



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

**INTERNAL ADVERTISEMENT OF VACANCIES FOR PROMOTION**

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

**1. KCPSB/2025/121: DEPUTY DIRECTOR, ADMINISTRATION, JOB GROUP 'Q' (1 POST)**

**i. Duties and responsibilities**

- ii. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes;
- iii. Managing and supervising the general administration services;
- iv. Implementing public service reforms;
- v. Facilitating maintenance of infrastructure and facilities;
- vi. Planning and coordinating office accommodation;
- vii. Managing county government assets;
- viii. Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- ix. Facilitating intra and inter-governmental relations and conflict resolutions;
- x. Overseeing safe custody of government assets in the area of jurisdiction;
- xi. Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;

*James* 24/04/25

*Chris* 24/04/2025

- xii. Ensuring compliance with national values and principles of good governance;
- xiii. Identifying development projects; and
- xiv. Disseminating information to the public

**b) Requirements for Appointment**

- i. Served in the grade of Assistant Director Administration, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- ii. Bachelors degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Masters degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated managerial, administrative and professional competence in work performance and results.

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**2. KCPSB/2025/122: PRINCIPAL ADMINISTRATIVE OFFICER, JOB GROUP 'N' (2 POSTS)**

**a) Duties and Responsibilities at the Headquarters will entail;**

- i. Initiating and implementing administrative policies, strategies, procedures and programme.
- ii. Managing and supervising their general administrative functions.
- iii. Facilitating maintainance of infrastructure and facilities.
- iv. Overseeing transport management
- v. Planning and coordinating office accommodation
- vi. Overseeing development and updating of office equipments and furniture inventory
- vii. Managing premises, assets and insurance policies
- viii. Developing programmes and projects to empower the community
- ix. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services
- x. Facilitating inter- governmental relations and conflict resolutions
- xi. Overseeing safe custody of county government assets in the area of jurisdiction
- xii. Coordinating and liasing with other directorates and departments in the area of jurisdiction
- xiii. Ensuring compliance with legal, statutory and regulatory requirements
- xiv. Ensuring compliance with national values and principles of good governance
- xv. Coordinating citizen participation in governance in the area of jurisdiction
- xvi. Enhancing administrative capacity for effective functions and governance at the local level
- xvii. Identifying development projects
- xviii. Disseminating information to the public
- xix. Providing linkage between the office and the community

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## **b) Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Served in the grade of Chief administration officer/Chief Ward Administrator, for a minimum period of three (3) years
- ii. Bachelors degree in any of the following disciplines: Public Administration; Business Administration/ Management, Community Development or any other Social Science;
- iii. a certificate in management course lasting not less than four (4) weeks or equivalent qualification from a recognized institution

**OR**

- iv. Diploma in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other social science;
- v. A Senior Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

### **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

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- Applicants **MUST** attach **original** scanned: National Identity cards/passport, Appointment/promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Thursday 8<sup>th</sup> May 2025.**

**Important:**

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

*James J* 24/04/25

*Chris D R*  
24/04/2025