

COUNTY GOVERNMENT OF KERICHO



PUBLIC SERVICE BOARD

ADVERTISEMENT OF JOB VACANCIES

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

1. ADVERT NO: KCPSB/2026/06- CHIEF OFFICER, JOB GROUP 'S' (5 POSTS)

The County Chief Officer shall be an accounting and authorized officer.

a) Requirements for Appointment

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

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b) Duties and Responsibilities

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

Terms of Service: Contract.

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT

1. KCPSB/2026/07: SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP 'L' (1 POST)

a) Duties and Responsibilities

- i. In-charge of a large section within Human Resource unit of a department;
- ii. Ensure updated complement records;
- iii. Prepare the departmental training agenda and Minutes;
- iv. Facilitate implementation of training/course approved;
- v. Facilitate the bonding of sponsored trainees;
- vi. Ensure that the development, updating, and maintenance of skills inventory database;

- vii. Prepare training reports;
- viii. Coordinate group training in the departments;
- ix. Coordinate the Performance Appraisal system;
- x. Verify recruitment and appointment records;
- xi. Prepare appointment documents;
- xii. Undertake computation and conveyance of leave approval;
- xiii. Prepare transfer and deployment letters.

b) Requirements for Appointment

- i. Served as a Human Resource Management Officer I or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. A Bachelors degree in Social Sciences and Part I of CPS or Diploma in Human Resource Management/Human Resource Management or Industrial Relations from a recognized university/institution;
- iii. Membership of Institute of Human Resource Management (IHRM) in good standing;
- iv. Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable.

2. KCPSB/2026/08: HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP 'J' (4 POSTS)

a) Duties and Responsibilities

- i. Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- ii. Processing cases for the Ministerial Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof and supervising; and
- iii. Guiding clerical staff in the Division/Section.


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b) Requirements for Appointment

- i. A Bachelors degree in Social Sciences and Part I of CPS or Diploma in Human Resource Management/Human Resource Management or Industrial Relations from a recognized university/institution;
- ii. Membership of Institute of Human Resource Management (IHRM) in good standing;
- iii. Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable.

**3. KCPSB/2026/09: RECORDS MANAGEMENT OFFICER I, JOB GROUP 'K'
(1 POST)****a) Duties and Responsibilities**

- i. Ensuring that letters are appropriately filed and marked to action officers;
- ii. Controlling and opening of files and updating file index;
- iii. Ensuring security of information/files in the registry;
- iv. Up-dating and maintaining up-to-date file movement records;
- v. Ascertaining the general cleanliness of the registry; and
- vi. Guide and supervise staff working under him or her.

b) Requirements for Appointment

- i. Served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelors Degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognised institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable.

4. KCPSB/2026/10: RECORDS MANAGEMENT OFFICER II, JOB GROUP 'J'
(1 POST)

a) Duties and Responsibilities

- i. Ensuring security of files and documents;
- ii. Renewing file covers;
- iii. Ensuring proper handling of documents, pending correspondence and bring-ups;
- iv. Receiving and dispatching letters and maintaining related registers;
- v. Preparing disposal schedules and disposing of dead files in accordance with relevant Government regulations.

b) Requirements for Appointment

- i. A Bachelors Degree in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognised institution; and
- ii. Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent and Pensionable.

5. KCPSB/2026/11: ADMINISTRATION OFFICER II/VILLAGE ADMINISTRATOR II, JOB GROUP "J" (13 POSTS)

a) Duties and responsibilities

- i. Planning of office accommodation and layout;
- ii. Facilitating transport and travelling services;
- iii. Maintaining and updating furniture and office equipment inventory;
- iv. Ensuring payment of bills;
- v. Facilitating movement of assets;
- vi. Carrying out general maintenance of buildings and furniture;
- vii. Facilitating logistics for meetings, conferences and other special events.
- viii. Collecting and collating data on development activities;
- ix. Providing input in the monitoring and evaluating of community projects;
- x. Providing input in organizing public participation awareness at the local level;
- xi. Disseminating information to the public.

b) Requirements for Appointment

- i. Bachelors degree in any of the following disciplines: public administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution;
- ii. Certificate in computer applications from recognized institution.

Terms of Service: Permanent and Pensionable.

6. KCPSB/2026/12: ADMINISTRATION OFFICER III/VILLAGE ADMINISTRATOR III, JOB GROUP "H" (13 POSTS)**a) Duties and responsibilities**

- i. Planning of office accommodation and layout;
- ii. Facilitating transport and travelling services;
- iii. Maintaining and updating furniture and office equipment inventory;
- iv. Ensuring payment of utility bills;
- v. Facilitating movements of assets;
- vi. Facilitating general maintenance of buildings and furniture;
- vii. Facilitating logistics for meetings, conferences and other special events.
- viii. Collecting and collating data on development activities;
Providing input in organizing public participation awareness at the local level;

b) Requirements for Appointment

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

Terms of Service: Permanent and Pensionable.

7. KCPSB/2026/13: CLERICAL OFFICER II, JOB GROUP 'F' (3 POSTS)**a) Duties and Responsibilities**

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;
- iii. Maintaining an efficient filing system;


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

b) Requirements for Appointment

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

Terms of Service: Contract.

8. KCPSB/2026/14: SUPPORT STAFF (DIVERS), JOB GROUP 'D' (2 POSTS)

a) Duties and Responsibilities

- i. Rescue diving for underwater casualties;
- ii. Provide Security to tourist within county water falls;
- iii. Act as tour guide within water falls;
- iv. Provide ground work service in the water falls around the tourist site;
- v. Search and recovery diving for bodies;
- vi. Search and rescue in collapsed building debris;
- vii. Search and rescue of landslide and mudslide victims;
- viii. Any other duties as may be assigned;

b) Requirements for Appointment

- i. Must have at least a KCSE Mean grade of D (Plain) certificate;
- ii. Diving skills in running waters (rivers) and stationery waters (dams and ponds)(Must provide a certified recommendation Letter from Disaster Management Institution);
- iii. Basic recovery and rescue skills in water bodies; and
- iv. Basic knowledge of first aid.

Terms of Service: Permanent and Pensionable.

9. KCPSB/2026/15: ASSISTANT OFFICE ADMINISTRATIVE III, JOB GROUP 'H' (3 POSTS)

a) Duties and Responsibilities

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Managing e-office;
- iv. Ensuring security of office records, documents and equipment;
- v. Maintaining an up to date filing system in the office;
- vi. Operating office equipment;
- vii. Managing office protocol;
- viii. Managing office petty cash;
- ix. Handling telephone calls and appointments;
- x. Supervising office cleanliness; and
- xi. Undertaking any other office administrative services duties that may be assigned

(b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- (a) Typewriting III (50 w.p.m.)/Computerised Document Processing III;
- (b) Shorthand II (80 w.p.m.);
- (c) Business English II/Communications I;
- (d) Office Practice II;
- (e) Secretarial Duties II; (f)
- (f) Commerce II;
- (g) Office Management III/Office Administration and Management III;


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- iii. Certificate in computer applications from a recognized institution;
and
- iv. Shown merit and ability as reflected in work performance and results

Terms of Service: Permanent and Pensionable.

10. KCPSB/2026/16: DRIVER III, JOB GROUP 'D' (2 POSTS)

a) Duties and Responsibilities

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure;
- iii. Carrying out minor repairs including oiling and greasing;
- iv. Detecting and reporting malfunctioning of vehicle systems;
- v. Maintenance of work tickets for vehicles assigned;
- vi. Ensuring security and safety for the vehicle on and off the road;
- vii. Ensuring safety of the passengers and/or goods therein; and
- viii. Maintaining cleanliness of the vehicle.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;
- ii. Valid driving licence free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution;
- iv. Passed a Suitability test for Driver Grade III;
- v. Passed Practical Test for Drivers;
- vi. Certificate in computer application skills;
- vii. A valid Certificate of Good Conduct from Directorate of Criminal Investigation.

Terms of Service: Permanent and Pensionable.

11.KCPSB/2026/17: DISASTER MANAGEMENT OFFICER II, JOB GROUP "J" (1 POST)

a) Duties and Responsibilities

- i. Participate in emergency planning including fire disaster management;
- ii. Ensure that there is sound disaster preparedness program which is alert and ready to offer quickest disaster response;
- iii. Undertake fire safety training and drills in all county establishments;
- iv. Ensure emergency fire equipment's are in place in all county government buildings;
- v. Ensure total compliance to the workplace safety standards; Prepare and coordinate the firefighting team and equipment for quick response to fire disasters in the county;
- vi. Act as a duty officer as part of 24 hours duty system, responding as they may arise;
- vii. Raise awareness to the public on disaster management and preparedness.

b) Requirement For Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in disaster management and preparedness or related field from a recognized institution or any other relevant equivalent qualification;
- iii. A certificate course in firefighting/fire rescue from a recognized institution will be an added advantage.

Terms of Service: Permanent and Pensionable.

12. KCPSB/2026/18: SECURITY WARDEN III (ENFORCEMENT OFFICER) JOB GROUP 'D' (140 POSTS)

a) Duties and Responsibilities

- i. Enforce County laws and other relevant Acts;
- ii. Carry out regular patrols in parking areas to ensure orderly parking and traffic management;
- iii. Respond to safety, emergency and enforcement alerts;



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- iv. Verify employees and visitors identification;
- v. Maintain order in markets and other business premises;
- vi. Guard County government properties and premises;
- vii. Control crowds, collect information and report on matters of County interest; and
- viii. Perform any other lawful related duties assigned by Supervisor.

a) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) with a mean grade of D (Plain) or its equivalent;
- ii. Certificate of Good Conduct from the National Police Service
- iii. Aged between 18 years and above
- iv. Physically fit;
- v. National Youth Service Training or Paramilitary training, or any other relevant training in relation to security is an added advantage or Five-year experience in enforcement.

Terms of Service: Contract.

13. KCPSB/2026/19: FIREMAN III, JOB GROUP "E" (5 POSTS)

a) Duties and Responsibilities

- i. Maintenance of fire-fighting appliances
- ii. Assisting during emergency cases.

b) Requirements for Appointment

- i. Have Kenya Certificate of Secondary Education mean grade 'D' or its equivalent;
- ii. Firefighter II certificate or fire management level 3 certificate from a recognized Training school/Institution;
- iii. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Buildings Technology (KIHBT) or any other recognized institution;
- iv. Be physically fit;
- v. Be certified medically fit by a Government doctor.

Terms of Service: Permanent and Pensionable.


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1. KCPSB/2026/20: ASSISTANT ECDE TEACHER III/ECDE TEACHER III, JOB GROUP "F/H" (210 POSTS)

a) Duties and Responsibilities

- i. Class teaching;
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners;
- iii. Preparing reports;
- iv. Ensuring the safety and security of the learners;
- v. Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play;
- vi. Developing relevant play/learning materials for all learners;
- vii. Preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' Level;
- ii. Certificate or Diploma in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent;
- iii. Registered by the Teachers Service Commission;
- iv. A Certificate in Computer Applications;
- v. Certificate of Good Conduct from the National Police Service;
- vi. Valid medical report from a registered government health facility;
- vii. A recommendation letter from the Head teacher of the respective school.

Terms of Service: Contract.

2. KCPSB/2026/21: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' (51 POSTS)

a) Duties and Responsibilities

- i. Theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment;
- v. Conducting co-curricular activities;
- vi. Maintaining trainees discipline;
- vii. Guiding and counselling trainees.

b) Requirements for Appointment

- i. Diploma or Master Craft Certificate in any of the following disciplines; Electronics engineering; Telecommunications Engineering; Electrical Engineering; Mechanical engineering; Automotive engineering; Instrumentation and control Engineering; Industrial/Construction plant Engineering; Civil engineering; Building and construction; Plumbing; Welding and Fabrication; Refrigeration and Air conditioning; Renewable Energy Technology; Agriculture/Agribusiness; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping or its equivalent qualifications from a recognized institution; and
- ii. Certificate in Computer applications from a recognized institution.

Terms of Service: Permanent and Pensionable.

**1. KCPSB/2026/22: DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES:
JG 'R' (1 POST)**

An officer at this level will be responsible to the Chief Officer, Finance and Economic Planning.

a) Duties and Responsibilities

- i. Overseeing implementation of public procurement policies, regulations procedures and guidelines;
- ii. Monitoring compliance with public procurement and asset disposal act, 2015, and regulations; process tender for procurement of goods and services as per laid down policies and procedures;
- iii. Coordinating with legal and user departments in drawing and managing procurement contracts;
- iv. Overseeing development of procurement plans in liaison with users and as per the requirements and facilitate execution; and implementing of e-procurement strategies;
- v. Ensuring provision of secretariat services to the procurement committees;
- vi. Coordinating the disposal of unserviceable stores as per the established regulations;
- vii. Ensuring maintenance of manual and computerized database of procurement transactions at the County;
- viii. Ensuring maintenance of assets register as per the procurement and assets disposal act.

b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Supply Chain Management, Procurement and Logistics, Commerce, Business Administration, Economics or its equivalent qualifications from a recognized institution;
- ii. Master's degree in any of the following disciplines: Supply Chain Management, Procurement, Commerce, Business Administration, Economics or its equivalent qualifications from a recognized institution;

- iii. A minimum of (10) years relevant work experience in public or private institution three (3) years of which should have been in a senior management role;
- iv. Be a member of Kenya Institute of Supplies Management (KISM) or Certified Institute of Purchasing and Supply (CIPS) and in good standing;
- v. Strategic Leadership Development Programme Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Fulfill the requirements of Chapter six of the Constitution.

Terms of Service: Contract.

How to apply:

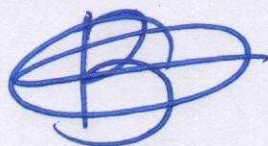
- Applications should be made **online** through:
<https://psbkericho.co.ke/vacancies>
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials **on or before Tuesday 11th August 2026.**

IMPORTANT:

- Details of the qualifications and requirements can be obtained from
<https://psbkericho.co.ke/download>
 - Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
 - Only shortlisted applicants will be contacted.
 - Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.
 - Any form of canvassing will lead to automatic disqualification.
 - Shortlisted Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya;
- (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);

- (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
- (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB);
- (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB) and
- (e) A valid Clearance Certificate from Ethics and Anti-Corruption Commission (EACC)

N/B: County Government of Kericho is an equal opportunity employer. Women, Youths, Persons with disability, marginalized and minority groups are encouraged to apply.



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