



COUNTY GOVERNMENT OF KERICHO

KERICHO COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

The Kericho County Public Service Board wishes to make an internal advertisement for confirmation of staff 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/2025/156: OFFICE ADMINISTRATIVE ASSISTANT III JG 'G' (3 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) Currently serving as Office Administrative Assistant III, job group 'G';
- b) 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;
- c) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

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- 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

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

2. KCPSB/2025/157: TELEPHONE OPERATOR II, JOB GROUP 'F' (3 POSTS)

(a) Duties and responsibilities

- i. An officer at this level will perform telephone operation duties on the switchboard under the guidance of a more senior officer.
- ii. Connecting telephone calls for customers
- iii. Responding to enquiries at the telephone exchange.

(b) Requirements for appointment

- i. Currently serving as Telephone Operator II, job group "F";
- ii. Be in a possession of Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least a C- in English, Kiswahili and Geography.
- iii. Possess good oral and written communication skills in both English and Kiswahili; and
- iv. Be proficient in computer applications.

1. KCPSB/2025/158: CLERICAL OFFICER, JOB GROUP 'F' (2 POSTS)

a) Duties and Responsibilities

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;

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- iii. Maintaining an efficient filing system;
- iv. Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- v. computation of financial or statistical records based on routine or special sources of information;
- vi. Preparing payment vouchers; and
- vii. Compiling data and drafting simple letters.

b) Requirements for Appointment

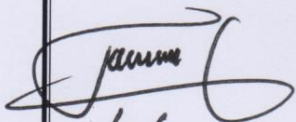
- i. Currently serving as Clerical Officer, job group "F";
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its approved equivalent; and
- iii. Proficiency in computer applications.

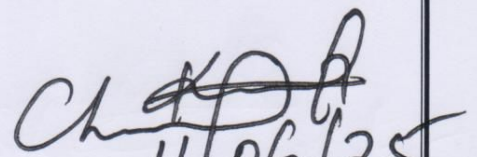
How to apply:

- 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 Wednesday 18th June 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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