and registering patient's specimen;
- e) Preparing laboratory reagents;
- f) examining specimens;
- g) Writing and recording results;
- h) preparing stains and reagents;
- i) Performing blood grouping;
- j) Storing blood products according to their requirements;

Requirements for appointment

- a) Diploma in Medical Laboratory Science or any other equivalent qualifications from an institution recognized by Kenya Medical Laboratory Technician and Technologist Board;
- b) Registration Certificate issued by Kenya Medical Laboratory Technician and Technologists Board;
- c) Valid practicing license from Kenya Medical Laboratory Technician and Technologist Board; and
- d) Certificate in computer application skills for a recognized institution.

8. NUTRITION AND DIETETICS OFFICER, JOB GROUP "CPSB 09" 2 POSTS

Terms of Service: P&P

Duties and Responsibilities

Duties and responsibilities at this level will include:

- a) Preparing and implementing therapeutic diets for outpatients and inpatients;
- b) Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions;

- c) Treating and counselling patients using specialized dietetic nutritionally modified products;
- d) Implementing the nutrition and dietetic process including screening;
- e) Assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- f) Providing nutrition support in patient management in health care facilities;
- g) Developing and disseminating nutrition behaviour change communication, information, education, and communication materials;
- h) Implementing nutrition health programmes; and
- i) Collecting and compiling nutrition and dietetic data.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelors Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution;
- b) Valid practice license from Kenya Nutritionists and Dieticians Institute (KNDI): and
- c) Certificate in Computer Application Skills from a recognized institution.

9. HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP `CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- a) Storing and retrieving medical records and documents
- b) Preparing clinics
- c) Auditing patient case record
- d) Capturing data service points
- e) maintaining records safety and confidentiality
- f) Maintaining patient master index
- g) Scheduling of patients to the consultants and speciality clinics
- h) Assigning codes to diseases and surgical procedures
- i) Indexing diseases and surgical procedures according to classification of diseases and procedures in medicine.

Requirements for Appointment;

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

- a) Bachelor's degree in Health Records and Information Management from a recognized institution; and
- b) Certificate in computer application skills from a recognized institution.

10. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III JOB GROUP 'CPSB 12' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- a) Receiving and registering patients at the hospital reception;
- b) booking appointments for patients to specialist and consultants clinic,
- c) storing and retrieving medical records and documents;
- d) preparing clinic;
- e) capturing data from service points;
- f) maintaining records safety and confidentiality and
- g) directing patients to relevant clinics.

Requirements for Appointment:

For appointment to this grade, Candidates must have;

- a) Certificate in health record and information technology from a recognized institution.
- b) Certificate in computer application skills from recognized institution

11. MEDICAL ENGINEERING TECHNOLOGIST III JOB GROUP 'CPSB 11' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) undertaking preventive maintenance and repair of medical /hospital equipment's, plants, instruments and furniture;
- b) requisitioning for spare parts and consumables;
- c) taking inventory of medical /hospital equipment's, furniture and plant;
- d) collecting information for research;
- e) collecting information on medical engineering services for input into the integrated health information management system;
- f) carrying out minor repairs of health facilities and utilities; and
- g) implementing medical engineering programs and projects

Requirements for Appointment:

For appointment to this grade, a candidate must have;

- a) Diploma in Medical Engineering or any other equivalent qualification from recognized institution;
- b) A Certificate in computer application skills from a recognized institution.

12. MEDICAL ENGINEERING TECHNICIAN III JOB GROUP 'CPSB 12' 1 POST

Duties and responsibilities.

- a) Undertaking routine maintenance and repairs of basic equipment, Plants,

- Instruments and utilities in health facility;
- b) Collecting information for research;
 - c) Collecting information on medical engineering services for inputs into the integrated health information management system; and
 - d) Implementing medical engineering program and projects.

Requirements for appointment.

For appointment to this grade a candidate must have:

- a) Certificate in medical engineering or any other equivalent qualification from market recognized institution; and
- b) Certificate in computer application skills from a recognized institution.

13. CLERICAL OFFICER II, JOB GROUP 'CPSB 13' – (10 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- a) compiling statistical records;
- b) sorting, filing and dispatching letters;
- c) maintaining an efficient filing system;
- d) processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- e) computation of financial or statistical records based on routine or special sources of information;
- f) preparing payment vouchers;
- g) compiling data and drafting letters.

Requirements for Appointment;

For appointment to this grade, a candidate must have:

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

14. HUMAN RESOURCE MANAGEMENT ASSISTANT III JOB GROUP 'CPSB 11'-(8 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- a) implementing Human resource decision within existing roles, regulations and procedures;
- b) keying payroll/complement data;
- c) processing leave days and
- d) preparing pension documents.

Requirements for Appointment;

For appointment to this grade candidates must have;

- a) A Kenya certificate of secondary examination (KCSE) of mean grade of C-

- b) Diploma in Human Resource Management/Development, or Industrial /Labour Relation from a recognized institution;
- c) Certificate in computer application skills from a recognized institution

15. SENIOR SUPPORT STAFF JOB GROUP 'CPSB 15'- (10 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

- a) Cleaning offices, sanitation facilities, and surrounding areas;
- b) Moving office furniture, equipment, and materials;
- c) Assisting in minor maintenance tasks;
- d) Messengerial duties and delivering documents and
- e) any other assignment as maybe assigned from time to time by the supervisor

Requirements for Appointment:

For appointment to this grade candidates must have;

- a) Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of D Plain or its equivalent.
- b) Certificate of Good Conduct.
- c) Must show merit, ability, and initiative.

16. MEDICAL SOCIAL WORKER I, JOB GROUP 'CPSB 09 (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

- a) Identifying needy clients for social medical support;
- b) Evaluating and assessing clients;
- c) Sensitizing and enrolling clients to social health authority and social health insurance fund; Counselling patients;
- d) Conducting home visits to discharged patients;
- e) Disseminating treatment literacy information, education and communication forming part of a health team in addressing psychosocial effects related to patients' diagnosis, prognosis and future resettlement;
- f) Counselling of patients particularly in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; and
- g) Facilitating psychosocial support groups at facility and community levels

Requirements for Appointment:

For appointment to this grade, Candidates must have: -

- a) Bachelor's degree in any of the following disciplines: Medical Social Work, Mental Health, Psychology, Anthropology, Sociology or equivalent qualification from a recognized institution;
- b) Membership to professional body and
- c) Computer proficiency.

17. MEDICAL SOCIAL WORKER III, JOB GROUP 'CPSB 11' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Assessing psycho-social history of patients/clients;
- b) Recording psycho-social history of patients/clients;
- c) Identifying needy clients for psycho- social support;
- d) Verifying supportive documents provided by patients/clients;
- e) Collecting patient/clients' biodata including relevant interventions; and
- f) Sensitizing and enabling enrolment of clients to social health authority and social health insurance fund or choice health insurance covers.

Requirements for Appointment

For appointment to this grade, Candidates must have: -

- a) Kenya Certificate of Secondary Education with a minimum mean grade of C (plain) or its equivalent qualification.
- b) Diploma in any of the following fields: Medical Social Work, Social Work, Sociology, Mental Health, Anthropology, Psychology or equivalent qualification from a recognized institution;
- c) Membership to professional body and
- d) Computer proficiency.

18. ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP 'CPSB 11' (3 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

- a) Preparation and fitting of appliances that are required in orthopaedics in health institution;
- b) Manipulating and reducing fractures and dislocation
- c) Fixing and removing casts, bandages and tractions to and from patient congenital talipes, equino-varus (CTEV).
- d) Counselling patients/clients on issues regarding orthopaedic trauma
- e) Cleaning and treating simple wounds resulting from orthopaedic trauma
- f) Documenting orthopaedic and trauma cases
- g) Assessing and referring patients with musculoskeletal conditions

Requirements for appointment:

For appointment to this grade, a candidate must;

- a) Be in possession of a Diploma in Orthopaedic Plaster Technology or possess an equivalent qualification from any other recognized medical training institution.
- b) Certificate in computer application skills from a recognized institution.

19. HEALTH ADMINISTRATION OFFICER I, JOB GROUP 'CPSB 09' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Coordinating support services and administrative functions within a district or provincial general hospital;
- b) Overseeing procurement, logistics, transport, and stores management;
- c) Preparing and monitoring hospital reports, budgets, and revenue collection;
- d) Supervising administrative staff and ensuring the safety and welfare of both staff and patients; and
- e) Ensuring the proper maintenance of the health facility buildings and grounds.

Requirements for appointment:

For appointment to this grade, a candidate must;

- a) Bachelor's degree in Health Systems Management, Health Administration, or a relevant qualification;
- b) Proficiency in computer applications; and
- c) Good communication, interpersonal skills, and leadership skills.

DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND ICT

1. DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT– JOB GROUP 'R' (CPSB 03) (Re-advertisement)(1 POST)

Terms of Service- Five (5) year Contract

Duties and responsibilities

- a) Developing and implementing Human Resource strategies to align with the organization's goals.
- b) Overseeing Human Resource operations and ensuring compliance with labor laws, Human Resource Policies and regulations.
- c) Managing personnel and handling employment relations in the County Public Service.
- d) Analyzing Human Resource data to report on metrics for informed decision-making.
- e) Providing guidance, support and advice on Human Resource related matters.
- f) Designing and implementing training and development programs to enhance employee skills and contribute to the County Government's success.
- g) Ensuring that all Human Resource operations are carried on smoothly and effectively.

Requirements for appointment:

- a) Bachelor's degree in human resource/ Human Resource Management, Industrial Relations, Public/Business Administration, or other related qualifications from a recognized institution;
- b) Master's degree in human resource/ Human Resource Management, Industrial Relations, Public/Business Administration, or other related fields;
- c) Must have served in the grade of Deputy Director Human Resource management and Development for at least 3 years;
- d) Professional Certification in Leadership and Management
- e) Training and thorough knowledge in Job Evaluation Schemes
- f) At least 10 years professional experience in a relevant field, 5 years of which should be in a senior leadership position with demonstrated success in managing multi-disciplinary teams;
- g) Knowledge of the institutional and legal framework in Kenya, as well as of relevant Public Service transformation programmes;
- h) Should be a Certified Member of the Human Resource Management Professionals (CHRP-K);
- i) Should be a Member of the Institute of Human Resource Management (IHRM).

2. PUBLIC COMMUNICATIONS OFFICER I– JOB GROUP 'CPSB 09' (10 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Assisting in creating and implementing communication plans that align with the County Government's goals and objectives;
- b) Gathering information on programmes and significant events;
- c) Editing stories on topical issues, ensuring that messages are clear and consistent;
- d) Cultivating and maintaining relationships with media practitioners and the public on issues of mutual concern;
- e) Assisting in scheduling interviews and managing assigned projects and programmes under the guidance of the supervisor.

Requirements for Appointment

For appointment to this grade, candidates must:

- a) Be in possession of a Bachelors Degree in mass Communication, Communication Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognised institution/University;;
- b) possess good oral and written communication skills in both English and Kiswahili;
- c) be proficient in Information Communication Technology including use of internet and intranet services; and

3. PUBLIC COMMUNICATIONS OFFICER II– JOB GROUP ‘CPSB 10’ (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of Department for dissemination;
- b) Liaising with media practitioners and the public on issues of mutual concern under the guidance of the supervisor;
- c) Assisting in organizing and coordinating events, conferences and public appearances;
- d) Assisting in the development and implementation of communication strategies and plans;
- e) Assist in responding to inquiries, requests and feedback from stakeholders.

Requirements for Appointment

For direct appointment to this grade, a candidate must:

- a) be in possession of a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- b) possess good oral and written communication skills in both English and Kiswahili; and
- c) be proficient in computer applications.

4. PUBLIC COMMUNICATIONS OFFICER II (VIDEO EDITOR) - JOB GROUP ‘CPSB 10’ (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Gathering information on existing programs, significant events and the impact on customers and forwarding the same;
- b) Undertaking videography, video editing, sound operation, media and social media monitoring and script writing;
- c) Liaising with media practitioners and the public on issues of mutual concern under the guidance of a supervisor; and
- d) Performing any other duty as may be assigned by the supervisor.

Requirements for Appointment

- a) Possess a Bachelor's degree in any of the following disciplines: Film and Theatre, Production and Animation, Film Technology or any other approved equivalent qualifications from a recognized University/Institution in Kenya.
- b) Possess good oral and written communication skills in both English and Kiswahili; and:
- c) Be proficient in computer applications.

5. PUBLIC COMMUNICATIONS OFFICER II (GRAPHICS DESIGNER) JOB GROUP 'CPSB 10' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Graphic Design: Design and produce a variety of visual materials, including brochures, posters, social media graphics, infographics, and presentations.
- b) Brand Development: Ensure all graphics align with the organization's brand guidelines and messaging to maintain a consistent visual identity.
- c) Content Collaboration: Work closely with communications, marketing, and other departments to understand project requirements and develop creative solutions.
- d) Concept Development: Generate creative ideas and concepts for campaigns and initiatives, translating them into engaging visual designs.
- e) Feedback and Revisions: Incorporate feedback from stakeholders and make necessary revisions to designs in a timely manner.
- f) Project Management: Manage multiple design projects simultaneously, adhering to deadlines and project specifications.
- g) Trend Awareness: Stay updated on design trends, tools, and techniques to continually enhance the quality and effectiveness of visual content.
- h) Training and Support: Provide guidance to team members on graphic design best practices and software tools as needed.

Requirements for Appointment

- a) Possess a bachelor's degree in any of the following disciplines: Fine Art, Design and Creative Media or any other approved equivalent qualifications from a recognized University/Institution in Kenya.
- b) Possess good oral and written communication skills in both English and Kiswahili; and:
- c) Be proficient in computer applications.

6. PUBLIC COMMUNICATIONS OFFICER III– JOB GROUP 'CPSB 11' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Gathering information on topical issues within the Department;
- b) Verifying authenticity, editing and dispatching information for dissemination to the public and media under the guidance of the supervisor;
- c) Assisting in organizing press conferences, public forums and official events;
- d) Assist in managing County's social media accounts and updating official websites with relevant content.

Requirements for Appointment

For appointment to this grade, a candidate must:

- a) have Kenya Certificate of Education (KCSE) mean grade C with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualification.
- b) have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
- c) be proficient in computer applications.

7. SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP 'CPSB 08' (1 POST)

Terms of service: Permanent and Pensionable

Duties and Responsibilities

- a) Ensuring that file covers are well maintained;
- b) Ensure Documents are carefully handled pending correspondence and bring-ups are checked and appropriate action taken;
- c) Ensure mails are received, sorted, opened, and dispatched and related registers are maintained.
- d) Ensure security of information, documents, files and office equipment; and
- e) Supervise, guide, and develop staff working under him/her.

Requirements for Appointment

For appointment to this grade, candidates must have: -

- a) Bachelors degree in Information Science/ Records Management;
- b) Demonstrable 3 year experience in a similar role;
- c) Shown merit and ability as reflected in work performance and results.

8. RECORDS MANAGEMENT OFFICER I, JOB GROUP 'CPSB 09' (4 POSTS)

Terms of service: Permanent and Pensionable

Duties and Responsibilities

Specific duties and responsibilities will entail :

- a) Assisting in creating and maintaining records management systems within the County;
- b) Ensuring that letters are appropriately filed and marked to action officers;
- c) Controlling and opening of files and updating file index;
- d) Ensuring security of information/files in the registry;
- e) Up-dating and maintaining up-to-date file movement records; and
- f) Ascertaining the general cleanliness of the registry.

Requirements for Appointment

For appointment to this grade, candidates must have:-

- a) Bachelors degree in Information Science/ Records Management
- a) Proficiency in computer application

9. PRINCIPAL ADMINISTRATIVE OFFICER, JOB GROUP 'CPSB 06' (7 POSTS) (Re-advertisement)

Terms of service: Permanent and Pensionable

Duties and Responsibilities

- a) Initiating and implementing Administrative policies, strategies, procedures and programs;
- b) Managing and supervising the general administrative functions;
- c) Facilitating maintenance of infrastructure and facilities;
- d) Overseeing transport management;
- e) Planning and coordinating office accommodation;
- f) Overseeing development and updating of office equipment and furniture inventory; and
- g) Managing premises, assets and insurance policies

Requirements for Appointment

- a) For appointment to this grade, an officer must have:-
- b) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration /Management, Community Development or any other Social Science; plus a Certificate in Management Course lasting not less than four (4) weeks Or equivalent qualification from a recognized institution
- c) Masters degree is an added advantage.
- d) Must have 10 years of relevant experience.

10. ADMINISTRATIVE OFFICER II, JOB GROUP 'CPSB 09' (3 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Facilitating fleet management;
- b) Planning office accommodation layout;
- c) Developing and updating of office equipment and furniture inventory;
- d) Facilitating meetings, conferences and other special events;
- e) Supervising general maintenance of buildings and furniture;
- f) Facilitating maintenance and repairs of office equipment;
- g) Processing administrative documents;
- h) Supervising provision of security and office services;
- i) Supervising records management and messengerial services within various departments; Handling public concern and issues;
- j) Facilitating citizen participation in development activities;
- k) Providing input in organizing public participation awareness at the local level and
- l) Collecting and collating data on developmental activities.

Requirements for Appointment

For appointment to this grade, candidates must have:-

- a) Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution.
- b) Certificate in computer application skills; and
- c) Demonstrated integrity and professional competence

11. ADMINISTRATIVE OFFICER III, JOB GROUP 'CPSB11' (5 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Planning of office accommodation and layout;
- b) Facilitating transport and travelling services;
- c) Maintaining and updating furniture and office equipment inventory;
- d) Ensuring Payment of utility bills;
- e) Facilitating movement of assets;
- f) Facilitating general maintenance of buildings and furniture and facilitating logistics for meetings, conferences and other special events;
- g) Collecting and collating data on developmental activities; and
- h) Providing input in organizing public participation awareness at the local level.

Requirements for Appointment

For appointment to this grade, candidates must have;

- a) Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

12. ICT OFFICER, JOB GROUP 'CPSB 09' (5 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

Duties and responsibilities at this level will include:

- a) Installation and maintenance of computer systems;
- b) Configuration of Local Area Network and Wide Area Network;
- c) Developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users;
- d) Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- e) Drawing up hardware specifications for Information Communication Technology equipment;
- f) Verification, validation and certification of Information Communication Technology equipment; and
- g) Overseeing the process of configuration of new Information Communication Technology equipment.

h) Training officers on ICT in the County Public Service.

Requirements for Appointment

For appointment to this grade, candidate must have;

- a) a degree in any of the following fields: Computer Science/ Information Communication Technology or Electronics/Electrical Engineering from a recognised institution.

13. ICT OFFICER III, JOB GROUP 'CPSB 11' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) writing and testing simple computer programs according to instructions and specifications;
- b) assisting in the implementation of the computer systems;
- c) providing user support and training of users;
- d) repairs and maintenance of ICT equipment and associated peripherals;
- e) monitoring the performance of ICT equipment's; and
- f) reporting any faults for further action.

Requirements for Appointment

For appointment to this grade, candidates must have;

- a) Kenya Certificate of Secondary Education mean grade of C (plain) with at least C- in mathematics and English /Kiswahili or its approved equivalent grade
- b) Diploma in any of the following fields: Computer Science, Electrical/Electronics engineering or its equivalent qualification from a recognised institution.

14. SECURITY WARDEN I JOB GROUP 'CPSB 13' (14 POSTS)

Duties and Responsibilities

- a) Enforcement of rules and procedures;
- b) Incident reporting;
- c) Working with security agencies to prosecute law breakers;
- d) Crowd control, VIP protection, collection of information and reporting on security matters;
- e) Ensure orderly parking and traffic management in urban areas;
- f) Ensure preservation of order and sanity in the markets, bus parks and other business compliances; and
- g) Any other lawful duty that maybe assigned by supervisor from time to

Requirements for Appointment

For appointment to this grade, candidates must have;

- a) Must be a Kenyan citizen;
- b) Kenya Certificate of Secondary Education mean grade of D (plain) or its equivalent;

- c) Must have worked at least 3 years as an enforcement officer; and
- d) Must be physically fit

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. ECONOMIST II, JOB GROUP 'CPSB 09' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and responsibilities:

- a. Providing economic planning data;
- b. Economic analysis;
- c. Formulation of development strategies;
- d. Identification, preparation and evaluation of development projects and programmes and monitoring of their implementation;
- e. Conducting feasibility studies, determining project viability and setting project priorities;
- f. Collection, collation and analysis of data relating to production and marketing of agricultural/industrial products.
- g. Computerization and analysis of data;
- h. Writing and submitting reports on specific assignments; and
- i. Control and supervision of technical and other supporting staff.
- j. Drawing up survey questionnaires and setting up control procedures for receiving
- k. returns and taking the necessary action;
- l. Collection, collation, computerization and analysis of data;
- m. Writing and submitting reports on specific assignments; and

Requirements for Appointment

For appointment to the grade of Economist II, candidates must have:

- a) A minimum of an Upper Second-Class Honors Bachelor's degree in Economics, Statistics, Mathematics, or a related field; and
- b) Strong research and analytical skills.

2. DEPUTY CHIEF ECONOMIST, JOB GROUP 'CPSB 04' (1 Post)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Preparation of County Development Plans, strategies, policies and programmes;
- b) Monitoring and evaluation of policies and programmes;
- c) Collation and presentation of statistical data in the form of survey reports and bulletins in the County; and
- d) Direction, control and coordination of all the various planning or statistical activities of professional and supporting staff within the Planning Division.

Requirements for Appointment

For appointment to the grade of Deputy Chief Economist, an officer must have :-

- a) Master's degree in Economics, Finance, or a closely related field is typically required. Served in the field of economics, policy research and statistics in the public or private sector; for at least ten (10) years;
- b) Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results;
- c) Managerial experience necessary for the effective management of staff;

3. SENIOR ACCOUNTANT JOB GROUP 'CPSB 08' (4 Posts)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Planning, directing, coordinating, supervising areas of control.
- b) Training and development of staff and setting targets for the section(s).
- c) The officer may occasionally be required to undertake ad hoc assignments relating to accounting services;
- d) responsibility of authorizing payments and signing cheques subject to limit set.
- e) certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and;
- f) responsible for Government assets, records and custody of Accountable Documents

Requirements for Appointment

For appointment to this grade, candidates must have :-

- a) A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution.
- b) Passed Part III of the Certified Public Accountants (CPA-K) Examination or its recognized equivalent qualification.

4. FINANCE OFFICER II JOB GROUP 'CPSB 09' (3 Posts)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- a) Gathering, compiling and analysing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- b) Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- c) Initial processing of reallocations within the budget.

Requirements for Appointment

For appointment to this grade, a candidate must have;

- a) a bachelor's degree in commerce (Finance option), Business Management (Finance), Economics, Business Administration;
- b) Certified Public Accountant Part II; and
- c) Strong understanding of, and compliance with, financial regulations and accounting standards.

5. SUPPLY CHAIN MANAGEMENT ASSISTANT III JOB GROUP 'CPSB 11' (10 Posts)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- a) Assisting in sourcing, inviting bids, tender documentation, and implementing procurement plans;
- b) Issuing and receiving stores;
- c) Preparing Local Purchase Orders (LPOs), Local Service Orders (LSOs), verifying invoices, and generating weekly/monthly reports;
- d) Assisting in stock taking, reconciliation, preparation and maintenance of records.

Requirements for appointment

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

- a) A Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution;
- b) Diploma in Supplies Management or its equivalent qualification from a recognized institution; and
- c) Proficiency in computer applications.

6. SUPPLY CHAIN MANAGEMENT OFFICER I JOB GROUP 'CPSB 09' (4 Posts)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- a) Assist in preparing relevant documentation for the tender and procurement processes as per guidelines;
- b) Facilitate drafting contract agreements as per established procedures;
- c) Coordinating tender opening and commercial analysis in liaison with other departments, sections and units;
- d) Developing procurement schedules as per requisitions from the departments/units;
- e) Preparing and sending out tender bidding documents/requests for regular and specialized supplies of goods and services;
- f) Scheduling procurement in line with the approved budget;
- g) Participating in ensuring that best practices are employed in the supply chain management;
- h) Facilitating prompt and accurate delivery of goods, services or equipment following the award of tenders or orders;

- i) Facilitating receipt, verification, inspection and posting (into stock cards) of ordered goods, to ensure compliance to order specifications;
- j) Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;
- k) Assist in preparing tender schedules before awarding of local purchase orders, and local service orders;
- l) Coordinate periodic stock takes; and
- m) Perform any other duties as may be assigned by management.

Requirements for appointment

For appointment to this grade, an officer must have:

- a) A Bachelors Degree in any of the following; Commerce (Supply Chain Management option), Business Administration (Supply Chain Management option), Procurement and Supplies Management or its equivalent qualification from a recognized institution;
- b) 3 years relevant experience;

7. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER JOB GROUP 'CPSB 08' (4 Posts)

Terms of Service: Permanent and Pensionable

Duties and responsibilities.

- a) planning and coordination of Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market surveys and research;
- b) Oversee stock control, inventory auditing, asset register maintenance, and proper disposal of assets;
- c) Implement supply chain policies, ensure compliance with public procurement regulations; and
- d) Conduct market research, identify risks, and introduce process improvements to reduce costs and bottlenecks.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- a) A Bachelors Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- b) At least three (3) years relevant experience;
- c) Membership of the Kenya Institute of Supplies Management (KISM) in good standing
- d) Shown merit and ability as reflected in work performance and results.

8. CHIEF INTERNAL AUDITOR JOB GROUP 'CPSB 07' (2 Posts)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Evaluation and implementation of audit reports
- b) reviewing audit working papers.
- c) Ensuring maintenance of high audit standards within the unit and adherence to plans, budgets and work schedules.
- d) Ensuring compliance with existing regulations, instructions, and procedures in financial and other operations; and
- e) verifying and auditing Annual Appropriations Accounts, statement of Assets by accounting officers for submission to the Commission on Revenue Allocation (CRA), the Controller of Budget, Office of the Auditor General (OAG), County Assembly and National Treasury.
- f) liaise with the Accounting Officer on matters raised in reference sheets from the Controller of Budget and the Auditor General; carry out investigations and head specific audit tasks; and
- g) prepare annual audit reports/returns.

Requirement for Appointment

For appointment to this grade, candidates must have;

- a) Bachelor's degree in commerce (Accounting or Finance Option) and have passed CPA Part III or CIA Part IV.
- b) Demonstrable six (6) year's experience in an audit role.
- c) Possession of a master's degree will be an added advantage.
- d) Be a registered member in good standing of a professional body.

9. FINANCE OFFICER III, JOB GROUP 'CPSB 10' (3 Posts)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Compiling and formatting financial estimates;
- b) Taking initial action on budget monitoring; and
- c) Preparing reports and briefs on budgetary policy issues.

Requirements for Appointment

For appointment to this grade, candidates must have:-

- a) Bachelor's degree in any of the following areas: Commerce (Finance option), Economics, Business Administration (Finance Option, Business Management(Finance Option) or Finance.

OR

- b) Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification.

DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING, ENVIRONMENT AND CLIMATE CHANGE

1. ASSISTANT DIRECTOR PHYSICAL PLANNING - JOB GROUP 'CPSB 05' (1 POST)

Terms of Service; Permanent and Pensionable

Duties and Responsibilities

- a) preparing county, urban and rural physical development plans;
- b) providing guidance on data requirements for the various categories of physical development plans;
- c) implementing physical planning policies, strategies, standards and programmes;
- d) conducting thematic regional and national studies on matters relating to physical planning such as human settlement patterns, urbanization patterns and urban sprawl;
- e) inducting the physical planning liaison committee members;
- f) conducting public education on physical planning and development control matters;
- g) setting agenda and convening physical planning liaison committee meetings;
- h) keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- i) advising liaison committees and overseeing the enforcement of resolutions;
- j) preparing annual state of physical planning reports on county, regional, urban and rural physical development plans.

Requirements for Appointment

For appointment to this grade, candidates must have:-

- a) Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from recognized institution;
- b) have a master's degree in urban and Regional Planning, Urban Planning, Regional Planning or Town Planning, from a recognized institution.
- c) have demonstrated technical and professional competence of at least twelve (12) years.
- d) be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- e) be registered by the Physical Planners Registration Board;
- f) have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- g) have a certificate in computer application skills from a recognized institution; and

2. PRINCIPAL PHYSICAL PLANNER JOB GROUP 'CPSB 06' | POSTS: 1

Terms of Service; Permanent and Pensionable

Duties and Responsibilities

- a) Initiating, preparing and monitoring the implementation of county and local physical development plans;
- b) preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities;
- c) providing advice to the county government and private agencies on development proposals and plans;
- d) implementing and providing feedback on physical planning guidelines and standards;
- e) undertaking thematic regional studies on matters relating to physical planning;
- f) managing physical planning data;
- g) setting agenda and convening physical planning liaison committee meetings.
- h) keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- i) providing advise on development control;
- j) carrying out public education on physical planning matters; and
- k) preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

For appointment to this grade, candidates must:

- a) Possess a Bachelor's degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- b) be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- c) be registered by the Physical Planners Registration Board;
- d) have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- e) have a Certificate in computer application skills from a recognized institution; and
- f) have demonstrated experience of not less than ten (10) years.

3. LAND VALUER JOB GROUP 'CPSB 09' (1 POST)- (RE-ADVERTISEMENT)

Terms of Service; Permanent and Pensionable

Duties and responsibilities:

- a) Collecting data for the National Land Value Index;
- b) Collecting and analysing market data for valuation purposes;
- c) Apportioning rents following sub-divisions, change of user and lease extension;
- d) Undertaking Stamp Duty valuation;
- e) Inspecting land and properties for rating, purchase, sale and leasing purposes;
- f) Making searches on titles in land registries for various valuation purposes;
- g) Calculating areas from building plans and maps;

- h) Measuring buildings in the field for valuation and preparing plans and lists of plot owners and areas affected by land acquisition projects; and
- i) Filing stamp duty valuation reports.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelors' degree in any of the following disciplines; Land Economics, Real Estate and Property Studies or its equivalent qualification from a recognized institution; and
- b) Certificate in computer application skills from a recognized institution.

4. ASSISTANT DIRECTOR LAND SURVEY -JOB GROUP 'CPSB 05' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Coordinating the provision of all survey services within the county which includes road reserve identification, title surveys for all land assets and mapping to aid in road boundary markings for protection and registration of road reserves.
- b) Managing surveying techniques, national land information management systems (NLIMS), boundary surveys and engineering projects.
- c) Maintain accurate documentation and records related to land use and zoning decisions.
- d) Ensuring compliance with the standards for cadastral, topographic, and engineering surveys while overseeing equipment calibration.
- e) Provide leadership and strategic direction for the land survey section.
- f) Ensure county survey activities align with national standards and regulations.
- g) Manage the acquisition and maintenance of survey equipment and software.

Requirements for Appointment

- a) Bachelor's degree in Land Surveying, Geospatial Engineering, Technology in Geomatics or Technology in Geoinformatics.
- b) A master's degree in relevant field will be an added advantage.
- c) Must be a member in good standing of the Institute of Survey of Kenya (ISK)
- d) Minimum of twelve (12) years of technical and professional experience in land surveying.

5. GEOSPATIAL DATA MANAGEMENT OFFICER JOB GROUP 'CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Designing maps, graphics, illustrations and layouts;
- b) Communicating information using colour, symbols, style and other means;
- c) Using computers to compile and produce graphs for specialist and general users;
- d) Researching, selecting and evaluating map source data for use in the preparation or revision of maps and charts to various scales;
- e) Analysing and evaluating map able information;
- f) Liaising with surveyors and designers;
- g) Collating data provided by remote sensing techniques (the means by which spatial and environmental data about the earth are acquired by sensors located in satellites and aircraft);
- h) Operating a photogram metric plotting instrument or a digital photogram metric workstation (DPW), which views the photographs stereoscopically, or in a 3d format;
- i) Design, maintenance and manipulation of geographical information (GI) databases;
- j) Working with geographical information systems (GIS) to see, model and analyze landscape features;
- k) Using desktop publishing packages to edit and formulate information;
- l) Capturing, maintaining and outputting digital geographic data;
- m) Generalizing map data to allow for a reduction in scale (derived mapping);
- n) Checking and appraising the content and accuracy of maps, charts and printing proofs;
- o) Keeping up to date with emerging specialist software;

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's Degree in Geographic Information Systems, Geomatics Engineering, Geospatial Information Systems, Geography or its equivalent;
- b) Be a registered member in good standing of a professional body.

6. ENVIRONMENT OFFICER I JOB GROUP 'CPSB 09' (5 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Implementation and evaluation of department's strategic plans, programmes, and activities at the sub county level.
- b) Representing the department in all county forums.
- c) Ensuring public participation in government service delivery.
- d) Handling waste management and sanitation within the county.
- e) Collecting grassroots information on environment, natural resources programs, and service delivery and conveying it for policy formulation.
- f) Supervising environment, natural resources, and agroforestry programs and services in the county.
- g) Compiling reports as required regularly.
- h) Performing any other duties assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in any of the following fields; Environmental Management, Chemistry, Biology, Chemical Engineering, Environmental Engineering, Environmental Studies, Environmental Science; Biochemistry, Microbiology, Natural Resource Management, Natural Science, Community Development or any other relevant field from a recognized institution.
- b) Must be computer literate.

7. RECORDS MANAGEMENT OFFICER I, JOB GROUP 'CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Informs on enquiries of land issues;
- b) Maintains the file tracking system;
- c) Receives feedback from stakeholders;
- d) Verifies property status
- e) Prepares grants and leases;
- f) Receives development applications;
- g) Drafts letters forwarding executed titles and documents for registration;
- h) Types allocation letters;
- i) Receives and file applications;
- j) Prepares valuation requisition forms for determination of rent;
- k) Drafts letters communicating decisions on applications;
- l) Processes applications for land and land development;
- m) Prepares inventory of allocated land and vested acquired land.
- n) Drafts vesting notices, orders and reservations of acquired land to relevant public institutions.
- o) Assists secretariat to the Commission Committee hearings on public land disputes and complaints;

- p) Undertakes field visits on monitoring of public land to ensure that public institutions assigned land sustainably manage that land for the intended purposes;
- q) Ingests data into the inventory managing Lessor/Lessee Relationships;
- r) Collects and collates information on status of registration of rights and interests in land in the country;
- s) Assists secretariat formulating guidelines for use by Public agencies, International organizations, Development partners, statutory bodies and State corporations;
- t) Maintains and implements individual annual work plans.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in any of the following disciplines: Information Science/Records Management, or its equivalent qualification from a recognized institution; and
- b) Three(3) years experience from a comparable position.

8. CLERICAL OFFICER II JOB GROUP 'CPSB 13' (5 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) compiling statistical records;
- b) sorting, filing and dispatching letters;
- c) maintaining an efficient filing system;
- d) processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- e) computation of financial or statistical records based on routine or special sources of information;
- f) preparing payment vouchers;
- g) compiling data and drafting letters.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its approved equivalent; and
- b) Proficiency in computer applications.

9. WATER OPERATOR II JOB GROUP 'CPSB 13' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Operate and maintain Sewage Treatment Plant- Screen maintenance, degritting of channels, rodding of filters, maintenance of all the ponds.
- b) Monitor and record flow rates and electrical performances

- c) Preparation of reports and record keeping
- d) Carry out minor repairs and maintenance of machinery and systems
- e) Report any fault at the plant to the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Kenya Certificate of Secondary Education qualification with a minimum of mean grade of D (Plain).

10. WATER METER READER I JOB GROUP 'CPSB 12' (6 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Meter reading.
- b) Delivery of Water Bills.
- c) Delivery of Reminder Notices.
- d) Monitor and manage the distribution of notices, reminder notices, registration notices and bills.
- e) Update and countercheck the disconnection list in relation to the number of noticed distributed.
- f) Take note and compile a list of customers to be reconnected and ensure that reconnections are done on the day of payment.
- g) Identification, reporting and disconnection of illegal connections.
- h) Distributing and collecting applications for new domestic connections.
- i) Updating the record of registered customers.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Kenya Certificate of Secondary Education qualification with a minimum mean grade D(Plain) or equivalent, with a specialisation or operator's course in meter reading.
- b) Candidates with three (3) years' experience, a certificate in plumbing or skills in data entry are preferred.

11. SENIOR SUPPORT STAFF JOB GROUP 'CPSB 15' (5 POSTS)

Duties and Responsibilities:

- a) Cleaning offices, sanitation facilities, and surrounding areas;
- b) Moving office furniture, equipment, and materials;
- c) Assisting in minor maintenance tasks;
- d) Messengerial duties and delivering documents; and
- e) any other assignment as maybe assigned from time to time by the supervisor

Requirements for Appointment:

For appointment to this grade candidates must have;

- a) Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of D Plain or its equivalent;
- b) Three (3) years experience ; and
- c) Must show merit, ability, and initiative

DEPARTMENT OF CULTURE, GENDER AND SOCIAL WELFARE

1. CULTURAL OFFICER I JOB GROUP 'CPSB 09' (5 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) participating in identification and registration of cultural practitioners;
- b) encouraging formation of associations and committees by cultural practitioners;
- c) promoting indigenous languages;
- d) disseminating cultural information to the community;
- e) participating in cultural development activities and preparing periodic reports.
- f) Sensitizing communities to safeguard and appreciate cultural diversity; and
- g) Educating the public on cultural rights

Requirements for Appointment

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

- a) 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 Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution; and
- b) certificate in computer applications.

2. GENDER AND SOCIAL DEVELOPMENT OFFICER I JOB GROUP 'CPSB 09' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Develop, implement and monitor gender responsive policies, action plans and strategies within the county
- b) Ensure the participation of marginalised groups such as youth, people with disability across the county.
- c) Collecting data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;
- d) Handling logistics relating to administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and
- e) Coordinate and support Gender Based Violence prevention programmes including establishing protection mechanisms and awareness campaigns.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Anthropology, Counselling and Psychology or any other relevant Social Science from a recognised institution; and
- b) Certificate in computer application skills from a recognized institution.

3. SOCIAL WELFARE OFFICER III JOB GROUP 'CPSB 11' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Identifying vulnerable individuals and households and conducting assessments to determine the required social assistance
- b) Offering direct counselling and emotional support services to individuals, families and groups including patients in community-based care.
- c) Raising awareness on social development issues, organizing community groups and educating the public on welfare services.
- d) Referring clients to community resources, legal assistance or relevant county authorities for specialised services.
- e) Maintain accurate records, conducting follow-up on welfare cases and preparing regular reports for supervisors.
- f) Assisting with the rehabilitation placement and re-integration of children and individuals in need of care.

Requirements for Appointment.

For appointment to this grade, Candidates must have;

- a) Diploma in Sociology, Community Development, Social Work, Psychology, Anthropology, Disability Studies or any other related field from a recognized university.
- b) Certificate in computer application from a recognized institution.
- c) Good communication and interpersonal skills.

DEPARTMENT OF TRADE, TOURISM, INDUSTRIALIZATION AND ENTERPRISE DEVELOPMENT

1. TRADE DEVELOPMENT OFFICER II JOB GROUP 'CPSB 10' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- a) Collecting and compiling economic trade and industry related data
- b) Facilitating trade promotion activities within and outside the County

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- c) Providing trade information and advisory services to the business community
- d) Assisting in implementing trade related projects, policies, and supporting MSMEs growth at the County level.
- e) Producing timely and accurate reports on trade activities.
- f) Undertaking market survey, profiling and market intelligence surveys for intra – county and inter-county trade development and partnerships
- g) Responding to public complaints or customer care issues related to trade in the county
- h) Monitoring and analysing trade practices within and outside the county.

Requirements for appointment;

For appointment to this grade, Candidates must have;

- a) Bachelor's degree in business management, Business Administration, Commerce, Entrepreneurship or its equivalent from a recognized institution.

2. TOURISM OFFICER I JOB GROUP 'CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- a) Identifying and documenting tourism products
- b) Identifying small and medium tourism enterprises (SMTEs) and community-based tourism projects.
- c) Liaising with tourism stakeholders on issues related to tourism
- d) Inspecting and preparing reports on tourism facilities and service providers
- e) Collecting and compiling information on tourism facilities and services for the development of tourism guide books
- f) Undertaking domestic tourism promotion
- g) Collecting and maintaining data on tourism statistics
- h) Maintaining a register on tourism facilities and services
- i) Identifying suitable locations for mounting tourist signages

Requirements for appointment.

For appointment to this grade, Candidates must have;

- a) Bachelor's Degree in Tourism Management, Hospitality Management, Eco-tourism, Travel and Tour Operations Management, International Tourism Management, Hotel and Hospitality Management or Tourism related field from a recognized institution
- b) Certificate in computer application from a recognized institution

3. TOURISM OFFICER II JOB GROUP 'CPSB 10' (2 POSTS)

Terms of Service; Permanent and Pensionable

Duties and Responsibilities.

- a) Identifying and preparing simple reports on tourism products
- b) Collect and compile tourism information and data in the county.
- c) Support the local tourism industry through providing promotional opportunities, devising and coordination of marketing campaigns.
- d) Organize special and seasonal events and festivals and setting up and attending exhibitions.

Requirements for appointment.

For appointment to this grade, Candidates must have;

- a) Bachelor's degree in any of the following disciplines: Tourism Management, Hospitality, Environmental studies, Sociology, International Relations or a Tourism related field.
- b) Certificate in Computer Application from a recognized institution

4. TRADE DEVELOPMENT OFFICER I (WEIGHT AND MEASURES OFFICER) JOB GROUP 'CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- a) Coordinate weights and measures services in the field to ensure effective service delivery and safe trade practices.
- b) Control or regulate the accuracy and manner of use of Weighing and Measuring equipment in use for trade;
- a) Develop a public sensitization schedule to ensure that the public sensitization forum is well coordinated and effectively carried out.
- b) Ensure that before verification and stamping program is commenced, the necessary legal obligations are complied as provided in section 27 of the Weights and Measures Act.
- c) Receive and analyze all complaints under the weights and measures Act and ensure proper investigation
- d) Verify and stamp trader's weighing and measuring equipment to ensure accuracy of quantities delivered.
- e) Sensitize on standards so as to create awareness among members of the public and consumers as to the need of using accurate measures.
- f) Investigate all complaints and prosecution of cores involving weighing, quality and origin of goods.
- g) Carry out research in specific areas of legal metrology and consumer protection
- h) Test samples for research analysis and articles submitted by the stakeholders and interest groups

- i) Control or regulate the sale of goods in terms of quantity i.e. Weight, Measures, or number of such goods as laid down in the regulations;

Requirements for appointment

For appointment to this grade, Candidates must have;

- a) Bachelor's degree in Mathematics, Physics, Metrology, Computer Science or any Other related degree from a recognized university.
- b) Be a Gazetted inspector of weights and measures.
- c) Have relevant knowledge in legal metrology.

DEPARTMENT OF AGRICULTURE AND COOPERATIVE DEVELOPMENT

1. AGRICULTURAL OFFICER I JOB GROUP 'CPSB 09' (12 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Coordinating capacity-building workshops and providing technical advice to farmers and stakeholders.
- b) Managing agricultural projects, including planning, budgeting, and monitoring progress.
- c) Promoting food security through crop development, soil management, and farm mechanization.
- d) Collecting, compiling, and analyzing crop data to prepare technical and financial reports for policy development.
- e) Monitoring and controlling crop pests, diseases, and invasive species.
- f) Setting performance targets and providing guidance to junior agricultural staff.

Requirements for Appointment

For appointment to this grade, a candidate must have;

- a) A Bachelor's degree in any of the following fields: Food science, Agriculture, Horticulture, Agricultural extension and Education, Agribusiness management, Agricultural Economics or any other relevant qualification from a recognized institution, and
- b) Have excellent interpersonal skills

2. ENGINEER II, AGRICULTURE JOB GROUP 'CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Promoting and implementing mechanization services including repairs, maintenance and testing of agricultural machinery and equipment.
- b) Implementing soil and water conservation projects such as constructing terraces, water pans, small earth dams and drainage channels.

- c) Providing technical advice and training to farmers and field staff on irrigation machinery use, agro-processing and farm structures
- d) Supervising contracted works, ensuring compliance with engineering standards and preparing bills of quantities
- e) Gathering technical data for research and planning and preparing monthly or quarterly reports for the sub-county or county headquarters.
- f) Coordinating Networking and creating partnerships with other stakeholders

Requirement for Appointment.

For appointment to this grade, a candidate must have;

- a) a bachelor's degree in Agricultural Engineering, Soil & Water Engineering, Farm Power and Machinery, Bio systems or other related field
- b) Be registered by Institute of Engineers of Kenya (IEK) or Engineer's Board of Kenya (EBK) as a graduate Engineer
- c) Good design and visualization skills, AutoCAD, Google Earth, GIS and other design tools will be an added advantage
- d) Computer literate with knowledge on related Computer packages
- e) Possess Proposal development skills,
- f) Have Good Communication skills,
- g) Have resource mobilization skills.

3. ASSISTANT AGRICULTURAL OFFICER III JOB GROUP 'CPSB 11' (8 POSTS) Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Coordinate crop related extension activities and advise farmers at the ward level.
- b) Organise field days, demonstrations and tours
- c) Distribute quality seedlings, seeds and planting materials
- d) Identify farmers training needs and prepare field reports

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent.
- b) Diploma in any of the following fields; Agriculture, food Technology, Agriculture & Home Economics, Agricultural Education & Extension, Horticulture, or equivalent and relevant qualifications from a recognized institution; and,
- c) Certificate in computer application skills
- d) A valid motorbike riding license and experience in riding will be an added advantage

4. VETERINARY OFFICER JOB GROUP 'CPSB 08' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- b) Participating in the training of stakeholders in vector control programs;
- c) Treating sick animals;
- d) Advising on good veterinary practices;
- e) Collecting data and preparing reports on animal health, products and markets;
- f) Providing advice on animal breeding and welfare; and
- g) Undertaking post-mortem examination and other diagnostic tests.

Requirements for appointment

For appointment to this grade, a candidate must have:

- a) a Bachelor's Degree of Veterinary Medicine (BVM) from a university recognized in Kenya;
- b) Be registered by the Kenya Veterinary Board;
- c) Have a certificate in computer applications from a recognized institution

5. ADMINISTRATION OFFICER II JOB GROUP 'CPSB 09' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and responsibilities:

- a) Facilitating fleet management;
- b) Planning office accommodation layout;
- c) Developing and updating of office equipment and furniture inventory;
- d) Facilitating meetings, conferences and other special events;
- e) Supervising general maintenance of buildings and furniture;
- f) Facilitating maintenance and repairs of office equipment;
- g) Processing administrative documents;
- h) Supervising provision of security and office services;
- i) Supervising records management and messengerial services within various departments;
- j) Handling public concern and issues;
- k) Facilitating citizen participation in development activities;
- l) Providing input in organizing public participation awareness at the local level and
- m) Collecting and collating data on developmental activities.

Requirements for Appointment

For appointment to this grade, Candidates must have:-

- a) Bachelors degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- b) Certificate in computer application skills; and.

THE DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

1. LAND SURVEYOR II JOB GROUP 'CPSB 09' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a. Carrying out basic survey field assignments-mapping and establishing survey controls;
- b. Undertaking small and medium area cadastral, topographical surveys, sub-divisional schemes, site and general engineering surveys;
- c. Undertaking preliminary quality control of cadastral and general boundary surveys;
- d. Searching for and compiling of required survey data information from relevant government institution;
- e. Carrying out field observations using various survey equipment e.g. Automatic level, Total Station and Global Positioning System (GPS);
- f. Processing of filed survey data; ,
- g. Creating maps, plans and drawings;
- h. Preparation of field survey reports; and
- i. Maintenance of survey instruments.

Requirements for Appointment

For appointment to this grade, Candidates must have:

- a) Bachelor's degree in surveying and Photogrammetry, Geomatics, Geo-spatial Engineering or an equivalent qualification from a recognized institution;
- b) Graduate membership with the Institution of Surveyors of Kenya (ISK), (Land Surveyors or Engineering Surveyors Chapter):
- c) Valid Practicing Certificate from Lands Surveyor's Board (LSB) OF Kenya;
- d) letter of good standing from the Institution of Surveyors of Kenya; and
- e) Proficiency in computer applications.

2. ARTISAN I (WELDER) JOB GROUP 'CPSB 12' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Performing MIG, TIG, ARC and gas welding to create, repair or modify metal structure, furniture, and equipment.

- b) Carrying out maintenance of government buildings, plants and vehicles including repairing steel doors, window grills, fences and furniture
- c) Designing, cutting and assembling metal components based on gauges or blueprints
- d) Preparing metal surfaces for welding by grinding, cutting, cleaning and heating as well as fixing structural steel components

Requirements for Appointment:

For appointment to this grade, Candidates must have:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution,
- b) Artisan National Trade Test Certificate Grade III/II/I apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution;
- c) Having NYS certificates will be an added advantage.

OFFICE OF THE COUNTY ATTORNEY

1. LEGAL CLERK ASSISTANT II, JOB GROUP "CPSB 10" (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

- a) Filing legal documents in courts and tribunals
- b) Maintaining legal registry and case files
- c) Assisting in preparation and processing of legal documents
- d) Managing court schedules and tracking case progress
- e) Liaising with courts, advocates, and other stakeholders
- f) Providing administrative support to legal officers

Requirements for Appointment

For appointment to this grade, Candidates must have:

- a) Diploma in Law, Paralegal Studies, or equivalent qualification
- b) Registered as a court process server
- c) Valid Practicing License
- d) Proficiency in computer applications
- e) Knowledge of court procedures and registry operations will be an added advantage.

DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING

1. SENIOR SUPPORT STAFF JOB GROUP 'CPSB 15' (4 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

- a) Cleaning offices, sanitation facilities, and surrounding areas;

- b) Moving office furniture, equipment, and materials;
- c) Assisting in minor maintenance tasks;
- d) Messengerial duties and delivering documents; and
- e) any other assignment as maybe assigned from time to time by the supervisor

Requirements for Appointment:

For appointment to this grade candidates must have;

- a) Kenya Certificate of Secondary Education (KCSE) with a minimum mean grade of D Plain or its equivalent;
- b) Three (3) years experience; and
- c) Must show merit, ability, and initiative.

KAIMOSI AGRICULTURAL TRAINING CENTRE

1. AGRICULTURAL OFFICER I JOB GROUP 'CPSB 09' (2 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Coordinating capacity-building workshops and providing technical advice to farmers and stakeholders.
- b) Managing agricultural projects, including planning, budgeting, and monitoring progress.
- c) Promoting food security through crop development, soil management, and farm mechanization.
- d) Collecting, compiling, and analyzing crop data to prepare technical and financial reports for policy development.
- e) Monitoring and controlling crop pests, diseases, and invasive species.
- f) Setting performance targets and providing guidance to junior agricultural staff.

Requirements for Appointment

For appointment to this grade, a candidate must have;

- a) A Bachelor's degree in any of the following fields: Food science, Agriculture, Horticulture, Agricultural extension and Education, Agribusiness management, Agricultural Economics or any other relevant qualification from a recognized institution, and
- b) Have excellent interpersonal skills

2. ASSISTANT AGRICULTURAL OFFICER III JOB GROUP 'CPSB 11' (2 POSTS)

Duties and Responsibilities

Duties and responsibilities

- a) training and advising farmers on matters related to Crop production, Land Development, Planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent.
- b) Diploma in any of the following fields; Agriculture, food Technology, Agriculture & Home Economic, Agricultural Education, Horticulture, or equivalent and relevant qualifications from a recognized institution; and,
- c) Certificate in computer application skills
- d) (Possession of a valid motorbike riding license and experience in riding will be an added advantage)

3. CLERICAL OFFICER II JOB GROUP 'CPSB 13' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

- a) compiling statistical records;
- b) sorting, filing and dispatching letters;
- c) maintaining an efficient filing system;
- d) processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- e) computation of financial or statistical records based on routine or special sources of information;
- f) preparing payment vouchers;
- g) compiling data and drafting letters.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its approved equivalent; and
- b) Proficiency in computer applications.

NANDI COUNTY PUBLIC SERVICE BOARD

1. ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT JOB GROUP 'CPSB 05' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Formulating, reviewing, and implementing Human Resource Strategies, policies, and procedures;

- b) Analyzing training needs, preparing training projections, and evaluating the effectiveness of development programs;
- c) Developing and implementing staff performance appraisals and managing career progression/succession planning;
- d) Managing staff discipline, handling grievances, and ensuring health, safety, and welfare programs;
- e) Ensuring adherence to labour laws, maintaining up-to-date Human Resource databases/skills inventories, and auditing payroll;
- f) Providing expert advice on human resource management matters to the Board.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in Human Resource Management, Industrial Relations, or its equivalent from a recognised institution;
- b) A Master's degree in Human Resource Management, Development, or a related course;
- c) Certified Human Resource Professional (CHRP-K) and registration with the Institute of Human Resource Management (IHRM) in good standing;
- d) At least 12 years of work experience, with 3 years at a senior management level; and
- e) Proficiency in computer applications (HR Information Systems), strong leadership, and communication skills.

2. HUMAN RESOURCE MANAGEMENT OFFICER I JOB GROUP 'CPSB 09' (2 POSTS) **Terms of Service: Permanent and Pensionable**

Duties and Responsibilities

- a) Maintain accurate employee data, update employee records in databases, and ensure data integrity;
- b) Monitor performance appraisal processes;
- c) Advise employees on county policies, handle grievances, and ensure compliance with labour laws and regulations; and
- d) Coordinate training programs, training logistics, and evaluate training effectiveness.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- a) Bachelor's degree in Human Resource Management or a related field;
- b) At least 3 years experience in a relevant field;
- c) Proficiency in computer applications; and
- d) Membership of IHRM

3. RECORDS MANAGEMENT OFFICER III JOB GROUP 'CPSB 11' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Receiving, sorting, opening, recording, and dispatching mails;
- b) Opening, closing, labeling, and organizing files, ensuring they are properly arranged;
- c) Protecting records from unauthorized access, loss, theft, or alteration, and tracking file movements;
- d) Assisting in locating and retrieving information for users;
- e) Sorting and indexing documents according to established classification systems; and
- f) Identifying inactive files and assisting with the disposal of records in accordance with relevant laws and regulations.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- a) A Diploma in Records Management, Archives and Records Management, Information Management, Library Science or Information Science/Studies from a recognized institution;
- b) Proficiency in computer applications; and
- c) Strong organizational abilities, attention to detail, high integrity, and good communication skills.

4. ASSISTANT DIRECTOR LEGAL SERVICES JOB GROUP 'CPSB 05' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Providing legal counsel to the Board and management to ensure compliance with relevant laws and regulations;
- b) Drafting and updating policies and regulations;
- c) Preparing, reviewing, and negotiating contractual instruments and agreements;
- d) Managing litigation and spear heading alternative dispute resolution (ADR) mechanisms;
- e) Supervising legal staff and coordinating legal activities; and
- f) Identifying legal risks and developing proactive strategies to prevent litigation.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- a) A Bachelor of Laws (LLB) degree from a recognized institution;
- b) Postgraduate Diploma in Law;
- c) Member of the Law Society of Kenya in good standing;
- d) A current practising license;
- e) At least 6 years of relevant experience, with at least 3 years at a senior level; and
- f) Demonstrated leadership abilities and experience in managing legal teams.

5. LEGAL OFFICER JOB GROUP 'CPSB 08' (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- a) Advising on legal issues, regulatory compliance, and risk mitigation strategies;
- b) Drafting, vetting, and negotiating contracts, agreements, and legal documents;
- c) Representing the Board in Court or tribunals;
- d) Managing lawsuits filed by or against the Board, including liaising with external advocates to develop strategies;
- e) Monitoring compliance with statutory requirements and maintaining legal records; and
- f) Conducting research and preparing legal opinions

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- a) A Bachelor of Laws (LLB) degree from a recognized institution;
- b) Postgraduate Diploma in Law;
- c) Member of the Law Society of Kenya in good standing; and
- d) A current practising license;

6. ICT OFFICER, JOB GROUP 'CPSB 09' (1 POSTS)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

Duties and responsibilities at this level will include:

- a) Installation and maintenance of computer systems;
- b) Configuration of Local Area Network and Wide Area Network;
- c) Developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users;
- d) Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- e) Drawing up hardware specifications for Information Communication Technology equipment;
- f) Verification, validation and certification of Information Communication Technology equipment; and
- g) Overseeing the process of configuration of new Information Communication Technology equipment.
- h) Training officers on ICT in the County Public Service.

Requirements for Appointment

For appointment to this grade, candidate must have;

- a) a degree in any of the following fields: Computer Science/ Information Communication Technology or Electronics/Electrical Engineering from a recognised institution.

Interested and suitable candidates who meet the requirements for the positions should submit hard copies of their application(s) with detailed CV, copies of academic and professional certificates, National Identity Cards and testimonials to the Nandi County Public Service Board, Kapsabet 11th May, 2026 at 5:00pm.

Applications clearly indicating the position one is applying for on the envelope should be addressed to:

**The Secretary/Chief Executive Officer
Nandi County Public Service Board
P.O. Box 802, 30300
KAPSABET.**

Important Notice to Applicants

- Shortlisted candidates for 'CPSB 05' and above must meet the requirements of Chapter six of the Constitution of Kenya.
- Any form of canvassing will lead to automatic disqualification. Please note that only shortlisted candidates will be contacted. The official communications will be made through the Nandi County Public Service Board's mobile number 0781848494.
- Applicants are strongly advised not to fall victim to fraudsters who may call asking for money in exchange of services. The County Government of Nandi is an equal opportunity employer and offers its services free of charge.
- All qualified persons including persons living with disability, women, youth, the marginalized and any person who has ever rendered services to the County Government of Nandi or its agencies are encouraged to apply.

