

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF KAKAMEGA**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES**

Pursuant to the Constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:-

**ADVERTISEMENT**

**A. DEPARTMENT OF HEALTH SERVICES**

**1. Position: Clerical Officer, Job Group 'F' (12 Posts)**

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer.

**Duties and Responsibilities:-**

- Compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining an efficient filing system;
- Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- Computation of financial or statistical records based on routine or special sources of information;
- Preparing payment vouchers;
- Compiling data and drafting simple letters; and
- Any other duties as may be assigned from time to time.

**Requirements for Appointment:-**

- Be a Kenyan citizen;
- Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its approved equivalent; and
- Certificate in Computer Applications from a recognized institution.

**Terms of Service: - Permanent and Pensionable**

## **2. Position: Cleaning Supervisor III/Senior Support Staff/Senior Sanitary Cleaner, Job Group 'D' (2 Posts)**

This is the entry and training grade for this cadre.

### **Duties and Responsibilities:-**

- Ensuring cleanliness of the working environment;
- Preparation of tea;
- Delivering mails;
- Opening and closing of office doors at the end of working hours;
- Proper arrangement of offices;
- Ensuring cleanliness of office linen;
- Carrying out messengerial duties; and
- Any other duties as may be assigned from time to time.

### **Requirements for Appointment:-**

- Be a Kenyan citizen;
- Have Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of D (plain);
- Have good communication skills.

### **Terms of Service: - Permanent and Pensionable**

**NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:-**

- ✓ Criminal Investigation Department

Copies of these clearances **MUST** be attached to the application documents.

### **HOW TO APPLY**

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**THE SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD  
P.O. BOX 458-50100  
KAKAMEGA**

The position applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their Sub-County and Ward of residence in the application.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2<sup>nd</sup> Floor** on or before **23<sup>rd</sup> August, 2018**.

***County Government of Kakamega is an equal opportunity employer***

***Persons with Disabilities are encouraged to apply***

***Canvassing will lead to automatic disqualification***

***NOTE: Only Shortlisted candidates will be contacted***

**SECRETARY/CEO**