



**COUNTY GOVERNMENT OF KERICHO
KERICHO COUNTY PUBLIC SERVICE BOARD**

INTERNAL ADVERTISEMENT OF VACANCY

Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Office of the Governor, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

**1. KCPSB/2024/23: OFFICE ADMINISTRATIVE ASSISTANT I, JOB GROUP 'J'
(1 POSTS)**

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Taking oral dictation; managing office;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Maintaining office diary,
- v. Appointments and travel itineraries;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls;
- viii. Co-ordinating schedules of meetings;
- ix. Ensuring security of office records, equipment and documents including classified materials;
- x. Maintaining an up-to-date filing system in the office;
- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements;

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- xii. Preparing responses to simple routine correspondence; managing office protocol and etiquette;
- xiii. Supervising office cleanliness;
- xiv. Managing petty cash;
- xv. Ensuring security, integrity and confidentiality of data; and
- xvi. Undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Office Administrative Assistant II for a minimum period of three (3) years;
- ii. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - a) Shorthand III (minimum 110 w.p.m.);
 - b) Typewriting III (50 w.p.m) Computerized Document Processing III;
 - c) Business English III/ Communication II;
 - d) Commerce II;
 - e) Office Practice II;
 - f) Office Management III/Office Administration and Management III;
 - g) Secretarial Duties II;
- iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- iv. Certificate in Computer Application from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

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How to apply:

- Applications should be made **online** through:
<https://internaladvert.psbkericho.co.ke/vacancies>.
- Details of the qualifications and requirements can be obtained from:
<https://internaladvert.psbkericho.co.ke/download>.
- Only County Government of Kericho employees are eligible to apply and are required to register first through:
<https://internaladvert.psbkericho.co.ke/register>.
- Applicants **MUST** attach letter of Appointment/last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment/promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Tuesday 30th July 2024**.

Important:

- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted.

Josiah 16/07/2024

Christine 16/07/2024