



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

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

Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the department of Information, Communication, E-Government, Sports, Gender and Youth Affairs pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

**1.KCPSB/2025/148: INFORMATION COMMUNICATION TECHNOLOGY
OFFICER III JOB GROUP 'H' (2 POSTS)**

a) Duties and Responsibilities

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Assisting in the implementation of the computer systems;
- iii. Providing user support and training of users;
- iv. Repairs and maintenance of ICT equipment and associated peripherals;
- v. Monitoring the performance of ICT equipment;
- vi. Reporting any faults for further action.

b) Requirements for 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.

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2. KCPSB/2025/149: 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)

2. KCPSB/2025/150: SUPPORT STAFF I, JOB GROUP 'C' (1POST)

a) Duties and Responsibilities

- i. Performing office catering services
- ii. Maintaining office cleanliness and orderliness
- iii. General messengerial duties
- iv. Opening and closing of offices
- v. Weeding and maintenance of the compound and flower beds
- vi. Organizing and preparing venues for meetings
- vii. Performing any other duty as may be assigned by the Supervisor

b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- ii. Relevant work experience in a busy office will be an added advantage.


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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