



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

**INTERNAL ADVERTISEMENT OF VACANCIES FOR TRANSLATION
OF TERMS OF STAFF ON CONTRACT TO PERMANENT AND
PENSIONABLE**

The Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in County Public Service Board Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2025/145: RECEPTION OFFICER II, JOB GROUP 'J' (1 POST)

a) Duties and responsibilities

- i. Writing and producing presentation and press releases.
- ii. Dealing with inquiries from the public, press or related organizations.
- iii. Providing clients with information about new promotional opportunities and current public relation campaign progress.
- iv. Speaking publicly at interviews, press conferences and presentations.
- v. Designing, writing and producing presentations, press releases, articles, leaflets, in house journals, reports publicity brochures, information for websites and promotional videos.
- vi. Planning publicity strategies and campaigns, analyzing media coverage.
- vii. Assisting in the preparation and updating of Government guest lists;
- viii. Receiving VIPs/Guests during national and official government celebrations and functions; and
- ix. Gathering, distributing and filing all media coverage generated for clients.
- x. Any other duties assigned.

b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Public Relations, International Relations and Diplomacy, Corporate Communications, Digital Communications, Front Office/ Customer Service or equivalent qualification from a recognized institution; and
- ii. Have good communication skills.

2. KCPSB/2025/146: RECORDS MANAGEMENT OFFICER III, JOB GROUP 'H' (1 POST)

a) Duties and Responsibilities

- i. Overseeing and managing all aspects of an organizational records from creation to disposal, ensuring their accurate, secure and accessible;
- ii. Developing and implementing records management policies and systems;
- iii. Ensuring compliance with legal and regulatory requirements.
- iv. Providing access to records and dispatching of mails;
- v. Training and advising staff on record management practices;
- vi. Overseeing transition from paper to electronic records management systems;
- vii. Protecting sensitive and confidential information's;
- viii. Compiling and preparing reports and data;
- ix. Coordinating records management with other departments and external agencies;

b) Requirement for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) from the Kenya National Examination Council (KNEC) or equivalent from a recognized institution; and
- ii. A Diploma in Records/Information Studies or its equivalent qualifications from a recognized institution.

3. KCPSB/2025/147: SENIOR SUPPORT STAFF, JOB GROUP 'D' (2 POSTS)

a) Duties and responsibilities

- i. Clean and arrange the offices daily;
- ii. Prepare and serve refreshments;
- iii. Dispatch mails to the post office and other destinations;
- iv. Arrange boardroom for meetings that are scheduled to take place;
- v. Distribute internal mails to officers as marked to respective offices;
- vi. Requisition snacks and refreshments;
- vii. Load and off load packages for office use;
- viii. Carry out office logistical duties;
- ix. keep inventory of kitchen utensils and advice on restocking; and
- x. Open and close offices to ensure security.

b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain)

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 Thursday 8th May 2025**.

Important:

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

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24/04/2025