

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT – NO. CPSB/2023/01

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 **promotion basis**:

DEPARTMENT OF PUBLIC SERVICE AND COUNTY ADMINISTRATION

1) POSITION: CHIEF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER JOB GROUP CPSB 07 'M' – (1 POST)

Basic Salary Scale: Kshs. 49,000 x 2,170 - 51,170 x 2,550 - 53,720 x 2,650 - 56,370 x 27,50 - 59,120 x 2,920 - 62,040 x 3,080 - 65,120 p.m.

Duties and Responsibilities

- i. Coordinating Human Resource services in such areas as appointment, promotion, payroll management, discipline, pensions, establishment and complement control;
- ii. Analyzing the staffing levels and making proposals for succession planning;
- iii. Ensuring collection, collation and analysis of human resource management and development data from County Departments and Agencies and making appropriate recommendations;
- iv. Analyzing human resource management and development issues emanating from County Departments and Agencies and initiating appropriate action;
- v. Monitoring the implementation and effectiveness of Human Resource Management and development policies, guidelines and procedures in County Departments and Agencies;
- vi. Organizing, coordinating, monitoring and evaluating training programmes;
- vii. Managing the County human resource information systems;
- viii. Preparing and compiling reports on the implementation of Performance Management systems including Performance Appraisal Systems;
- ix. Analyzing staff progression and making proposals for career development; and
- x. Any other lawful duties that may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, an Officer must have;

- i. Served in the grade of Senior Human Resource Management and Development Officer or comparable position for a minimum period of three (3) years;
- ii. Bachelor's Degree in Human Resource Management **OR** any related Social Science and Diploma or Postgraduate diploma in Human Resource/Personnel Management, Industrial Relations or Certified Human Resource Professional (CHRP) Course from a recognized Institution in Kenya;
- iii. Be a member of the Institute of Human Resource Management (IHRM) Kenya in good standing;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- 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 HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP CPSB 08 'L' (6 POSTS)

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

- i. Initiating action on human resource management services in such areas as appointment, Promotion, payroll management, discipline, pensions, establishment and complement control;
- ii. Verifying agenda and minutes for the County Human Resource Management Advisory committee;
- iii. Implementing human resource management and development decisions within existing rules, regulations and procedures;
- iv. Preparing and compiling reports on the implementation of Performance Management Systems including Performance Appraisal Systems, Rewards and Sanctions Frame work and Human Resource Information Systems;
- v. Conducting training needs assessment;
- vi. Preparing training plans;
- vii. Organizing training programs ;
- viii. Updating and maintaining human resource management and development records; and

Requirements for Appointment

For appointment to this grade an officer must have: -

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

3) POSITION: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I, JOB GROUP CPSB 09 'K' (2 POSTS)

Basic Salary Scale: Ksh. 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

- i. Handling Human Resource Management matters in the area of i.e. Recruitment, selection, placement, transfer, leave, training and development;
- ii. Provision advice on human resource matters within established policies, rules and regulations; and
- iii. Undertaking supervision, guidance, counseling, mentoring, and training and development in the unit or department.
- iv. Preparing briefs and providing secretarial services to the relevant Committee in the department;

Requirements for Appointment

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

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

4) POSITION: HUMAN RESOURCE MANAGEMENT ASSISTANT I, JOB GROUP CPSB 09 'K', (2 POSTS)

Basic Salary Scale: Ksh. 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. Management of complement control, salary administration, pension administration, in accordance with the laid down regulations.
- ii. Verify information relating to recruitment, appointment, transfer, human resource management information systems;
- iii. Assist in the implementation of the decisions on recruitment, appointment, transfer, human resource management information systems.

Requirements for Appointment

For appointment to this grade an officer must have;

- i. Served in this grade of Human Resource Management Assistant II, for at least three (3) years;
- ii. A Diploma in Human Resources Management or its accepted equivalent; and
- iii. Shown merit and ability as reflected in work performance and results.

5) POSITION: HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP CPSB 10 'J' (5 POSTS)

Basic Salary Scale: Ksh. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

Duties and Responsibilities

An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior officer in a medium sized department or in a section within the Human Resource Division.

Specific duties and responsibilities at this level will entail: -

- 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 clerical staff in the Division/Section.

Requirements of appointment

For appointment to this grade, an officer must have:

- i. A Bachelor's Degree in Human Resource Management OR any related Social Science and Diploma or Postgraduate diploma in Human Resource/Personnel Management, Industrial Relations or Certified Human Resource Professional (CHRP) Course from a recognized Institution in Kenya;
- ii. Certificate of membership to the Institute of Human Resource Management (IHRM) Kenya in good standing;
- iii. Have a Certificate in Computer Applications from an institution recognized in Kenya; and
- iv. Be a good team player with excellent interpersonal, communication and collaborative skills

6) POSITION: HUMAN RESOURCE MANAGEMENT ASSISTANT II, JOB GROUP CPSB 10 'J' (5 POSTS)

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. An officer at this level will be deployed in specialized areas like salaries, pensions and complement control section and will handle complex clerical tasks of an analytical nature.
- ii. Implement certain decisions within the existing rules, regulations and procedures.
- iii. Supervise Human Resource Management Assistants, Clerical Officers and other staff below.

Requirements for Appointment

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

- i. Served in the grade of Human Resource Management Assistant III or its equivalent for at least three (3) years;
- ii. Possess the following qualifications
 - Part I of the Certified Public Secretaries (K) Examination or its accepted equivalent; and
 - A Certificate course in management, records management, pensions, salaries or complement control

OR

 - Diploma in Human Resources Management; and
- iii. Shown merit and ability as reflected in work performance and results.

7) POSITION: HUMAN RESOURCE MANAGEMENT ASSISTANT III JG CPSB 11 'H' (5 POSTS)

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 Human Resource Management unit in Agencies/Departments 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: -
 - Part I of the Certified Public Secretaries (K) Examination or its accepted equivalent; and
 - A Certificate course in Human Resource Management, record management, complement control, pensions, salaries;

OR

- 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.

8) POSITION: SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP (L) – CPSB 08 (4 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

- 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. Shown merit and ability as reflected in work performance and results.

9) POSITION: RECORDS MANAGEMENT OFFICER II JOB GROUP (J) – CPSB 10 (3 POSTS)

Basic Salary scale: Kshs. 31,270 x 1,300 - 32,570 x 1,380 - 33,950 x 1,390 – 35,340 x 1,460 - 36,800 x 1,470 - 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

Duties and Responsibilities

- i. Ensuring security of files and documents;
- ii. Ensuring proper handling of documents;
- iii. Retrieval of documents
- iv. Receiving and dispatching letters and maintaining related registers;
- v. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations;
- vi. Conduct scanning functions of records and upload onto the ERP platform for universal access;
- vii. Ensure receipt and proper dispatch of mails and maintain related registers;
- viii. Provide Assistance in creating and maintaining a records management system.

Requirements for Appointment

- i. Served in the grade of Records Management Officer III JG CPSB 11 'H' or in a comparable or relevant position in the Public Service for a minimum period of three (3) years.
- ii. Diploma in Records Management, Information Management or Information Science or Library Science /Studies and Information Studies or equivalent qualification from a recognised Institution;
- iii. Shown merit and ability as reflected in work performance and results.

10) POSITION: RECORDS MANAGEMENT OFFICER III JOB GROUP (H) – CPSB 11 (7 POSTS)

Basic Salary Scale: Kshs. 25,470 x 1,110 - 23,310 x 1,070 - 24,380 x 1,090 – 25,470 x 1,110 - 26,580 x 1,120 - 27,700 x 1,150 – 28,850 x 1,170 – 30,020 x 1,250 – 31,270 x 1,300 – 32,570 x 1,380 – 33,950 p.m.

Duties and Responsibilities

- i. Receiving, Sorting and Filing of correspondences
- ii. Updating file indexes
- iii. Scan and upload files in the existing system
- iv. Ensure security and proper handling of records
- v. Maintain file movement records
- vi. File maintenance and repair
- vii. Retrieval of documents
- viii. Assist in records survey and appraisal in conjunction with the Kenya National Archives and Documentation Service
- ix. Undertake file census and execute file bring ups.

Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Served in the grade of Senior Clerical Officer JG CPSB 11 'H' or Clerical Officer I JG CPSB 12 'G' in a comparable or relevant position in the Public Service for a minimum period of three (3) years.
- ii. Diploma in Records Management, Information Management or Information Science or Library Science /Studies and Information Studies or equivalent qualification from a recognised Institution;
- iii. Shown merit and ability as reflected in work performance and results.

11) POSITION: CHIEF CLERICAL OFFICER JOB GROUP 'J' CPSB JG '10' (10 POSTS)

Basic Salary Scale: Kshs. 31,270 x 1,300 - 32,570 x 1,380 - 33,950 x 1,390 - 35,340 x 1,460 - 36,800 x 1,470 - 38,270 x 1,470 - 39,740 x 1,520 -41,260 p.m.

Duties and Responsibilities

An officer at this level may be deployed in any of the following Units/Sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail:

- i. Compiling statistical records; carrying out transaction related to accounts or personnel information;
- ii. Filing receipts; receiving, sorting out, filing and dispatching correspondence;
- iii. Preparing initial documents for issuance of stores;
- iv. Verifying pension claims;
- v. Processing documents for issuance of licenses;
- vi. maintaining an efficient filing system and safe keeping of invoices;
- vii. Drafting agenda for cases due for presentation to the County Human Resource Management and Advisory Committee (CHRMAC)
- viii. Processing documents; managing registers; controlling movement of records and files; and
- ix. Ensuring safe custody of equipment, documents and records.

Requirements for Appointment

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

- i. Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers is an added advantage;
- iv. Certificate in any of any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

12) POSITION: SENIOR CLERICAL OFFICER JOB GROUP 'H' CPSB JG '11' (35 POSTS)

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

Specific duties and responsibilities will include

- i. Verifying compiled statistical records for accuracy;
- ii. Processing of human resource statistics;
- iii. Preparation of indents; processing of pension documents;
- iv. Preparation of agenda for CHRMAC;
- v. Maintenance of stores, records and equipment inventory;
- vi. Preparation of estimates of expenditure for general office services;
- vii. Assisting in planning office accommodation and layout;
- viii. Preparation of estimates of expenditure on general office services;
- ix. Safe custody of invoices, receipts and other records;
- x. Processing of documents for issue of licenses or certificates under relevant Acts;
- xi. Preparation and maintenance of records and ensuring proper maintenance of filing system.

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Have served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- v. Have shown merit and ability as reflected in work performance and results.

13) POSITION: SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP (L) CPSB JG '08' (5 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

Specific duties and responsibilities will include

- i. Taking oral dictation;

- ii. managing e-office; word and data processing;
- iii. maintaining office diary, appointments and travel itineraries;
- iv. attending to visitors/clients;
- v. handling telephone calls;
- vi. coordinating schedules of meetings;
- vii. ensuring security of office records, equipment and documents including classified materials,
- viii. maintaining an up to date filing system in the office;
- ix. establishing and monitoring procedures for record keeping of correspondences and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette;
- x. supervising office cleanliness; managing petty cash; ensuring security, integrity and
- xi. Maintain confidentiality of information

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 for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- iii. 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;
- 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.

14) POSITION: ASSISTANT OFFICE ADMINISTRATOR I, CPSB JG '09' K (5 POSTS)

Basic Salary Scale: Ksh. 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

- i. Taking oral dictation;
- ii. managing e-office;
- iii. word and data processing;
- iv. operating office equipment;
- v. attending to visitors/clients;
- vi. handling telephone calls and appointments;
- vii. maintaining office diary and travel itineraries;

- viii. ensuring security of office records,
- ix. equipment and documents including classified materials;
- x. preparing responses to simple routine correspondences;
- xi. establishing and monitoring procedures for record keeping of correspondences and file movements;
- xii. maintaining an up to date filing system in the office;
- xiii. ensuring security, integrity and confidentiality of data;
- xiv. managing office protocol and etiquette;
- xv. supervising office cleanliness;
- xvi. managing petty cash

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of three (3) 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 100 w.p.m.);
- b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
- c) Business English III/Communications II;
- d) Commerce II;
- e) Office Practice 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
- v. Shown merit and ability as reflected in work performance and results.

15) POSITION: SENIOR OFFICE ADMINISTRATIVE ASSISTANT, CPSB JG '09' K (8 POSTS)

Basic Salary Scale: Ksh. 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

- i. word and data processing;
- ii. operating office equipment;
- iii. ensuring security of office equipment, documents and records;
- iv. attending to visitors/clients;
- v. handling telephone calls and appointments;
- vi. maintaining diary and scheduling of meetings;
- vii. ensuring an up to date filing system in the office; supervision of office cleanliness;
- viii. handling routine correspondences;
- ix. managing office petty cash;

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

- Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
- 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
 - v. Shown merit and ability as reflected in work performance and results.

16) POSITION: OFFICE ADMINISTRATIVE ASSISTANT I, CPSB JG '10' J (8 POSTS)

Basic Salary Scale: Kshs. 31,270 x 1,300 - 32,570 x 1,380 - 33,950 x 1,390 - 35,340 x 1,460 - 36,800 x 1,470 - 38,270 x 1,470 - 39,740 x 1,520 -41,260 p.m.

Duties and Responsibilities

- i. word and data processing;
- ii. operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointment; maintaining an up to date filing system in the office; supervising of office cleanliness; managing petty cash; and 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 II, JG 'H' for a minimum period of three (3) years;
- ii. Business Education Single and Group Certificates (BES & GC) from Kenya National Examinations Council in the following subjects;
 - a) Typewriting III (50 wpm)/Computerized Document Processing III;
 - b) Office Management III/Office Administration and Management III;
 - c) Business English III/Communication II;
 - d) Secretarial Duties II;
 - e) Office Practice II;
 - f) Commerce II;

OR

- Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
- 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
- v. Shown merit and ability as reflected in work performance and results.

17) POSITION: ASSISTANT OFFICE ADMINISTRATOR II, CPSB JG '10' J (5 POSTS)

Basic Salary Scale: Kshs. 31,270 x 1,300 - 32,570 x 1,380 - 33,950 x 1,390 - 35,340 x 1,460 - 36,800 x 1,470 - 38,270 x 1,470 - 39,740 x 1,520 -41,260 p.m.

Duties and Responsibilities

- i. taking oral dictation;
- ii. word and data processing;
- iii. managing e-office;
- iv. operating office equipment;
- v. handling telephone calls and appointment;
- vi. attending to visitors/clients;
- vii. maintaining office diary and travel itineraries;
- viii. establishing and monitoring procedures for record keeping or correspondence and file movement;
- ix. maintaining an up to date filing system in the office;
- x. managing office protocol;
- xi. ensuring security of office records, equipment and documents including classified materials;
- xii. supervising of office cleanliness;
- xiii. managing petty cash;

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Office Administrator III or Office Administrative Assistant II for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council;

OR

Business Education Single and Group Certificates (BES & GC) from Kenya National Examinations Council in the following subjects;

- (a) Shorthand III (minimum 100 wpm);
 - (b) Typewriting III (50 wpm)/Computerized Document Processing III;
 - (c) Office Management III/Office Administration and Management III;
 - (d) Business English III/Communication II;
 - (e) Secretarial Duties II;
 - (f) Office Practice II;
 - (g) Commerce 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;
 - v. 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, fill the Application Form and submit it **ONLINE** on or before **21st March, 2023 at 11.59 P.M.**

N/B: No hard copy or emailed applications to the Board's official email i.e. cpsb@kakamega.go.ke 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 cpsb@kakamega.go.ke and phone number **0745888999 ONLY.**

SECRETARY/CEO, CPSB