

**REPUBLIC OF KENYA**



**NAROK COUNTY GOVERNMENT  
PUBLIC SERVICE BOARD**

**VACANT POSITION IN THE COUNTY PUBLIC SERVICE**

Pursuant to the Constitution of Kenya 2010 (Article 185(2), 186(1) and 187(2) on distribution of functions between the National Government and County Government and the County Government Act No. 17 of 2012. The Narok County Public Service Board invites applications from suitably qualified candidates to fill the following positions in the Narok County Government.

**INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP 'H' (1) ONE POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m.

**Duties and Responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include writing and testing simple computer programs according to instructions and specifications; assisting in the implementation of the computer systems; providing users support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

**Requirement and Appointment**

For appointment to this grade a candidate must have

- i. Kenya Certificate of secondary Education mean grade C plain with at least a C- in mathematics and English/Kiswahili or its approved equivalent
- ii. Diploma in any of the following fields: Computer Science, Electrical/Electronic engineering or its equivalent qualification from a recognized institution.

**SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP "L" (1) ONE POST**

Terms of Service: Permanent & Pensionable

Salary Scale CPSB 08: Ksh. 42,970 X 1,920 – 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170- 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 X 59,120 p.m.

**Duties and Responsibilities**

Duties and responsibilities at this level will involve: carrying out systems analysis design and programme specification in liaison with users; developing, implementing and maintaining of systems; ensuring adherence to established ICT standards; supervising and compiling overall systems documentation; and advising on ICT related issues; supervising installation certification, repairs and maintenance of Information Communication Technology equipment

and associated peripherals; developing and maintaining ICT standards; recommending and supervising Hardware/Software specification for Information Communication Technology equipment; logging of problems; drawing and scheduling preventive maintenance; and assisting in feasibility studies as assigned. In addition, the officer will train officers working below him/her.

### **Requirement for Appointment**

For appointment to this grade, an officer must have:

- I. Served in the grade of senior Information Communication Technology Officer I or in an equivalent and relevant position in the Public Service for minimum period of three [3] years; and
- II. Bachelor degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.
- III. Demonstrated professional ability, initiative and competence in organizing and directing work

### **FINANCE OFFICER I, JOB GROUP "L" TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 08: Ksh. 42,970 X 1,920 – 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170- 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 X 59,120 p.m.

### **Duties and Responsibilities;**

Duties and responsibilities at this level entail: -

- i. Gathering, compiling and analyzing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- ii. Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- iii. Initial processing of reallocations within the budget.

### **Requirements for Appointment.**

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

- i. Served in the grade of finance officer II or a comparable and relevant position in the public service for at least three (3) years
- ii. Bachelor's Degree in Commerce (Finance option), Business Management or Finance, Economics, Business Administration  
OR
- iii. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Finance Analyst (CFA).

### **CHIEF HUMAN RESOURCE MANAGEMENT OFFICER I, JOB GROUP "N" ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 06: Ksh. 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 x 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75, 940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 – 87,360 p.m.

### **Duties and Responsibilities**

An officer at this level be deployed at the Public Service Management (PSM) or in a Department. Specific duties and responsibilities will be as follows:

Responsible to an Assistant Director of Human Resource Management for planning, coordination, organization and direction of Human Resource Management Services in a Department including analyzing the staffing levels and making proposals for succession planning; analyzing utilization of human resources in a Department and advising on proper deployment; analyzing staff progression and making proposals for career development; and ensuring the correct interpretation and implementation of human resource regulations including those relating to pensions; salary administration, labor laws and other statutes relating to human resource management.

### **Requirement for Appointment**

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

- i. Served as a Chief Human Resource Management Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor degree in Social Science, Human resource Management, Human resource Development, public Administration
- iii. Part II of CPS or Diploma in Personnel Management/Human Resource Management or Industrial Relation from a recognized university/institution;
- iv. Management Course lasting not less than four (4) weeks; and
- v. Shown merit and ability as reflected in work performance and results.

### **CHIEF HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP "M" TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 07: Ksh. 49,000 X 2,170 - 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 - 59,120 X 2,920 - 62,040 X 3,080 - 65,120 p.m

#### **Duties and Responsibilities**

An officer at this level will be deployed at the Directorate of Personnel Management (DPM) or in a Department. Duties and responsibilities will be as follows: DPM an officer at this level will be required to assist in collecting, collating and analyzing Human Resource Management data from Departments and making appropriate recommendations thereof; analyzing Human Resource Management issues emanating from Departments and initiating appropriate action; and monitoring the implementation of the impact of existing Human Resource Management policies, guidelines and procedures. Departments A Chief Human Resource Management Officer II will normally be in charge of two or three sections within the Human Resource Division of a Department. Duties and responsibilities will include planning, controlling and coordinating all human resource management activities in such areas as recruitment, appointment, employee relations, discipline, remuneration and staff welfare within the framework of existing human resource management objectives, policies and regulations; and supervision, training and development of officers under him/her.

### **Requirement for Appointment**

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

- (i) served as a Senior Human Resource Management Officer for a minimum period of three (3) years; 18
- (ii) a Bachelor's degree in Social Sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution; and
- (iii) (iii) shown merit and ability as reflected in work performance and results.

### **RECORDS MANAGEMENT OFFICER II, JOB GROUP "J" TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 10: Ksh. 31,270 X 1,300 - 32,570 X 1,380 - 33,950 X 1,390 - 35,340 X 1,460 -36,800 X 1,470 - 38,270 X 1,470 - 39,740 X 1,520 - 41,260 p.m.

#### **Duties and Responsibilities**

- i. Ensuring security of files and documents;

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

**Requirements for appointments**

- i. Bachelor’s degree in Information Science/Records Management or any of the Social Science from a recognized institution.

**ADMINISTRATIVE OFFICER III, JOB GROUP “H” TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m

**Duties and Responsibilities**

This is the entry and training grade for Diploma holders. An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will entail:

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

**Requirement for Appointment**

For appointment to this grade, a candidate must have

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

**CHIEF PUBLIC COMMUNICATIONS OFFICER, JOB GROUP “M” TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 07: Ksh. 49,000 X 2,170 - 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 - 59,120 X 2,920 - 62,040 X 3,080 - 65,120 p.m

**Requirement for Appointment**

For appointment to this grade, an officer must:

- i. Have served in the grade of Senior Information Officer or in a comparable and relevant position in the Public Service for a minimum period of three [3] years;
- ii. Have a clear understanding of working of the media;
- iii. Possess advanced computer application skills;
- iv. Possess good oral and written communication skills in both English and Kiswahili; and
- v. Have shown merit and ability as reflected in work performance and results.

### **PUBLIC COMMUNICATIONS OFFICER III, JOB GROUP “H” TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 07: Ksh. 49,000 X 2,170 - 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 - 59,120 X 2,920 - 62,040 X 3,080 - 65,120 p.m.

#### **Requirement for Appointment**

- i. Have Kenya Certificate of Secondary Education [K.C.S.E] mean grade C with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualification;
- ii. 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
- iii. Be proficient in computer applications.

### **ASSISTANT CO-OPERATIVE OFFICER III JOB GROUP “H” ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m.

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be required to work under guidance and supervision of a senior officer. Duties and responsibility will entail: promoting co-operatives societies and enforcing compliance with co-operative legislation.

#### **For the appointment of this grade, a candidate must have: -**

- i. Diploma in any of the following: -Cooperative management, marketing or finance from a recognized institution; and
- OR**
- ii. Certified Public Secretaries (CPS) Kenya Part I or Certified Public Accountants (CPA) Kenya Part I examination from a recognized institution; and
  - iii. Certificate in computer applications from a recognized institution

### **CLERICAL OFFICER II, JOB GROUP “F” THREE (3) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 13: Ksh. 16,890 X 680 - 17,570 X 700 - 18,270 X 780 - 19,050 X 800 - 19,850 X 950 - 20,800 p.m.

Terms of Service: Permanent & Pensionable

#### **Duties and Responsibilities**

This is the entry and training grade for the Clerical cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM unit, general registry, supplies, accounts office or general office services. Specific duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in human resource management; computation of financial or statistical records based on routine or special sources of information; preparing payment vouchers; compiling data and drafting simple letters.

#### **Requirements for Appointment.**

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

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

### **ENVIRONMENT AND NATURAL RESOURCE OFFICER, JOB GROUP “K” ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 09: Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 - 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 p.m.

#### **Duties and Responsibilities.**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: - collecting and collating data and information related to environment and natural resource; participating in awareness creation and advocacy; and writing periodic reports.

#### **Requirements for Appointment**

For direct appointment to this grade, a candidate must have; -

- i. Bachelor’s Degree in any of the following discipline:- Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and conservation, Environmental Resource Conservation, Environmental studies and Community Development, Environmental studies and Community Resource Conservation, Fisheries, Forestry, Geo-Resource Conservation and Management, Botany, Chemistry, Climate Change and Development, Coastal and Marine Resource Management, Conservation Biology, Disaster Mitigation and Sustainable Development, Dry land Agriculture and Enterprise Development, Earth Science with Information Technology, Ecology, Environmental and Bio-system Engineering, Environmental Chemistry, Geography, Geo-information Sciences, Horticulture, Land Resource Planning and Management, Management of Agro-Ecosystem and Environment, Marine Resource Management, Meteorology, Natural Resource Management, Range Management, Waste Management, Water Resource and Environment, Wildlife Management or Zoology from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.

### **CHIEF DRIVER, JOB GROUP “H” ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m

#### **Duties and Responsibilities.**

Duties and responsibilities will involve driving the assigned vehicle; carrying out routine checks, on the vehicle’s cooling, oil electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). In addition, the officer may be required to supervise and guide staff in a small transport unit.

#### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Driver for a minimum period of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution; and
- vi. Demonstrated outstanding professional competence and integrity in work performance and results.

### **SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANTS JOB GROUP "L" ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 08: Ksh. 42,970 X 1,920 – 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170- 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 X 59,120 p.m.

#### **Duties and Responsibilities.**

An officer at this level will be expected to supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer. Specifically, duties will entail assisting in procurement, preparation of procurement plans, market survey and research; disposal of stores and equipment in accordance to the laid down regulations and procedures; and preparation of periodic and annual Supply Management reports/returns.

#### **Requirements for appointment.**

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

- i. Served in the grade of Senior Supply Chain Management Assistant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its equivalent qualification from a recognized institution and;
- iii. Show merit and ability as reflected in work performance and results.

### **PRINCIPAL EDUCATION OFFICER, JOB GROUP "N" ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: Ksh. 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 x 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75, 940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 – 87,360 p.m

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: coordinating education management programme; implementing education policies; initiating, supervising and evaluating education programme; controlling and managing funds allocated to education programmes; developing interventions in emerging issues; coordinating implementation of curriculum; coordinating the auditing of education financial resources; planning and administering national examinations; implementing capacity building programmes for education managers, committees and boards; and guiding, advising and appraising officers under their supervision.

#### **Requirement for Appointment**

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

- i. Served in the grade of Chief Education Officer for a minimum period of three (3) years;

- ii. Bachelor's degree in Education from a recognized institution;
- OR**
- iii. Bachelor's degree in Arts or science with Education from a recognized institution;
- OR**
- iv. Bachelor's degree in Arts or Science from a recognized institution and Postgraduate Diploma in Education from a recognized institution.
- v. Certificate in Senior Management Course lasting not less four (4) weeks from a recognized institution.
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

### **PUBLIC COMMUNICATIONS OFFICER I, JOB GROUP "K" ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 09: Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 - 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 p.m

#### **Duties and Responsibilities**

An officer at this level may be deployed at the Ministry Headquarters or in a Public Communications Office. Duties and responsibilities at this level will entail gathering information on programme and significant events, editing stories on topical issues in a specific sectoral area, liaising with media practitioners and the public on issues of mutual concern, scheduling interviews with Government officials and managing assigned projects and programme under the guidance of the head of the Unit/Section.

#### **Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Have served in the grade of Public Communications Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Have a post graduate diploma in any of the following disciplines, in the case of holders of general social science degrees: Mass Communication, Communication Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution/University; and
- iii. Possess good oral and written communication skills in both English and Kiswahili;
- iv. Be proficient in Information Communication Technology including use of internet and internet services; and
- v. Have shown merit and ability as reflected in work performance and results.

### **ECONOMIST II/STATISTICIAN II, JOB GROUP "K" ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 09: Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 - 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 p.m

#### **Duties and Responsibilities**

This is the entry grade for Economist/Statistician cadre. An Officer at this level will be responsible for a specific sector, location, service or area of activity. Duties and responsibilities at this level will involve providing economic planning data, economic analysis; formulation of development strategies; identification, preparation and evaluation of development projects and programme and monitoring of their implementation; conducting feasibility studies, determining



project viability and setting project priorities; collection, collation and analysis of data relating to production and marketing of agricultural/industrial products computerization and analysis of data; writing and submitting reports on specific assignments; and control and supervision of technical and other supporting staff.

In the statistical field, duties will involve management of a specific economic sector or an area of statistical activity; drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action; collection, collation, computerization and analysis of data; writing and submitting reports on specific assignments; and direction and supervision of technical and other supporting staff.

### **Requirement for Appointment**

For appointment to the grade of Economist II/Statistician II, candidate must be in possession of:

- i. A minimum of an Upper Second Class Honors degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- ii. A minimum of a Upper Second Class Honors degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution; or
- iii. A minimum of an Upper Second Class Honors degree in Statistics with appropriate specialization from a recognized university/institution; or
- iv. A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or a post graduate diploma or Master degree in subjects enumerated at (i) – (iii) above

### **OFFICE ADMINISTRATIVE ASSISTANT II, JOB GROUP “H” FIVE (5) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -taking oral dictation word and data processing from manuscript; operating office equivalent; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; keeping an up to date filing system in the office; supervision of office cleanliness; and undertaking any other office administrative services duties that may be assigned.

### **Requirement for Appointment**

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

- i. Served in the grade of Office Administrative Assistant III for a minimum period of three (3) years;
- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- a) Typewriting II (minimum 40 w.p.w) /Computerized Document Processing II
- b) Business English II/Communications I
- c) Office Practice II
- d) Secretarial Duties II
- e) Commerce II;

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council.

- (i) Certificate in computer applications from a recognized institution; and  
Shown merit and ability as reflected in work performance.

### OFFICE ADMINISTRATIVE ASSISTANTS III, JOB GROUP “G” FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

Salary Scale: **CPSB 12: Ksh. 22,270 X 1,040 - 23,310 X 1,070 - 24,380 X 1,090 - 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 p.m.**

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other office administrative services duties that may be assigned.

#### **Requirement for Appointment**

For appointment to this grade, a candidate must have:

- (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) Business Education Single and Group Certificate (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - (a) Typing II (minimum 40 w.p.m)/Computerized Document Processing II
  - (b) Business English II/Communications I
  - (c) Office Practice I
  - (d) Commerce I

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and

- (iii) Certificate in computer applications skills from a recognized institution.

### TOURISM ASSISTANT III, JOB GROUP “H” ONE (1) POST

Terms of Service: Permanent & Pensionable

Salary Scale: **CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m**

#### **Duties and Responsibilities**

This will be the entry and training scope for Tourism Assistants. An officer at this level will be assigned duties of a limited scope and complexity and will work under the direction of an experienced officer. Specific duties and responsibilities will include; maintain good customer relations; assisting in management and maintenance of Tourism information services; providing information to customers; maintaining records and issuing publicity materials and processing license applications.

### **Requirement for Appointment**

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

- (i) Kenya Certificate of Secondary Education, (KCSE), mean grade C plain with a C + plus in English or Kiswahili, and a C- minus in Mathematics; and
- (ii) Diploma in any of the following: - Tourism, Hospitality Management, Tour Guide, Tour Operations or their equivalent from a recognized institution.

### **SOCIAL WELFARE OFFICER III, JOB GROUP “H” TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m

#### **Duties and Responsibilities**

This will be the entry grade for Diploma Holders. At this level, an officer will be deployed in either a Bosal Institution, a Youth Corrective Training Centre or in a small Prison. Duties and responsibilities will involve taking statistics on matters pertaining to prisoners’ welfare services; individual counseling of prisoners and mobilizing prison staff and inmates on awareness of pandemic diseases.

### **Requirement for Appointment**

For appointment to this grade, a candidate must have:

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

### **MEDICAL SOCIAL WORKER I, JOB GROUP “H” (1 POST)**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m

#### **Duties and Responsibilities**

This will be the entry and training grade. An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients’ diagnosis and future resettlement, and counseling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy and ensure referral of patients to relevant agencies.

### **Requirement for Appointment**

For appointment to this grade, a candidate must have:

- i. Served in the grade of medical social worker II or in a comparable and relevant position in the
- ii. Public service for a minimum period of three (3); and
- iii. Shown merit and ability in work performance and results.

In addition to the requirement, an officer must have the following key competences:

- i. Positive working attitude and ability to take instruction;
- ii. Ability to get on well with the diverse work force and;
- iii. Integrity and commitment of producing service
- iv. Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution.

## **HUMAN RESOURCE MANAGEMENT ASSISTANT III, JOB GROUP “H” ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 - 30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m

### **Duties and Responsibilities**

This is the entry grade for this cadre. An officer at this level will be deployed in a Human Resource Management unit in Departments and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. In addition, he/she will supervise clerical officers and other supportive staff.

### **Requirement for Appointment**

Direct Appointment

Direct appointment will be made from candidates who have:

- i. At least a C- in the Kenya Certificate of Secondary Examination (KCSE); and
- ii. Diploma in Human Resource Management/Records Management or its equivalent from a recognized institution.

### **Promotion**

For appointment to this grade of Senior

- i. Have served in the grade of Senior C Clerical Officer for at least three (3) years;
- ii. Be in possession of either of the following qualifications:
- iii. Part I of the Certified Public Secretaries (K) Examination or its accepted equivalent; and
- iv. Certified in Human Resource Management/Record Management/Complement Control/Pensions/Salaries;

**OR**

- i. Diploma in Human Resource Management or Records Management or its equivalent from a recognized institution; and
- ii. Have shown merit and ability as reflected in work performance and results.

## **AGRICULTURAL OFFICER, JOB GROUP “K” TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 09: Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 - 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 p.m.

### **Duties and Responsibilities**

An officer at this level will be deployed in a division to coordinate activities in one of the following areas; Crop Production, Land Development, agricultural extension and Project Management. Further, duties and responsibilities will entail management of information desks within the division.

### **Requirement for Appointment**

For appointment to this grade, a candidate must have a Bachelor of Science degree in any of the following fields: - Food Science, Home Economics, Agricultural, Horticultural, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any relevant and equivalent qualification from a recognized institution.

### **MEDICAL SOCIAL WORKER I JOB GROUP “K” ONE (1) POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 09: Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 - 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 p.m.

#### **Duties and responsibilities**

An officer at this level will be expected to co-ordinate social worker activities within a hospital covering a number of units, planning and directing social work programme such as counseling, placement, home based care, rehabilitation and follow up of patient in general but particularly sensitive cases of pandemic diseases,

#### **Requirement for appointment**

For appointment to this grade, an officer has:

- i. Served in the grade of social worker II or in a comparable and relevant position in the public service for a minimum period of three (3) years
- ii. Show merit and ability in work performance and results
- iii. Supervisory course in a recognize institution

### **ACCOUNTANT II, JOB GROUP “J” (1) ONE POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 10: Ksh. 31,270 X 1,300 - 32,570 X 1,380 - 33,950 X 1,390 - 35,340 X 1,460 - 36,800 X 1,470 - 38,270 X 1,470 - 39,740 X 1,520 - 41,260 p.m.

#### **Duties and Responsibilities**

This is the entry and training grade for non-professionals. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guideline of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. the scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/ she will be responsible for safe custody of records and assets under him/her.

#### **Requirements for Appointment**

For appointment to the grade of Accountant II, Job Group ‘J’ a candidate must have the following qualification: -

- I. A pass in part II of the Certified Public Accountants (CPA) Examination or it’s recognized equivalent qualification.
- OR**
- II. Bachelor’s degree in Commerce (Accounting or Finance option), Business Administration (Accounting option from a recognized institution or any other relevant equivalent qualification.
  - III. In addition to the above requirement, an officer must have the following key personal attributes and core competences.

### **SUPPORT STAFF III, JOB GROUP “A” (1) ONE POST**

Terms of Service: Permanent & Pensionable

Salary Scale: CPSB 18: Ksh.13, 280 X 250 - 13,530 X 300 - 13,830 X 320 - 14,150 p.m.

## **Duties and Responsibilities**

- I. Clean, stock and supply designated facility areas
- II. Perform and document routine inspection and maintenances activities

## **Requirements for Appointment**

- I. Kenya certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (K.C.S.E)
- II. Have shown merit and ability as reflected in work performance and results.

Interested and qualified persons are requested to make their applications in written by completing one (1) application for employment form serial number **NRK-CPSB (1)2016 (REV. 2019)**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>

### **Please note,**

Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

Only shortlisted and successful candidates will be contacted.

Canvassing in any form will lead to automatic disqualification.

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

**Shortlisted candidates** shall be required to produce **original and copies** of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.

Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

All applications should be sent or hand delivered in a sealed envelope on or before **05<sup>TH</sup> January, 2021** addressed to:

**The Board Secretary/CEO  
Narok County Public Service Board  
P.O Box 545-20500  
Narok**