

REPUBLIC OF KENYA



NAROK COUNTY GOVERNMENT
PUBLIC SERVICE BOARD

ADVERTISEMENT -VACANT POSITIONS IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE.

The Narok County Public Service Board wishes to recruit competent and qualified persons to fill the following positions as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

TRADE OFFICER II - FIFTEEN (15) POSTS-V/NO. NCPSB 01/2023

TERMS OF SERVICE: ONE (1) YEAR CONTRACT (RENEWABLE)

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 this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include - collecting and compiling economic and trade related data; disseminating trade information to the business community; and facilitating international trade promotion activities through trade fairs and exhibitions

Requirements for Appointment:

- i. Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship or International Trade/Business/Relations or its equivalent qualification from a university recognized in Kenya.
- ii. Have a Certificate in computer applications

CLERICAL OFFICER II, - FOURTY FIVE (45) POSTS- V/NO.NCPSB 02/2023

Terms of Service: ONE (1) YEAR CONTRACT (Renewable)

Salary scale CPSB 13: Ksh. 16,890 X 680 - 17570 X 700 - 18,270 X 780 - 19,050 X 800 - 19,850 X 950 - 20,800 p.m.

Duties and Responsibilities

This is the entry and training grade for the Clerical Cadre. An officer at this level may be deployed in any of the following Units/Sections: Human Resource Management, General Registry, Supply

Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer. Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filling and dispatching correspondence; preparing PayChangeAdvicesPCAs);preparinginitialdocumentsforissuanceofstores;photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

Requirements for Appointment:

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution

ENFORCEMENT ASSISTANT III, - ONE HUNDRED AND SEVENTY FIVE (175) POSTS- V/NO.NCPSB 03/2023

Terms of Service: ONE (1) YEAR CONTRACT (Renewable)

Salary scale CPSB 13: Ksh. 16,890 X 680 - 17570 X 700 - 18,270 X 780 - 19,050 X 800 - 19,850 X 950 - 20,800 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:- enforcing various county laws and other relevant Acts; carrying out regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining sanity and order in markets and other business premises; and guarding county government properties and premises.

Requirements for Appointment

For appointment to this grade, a candidate must-

- i. Have Kenya Certificate of Educations Division III or Kenya Certificate of Secondary Education mean Grade 'D+'
- ii. Be aged 18-29 years;
- iii. Be physically fit as applicable to the Kenya Police Force plus a fitness medical certificate from a Government hospital
- iv. Have Certificate of Good Conduct from the Directorate of Criminal Investigations; and Have a Certificate in computer applications

Interested and qualified persons are requested to make their applications in written by completing one **(1)**Application for employment form serial number **NRK-CPSB (2)2016 (REV. 2021)**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>.

Please note: Candidates applying for **Enforcement Assistant III** and **Clerical Officer II** should attach copy of their National ID and KCSE certificate documents to the application form;

- . Only qualified and shortlisted 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.

Persons 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.

Applications should reach the Board on or before **24thFebruary 2023** addressed to:

The Board Secretary/CEO
Narok County Public Service Board
NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN
P.O Box 545-20500
NAROK