

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



**COUNTY PUBLIC SERVICE BOARD**

**INTERNAL ADVERTISEMENT - NO. CPSB/2023/02**

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from **suitably qualified serving officers in the Kakamega County Government Public Service** to fill the following vacant positions on **promotional basis**:

**B). KAKAMEGA COUNTY PUBLIC SERVICE BOARD**

**1) POSITION: SENIOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER,  
JOB GROUP (L) CPSB 08 (3 POSTS)**

**Basic Salary Scale:** Kshs. 42,970x1,920 – 44,890x2000 – 46,890x2,110 – 49,000x2,170 – 51,170x2,550 – 53,720x2,650 – 56,370x2,750-59,120 pm.

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Provide Secretariat Services to the Board Committees;
- ii. Coordinate key Human Resource Management functions which include:  
Human Resource Planning  
Recruitment and Selection;  
Discipline;  
Training and Development;  
Compliance and Human Resource Audits;  
Performance Management;  
Industrial and Labour Relations;  
Employee Relations; and  
Succession planning.
- iii. Support the Board Secretary in execution of Board's mandate;
- iv. Coordinate preparation of Board's agenda and implementation of decisions;
- v. Prepare and compile periodic and ad hoc reports for submission to various statutory bodies
- vi. Management of human resource services to ensure that staff are properly facilitated with a view to maintaining high motivation for effective performance and high productivity;
- vii. Analyze staff progression and make proposals for career development;
- viii. Compile data and information for review of salaries and remuneration of the public servants for the Board's determination and recommendation to the Salaries and Remuneration Commission;
- ix. Carry out research to support Board's mandate.

- x. Any other lawful duties that may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Have served in the grade of Human Resource Management and Development Officer I or comparable position for a minimum period of three (3) years;
  - ii. Have Bachelor's Degree in Human Resource Management;
- OR
- iii. Any related Social Science Degree and a Diploma or Postgraduate Diploma in Human Resource/Personnel Management, Industrial Relations from a recognized Institution;
  - iv. Be a member of the Institute of Human Resource Management (IHRM) Kenya in good standing;
  - v. Have a Certificate in computer application skills from a recognized institution; and
  - vi. Have shown merit and ability as reflected in work performance and results.

### **2) POSITION: SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP (L) – CPSB 08 (1 POST)**

**Basic Salary Scale:** Kshs. 42,970x1,920 – 44,890x2000 – 46,890x2,110 – 49,000x2,170 – 51,170x2,550 – 53,720x2,650 – 56,370x2,750-59,120 pm.

#### **Duties and Responsibilities**

- i. Supervise, guide and develop staff working under him/her.
- ii. Implement records management initiatives and services in the various departments;
- iii. Respond to internal and external information enquiries;
- iv. Initiate appraisal and disposal of files/documents in liaison with National Archives and Documentation Services;
- v. Enable efficient and appropriate access to information;
- vi. Prepare accurate and timely recommendations for consideration by the senior departmental management;
- vii. Responsible for security and confidentiality of information and records.

### **Requirements for Appointment**

For appointment to this grade an officer must have: -

- i. Served in the grade of Records Management Officer I JG CPSB 09 'K' or in a comparable or relevant position in the Public Service for a minimum period of three (3) years.
- ii. Bachelors degree in Records Management, Information Management or Information Science or Library and Information Studies or equivalent qualification from a recognised university;
- iii. Membership to Kenya Association of Records Managers and/or Kenya Library Association an added advantage;
- iv. Shown merit and ability as reflected in work performance and results.

### **3) POSITION: SENIOR OFFICE ADMINISTRATIVE ASSISTANT, JOB GROUP (K), CPSB 09 (1 POST)**

**Basic Salary Scale:** Kshs. 38,270x1,470 – 39,740x1,520 – 41,260x1,710 -42,970x1,920 – 44,890x2,000 – 46,890x2,110 -49,000x2,170 – 51,170 p.m.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Attending to visitors/clients;

- ii. Establishing and monitoring procedures for record keeping of correspondences and file movements;
- iii. Handling telephone calls and appointments;
- iv. Ensuring security of office records, equipment and documents including classified materials;
- v. Maintaining an up to date filing system in the office;
- vi. Word and data processing;
- vii. Preparing responses to simple routine correspondences;
- viii. Ensuring security, integrity and confidentiality of data;
- ix. Managing office protocol and etiquette;
- x. Maintaining office diary and travel itineraries;
- xi. Supervising office cleanliness; and
- xii. Undertaking any other office administrative services duties that may be assigned.

### **Requirements for Appointment**

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

- i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - a) Typewriting III (minimum 50 wpm)/Computerized Document processing III;
  - b) Business English III/Communications II;
  - c) Office Practice II;
  - d) Commerce II;
  - e) Secretarial Duties II;
  - f) Office Management III/Office Administration and Management III

**OR**

- iii. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
- iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- v. Certificate in Computer Applications from a recognized institution and
- vi. Shown merit and ability as reflected in work performance and results.

### **4) POSITION: SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP (L) CPSB 08 (1 POST)**

**Basic Salary Scale:** 42,970x1,920 – 44,890x2000 – 46,890x2,110 – 49,000x2,170 – 51,170x2,550 – 53,720x2,650 – 56,370x2,750-59,120 pm.

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Attending to visitors/clients;
- ii. Establishing and monitoring procedures for record keeping of correspondences and file movements;
- iii. Handling telephone calls and appointments;
- iv. Ensuring security of office records, equipment and documents including classified materials;
- v. Maintaining an up to date filing system in the office;
- vi. Word and data processing;
- vii. Preparing responses to simple routine correspondences;
- viii. Ensuring security, integrity and confidentiality of data;

- ix. Managing office protocol and etiquette;
- x. Maintaining office diary and travel itineraries;
- xi. Supervising office cleanliness; and
- xii. Undertaking any other office administrative services duties that may be assigned.

### **Requirements for Appointment**

For appointment to this grade an officer must have;

- i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant, Job Group “K”, for a minimum period of three (3) years;

**OR**

Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I, Job Group “J”, for a commulative period of not less than ten (10) years;

- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- a) Shorthand III (minimum 110 w.p.m.)
  - b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
  - c) Business English III/Communications III;
  - d) Office Practice II;
  - e) Commerce II;
  - f) Office Management III/Office Administration and Management III;
  - g) Secretarial Duties II;
- iii. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

### **5) POSITION: HUMAN RESOURCE MANAGEMENT ASSISTANT III JG CPSB 11 ‘H’ (1 POST)**

**Basic Salary Scale:** Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

### **Duties and Responsibilities**

- i. An officer at this level will be deployed in a Board Committee at the County Public Service Board and will handle simple tasks of analytical nature.
- ii. The officer may be required to implement certain decisions within the existing policies, regulations and procedures.

### **Requirements of appointment**

For appointment to this grade, an officer must have:

- i. Have served in the grade of Senior Clerical Officer for at least three (3) years;
- ii. Be in possession of either of the following qualifications: -
  - a) Part I of the Certified Public Secretaries (K) Examination or its accepted equivalent; and
  - b) A Certificate course in Human Resource Management, record management, complement control, pensions, salaries;

**OR**

- c) A Diploma in Human Resource Management or records management or its equivalent from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

**6) POSITION: INFORMATION COMMUNICATION OFFICER I JOB GROUP - CPSB 09/'K '(1 POST)**

**Basic Salary Scale:** Kshs. 38,270x1,470 – 39,740x1,520 – 41,260x1,710 – 42,970x1,920 – 44,890x2,000 – 46,890x2,110 – 49,000x2,170 – 51,170 p.m.

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Installation and maintenance of computer systems;
- ii. Configuration of Local Area Network and Wide Area Network and developing and updating application systems;
- iii. Carrying out systems analysis, design and programme specifications in liaison with users;
- iv. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- v. Drawing up hardware specifications for Information Communication Technology equipment; verification, validation and certification of Information Communication Technology equipment; and
- vi. Overseeing the process of configuration of new Information Communication Technology equipment.

**Requirements for Appointment**

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

- i. Served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;

**OR**

- ii. Served in the grade of Information Communication Technology Officer III, Job Group "H" or in an equivalent relevant position, for a cumulative period of not less than ten (10) years; and
- iii. Shown merit and ability as reflected in work performance and results.

**PLEASE NOTE:**

1. All the details requested in the advertisement should be filled on the on-line form.
2. ALL Serving Officers in the County Public Service, **MUST** clearly indicate on the on-line form: -
  - ✓ The Officer's Payroll Number;
  - ✓ Date of first appointment;
  - ✓ Date of last promotion to the current grade; and
  - ✓ Substantive designation and Job Group.
3. During interviews, shortlisted candidates will be required to produce the following **original documents**:
  - National Identity Card; Academic and Professional Certificates; **current payslip and letter of appointment/promotion to the current grade.**
4. Canvassing in any form will lead to automatic disqualification.
5. The County Government of Kakamega is an equal opportunity employer and women, persons living with Disabilities are encouraged to apply.

6. Only shortlisted and successful candidates will be contacted.

### **HOW TO APPLY**

All applicants should **click** on the **Job Offers Option** on the County Website [www.kakamega.go.ke](http://www.kakamega.go.ke), fill the Application Form and submit it **ONLINE** on or before **21<sup>st</sup> March, 2023 at 11.59 P.M.**

**N/B:** No hard copy or emailed applications to the Board's official email i.e. [kakamegacpsb@gmail.com](mailto:kakamegacpsb@gmail.com) will be accepted.

**Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically disqualified.**

**PLEASE NOTE:** Kakamega County Public Service Board (KCPSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address [kakamegacpsb@gmail.com](mailto:kakamegacpsb@gmail.com) and phone number **0745888999 ONLY**.

### **SECRETARY/CEO, CPSB**