



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 the departments of Public Service Management Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

**1. KCPSB/2025/151: HUMAN RESOURCE MANAGEMENT OFFICER II JOB
GROUP 'J' (2 POSTS)**

a) Duties and responsibilities

- i. Verification of information relating to recruitment, Appointment, transfers, human resource management records and complement control.
- ii. Processing cases for the County Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof.
- iii. Supervising and guiding junior staff in the Division/Section.

b) Requirements and qualification

- i. Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other Social Science from a recognized university/Institution.

**2. KCPSB/2025/152: HUMAN RESOURCE MANAGEMENT ASSISTANT III
JOB GROUP 'H' (2 POSTS)**

a) Duties and responsibilities

- i. Support all internal and external human resource related inquiries or requests;

James 24/04/25

Christine
24/04/2025

- ii. Oversee the compilation of compensation and benefit documentation;
- iii. Compile quarterly performance management reports;
- iv. Schedule meetings, human resource events and maintain agendas;
- v. Assist in planning for training sessions and seminars;
- vi. Assist in induction and updating records of new staff;
- vii. Produce and submit reports on general human resource activities;
- viii. Complete termination paperwork and exit interviews; and
- ix. Keep up-to-date with the latest HR trends and best practices.

b) Requirements for appointment

- i. At least C- in Kenya Certificate of Secondary Education.
- ii. Diploma in Human Resource Management/Records Management or its equivalent from a recognized institution.
- iii. Show merit and ability as reflected in work performance and results.

3. KCPSB/2025/153: 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;

 24/04/25

 24/04/2025

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.

4. KCPSB/2025/154: CLERICAL OFFICER II, JOB GROUP 'F' (1 POST)

a) Duties and responsibilities

- i. Collecting statistical records;
- ii. Carry out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Preparing initial documents for issuance of stores;
- v. Preparing pay change advices (PCAs) ;
- vi. Preparing initial documents for issuance of licenses;
- vii. Maintain an efficient filing system and safe keeping of invoices;
- viii. Drafting agenda for cases due to presentation to the County Human Resource Management and Advisory Committee (CHRMAC) meeting;
- ix. Processing of documents;
- x. Managing registers;
- xi. Controlling movements of records and file movements;
- xii. Drafting correspondences;
- xiii. Ensuring safe custody of equipment, documents and records.

b) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade of C- (minus) or its approved equivalent;
- ii. Certificate in computer applications skills from a recognized institution.

 24/04/25

 24/04/2025

5. KCPSB/2025/155: OFFICE ADMINISTRATIVE ASSISTANT III JG 'G' (1 POSTS)

a) Duties and responsibilities

- i. Taking oral dictation;
- ii. Word and data processing from manuscript;
- iii. Operating office equipment;
- iv. Ensuring security of office records,
- v. Handling telephone calls and appointments;
- vi. Keeping an up to date filing system in the office;
- vii. Supervision of office cleanliness; and
- viii. Undertaking any other office administrative services duties that may be assigned.

b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- a. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- b. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - i) Typewriting II (40 w.p.m.)/Computerized Document Processing II
 - ii) Business English I/Communications I
 - iii) Commerce I
 - iv) Office Practice I

OR

- c. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council
- d. Certificate in Computer Applications from a recognized institution.

How to apply:

- Applications should be made **online** through:

<https://internaladvert.psbkericho.co.ke/vacancies>.

James 24/04/25

Ch...
24/04/2025

- 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.

 24/04/25

 24/04/2025