

COUNTY GOVERNMENT OF TRANS-NZOIA

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KITALE



COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

VACANCIES FOR PROMOTION

The Trans Nzoia County Public Service Board invites applications from suitably qualified serving officers to fill the following positions competitively. Applications should be submitted online through the County Public Service Board's website: cpsbtransnzoia.co.ke/internal.

I. GOVERNANCE

1. PRINCIPAL WARD ADMINISTRATOR (PRINCIPAL COUNTY ADMINISTRATIVE OFFICER), JOB GROUP 'N' - (2 POSTS)

Ksh58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 61,110 x 3,540- 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

County Headquarters

Duties and responsibilities at this level will entail:- overseeing development and updating of office equipment and furniture ; managing premises, assets and insurance policies carrying out general administrative duties; coordinating the enforcement of county laws; ensuring security of county government property, assets, facilities and inventory; facilitating day to day operations of a department and communication between sections and units between and within departments, assisting in handling general public complaints and supervising staff.

Field Administration

An Officer at this level maybe deployed to deputize a Sub- County Administrator. Duties and responsibilities at this level will entail: - coordinating County Government public service and activities in the decentralized unit, supervising implementation of County Government development projects in the area of jurisdiction.

Duties and Responsibilities in the Field Office will entail:- overseeing effective service delivering in the area of jurisdiction; developing programmes and projects to empower the community; coordinating and facilitating citizen participation in the development of policies, plans and delivery of services; facilitating inter-governmental relations and conflict resolutions; overseeing safe custody of county government assets in the area of jurisdiction; coordinating and liaising with other directorates and departments in the area of jurisdiction; ensuring compliance with legal, statutory and regulatory requirements; ensuring compliance with national values and principles of good governance; coordinating citizen participation in governance in the area of jurisdiction; enhancing administrative capacity for effective functions and governance at the local level; identifying development projects; disseminating information to the Public; and

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served at the grade of Chief Ward Administrator/Chief County Administrative Officer or in a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Been a person of integrity; and
- (v) Shown merit and ability as reflected in work performance and results.

2. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP 'P' (2 POSTS)

Ksh90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630p.m.

(a) Duties and Responsibilities.

An officer at this level will either head a division at the headquarters or an ICT Unit in a Department

/Department. Duties and responsibilities at the Headquarters will involve planning, monitoring and evaluating program activities; ensuring ICT goals and objectives are met; approving of ICT standards for application; liaising with users to ensure that information processing needs are met; reviewing and evaluating feasibility studies and reports for implementation; management and coordination of the unit; Supervising ICT officers; providing assistance in the development of ICT strategic plans; ensuring that ICT projects are completed within the planned time and budget; ensuring that procedures and standards are adhered to; liaising with heads of Department in the Departments in developing and implementing change management initiatives; ensuring that officers are adequately trained; drawing up the budget for the ICT unit; and procurement of ICT equipment and services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Communication technology officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Master's degree in Computer Science or any other/ICT-related discipline from a recognized Institution;
- (iii) Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and
- (iv) Demonstrated professional ability, initiative, and competence in organizing and directing work.

3. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'M' - (1 POST)

Ksh50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will involve: coordinating systems analysis, design and programme specifications; ensuring timely implementation and effective maintenance of systems; developing reports on ICT standards; and supervising overall systems documentation; taking charge of Information Communication Technology equipment maintenance; preparing progress reports of the Information Communication Technology equipment maintenance; evaluating and recommending on the suitability of Information Communication Technology equipment; training of Information Communication Technology Hardware personnel and users; designing Local Area Network (LAN) and Wide Area Network (WAN); and

preparing staff performance reports.

Requirements for Appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Shown merit and ability as reflected in work performance and results; and
- (iii) Demonstrated professional ability, initiative, and competence in organizing and directing work.

**4. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'L' -
(1 POST)**

Ksh44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will involve: carrying out systems analysis, design and programme specifications in liaison with users; developing implementing and maintaining of systems; ensuring adherence to established ICT standards; supervising and compiling overall systems documentation; and advising on ICT related issues; supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals; developing and maintaining ICT standards; recommending and supervising Hardware/Software specifications for Information Communication Technology equipment; logging of problems; drawing and scheduling preventive maintenance; and assisting in feasibility studies as assigned. In addition, the officer will train officers working below him/her.

Requirements for Appointment

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

- (i) Served in the grade of Information Communication Technology Officer 1 or in an equivalent and Relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Demonstrated professional ability, initiative, and competence in organizing and directing work.

5. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GROUP 'K' - (3 POSTS)

Ksh39,700 × 1,470 – 41,170 × 1,520 – 42,690 × 1,710 – 44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will include: installation and maintenance of computer systems; configuration of Local Area Network and Wide Area Network; developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users; carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals; drawing up hardware specifications for Information Communication Technology equipment; verification, validation and certification of Information Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

Requirements for Direct Appointment to this grade

For appointment 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; and shown merit and ability as reflected in work performance and results
- (ii) A candidate must have a degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.

6. CHIEF PUBLIC COMMUNICATIONS OFFICER 1, JOB GROUP 'M' - (1 POST)

Ksh50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 p.m.

Duties and Responsibilities

An officer at this level may be deployed at the Department Headquarters or in a public communications Unit in a Department / Department or at the Department Headquarters. Duties and Responsibilities at this level will entail; gathering information on programmes, significant events in specific sectoral area and the impact on customers and forwarding the same to the head of Public Communications Unit for dissemination; assisting in the development of communications and media strategy; editing stories on various topical

issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior Information Communications Technology Officer or in a comparable and relevant position in the public service for a minimum period of three (3) Years;
- (ii) Have a clear understanding of the working of the media and the socio-political environment in Kenya;
- (iii) Possess good oral and written communication skills in both English and Kiswahili;
- (iv) Posses advanced computer application certificate and
- (v) Have shown merit and ability as reflected in work performance and results.

7. PUBLIC COMMUNICATIONS OFFICER 1, JOB GROUP 'K' - (1 POST)

Ksh39,700 × 1,470 – 41,170 × 1,520 – 42,690 × 1,710 – 44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 p.m.

Duties and Responsibilities

An officer at this level may be deployed at the Department Headquarters or in a public communications office. Duties and responsibilities at this level will entail gathering information on programmes and significant events, editing stories on topical issues in a specific sectoral area, liaising with media practitioners and the public on issues of mutual concern, scheduling interviews with Government officials and managing assigned projects and programmes under the guidance of the head of the Unit/ Section.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of information Communications Technology Officer II or in a comparable and relevant position in the public service for a minimum period of (3) Years;
- (ii) Have a postgraduate diploma in any of the following disciplines, in the case of holders of general social science degrees: mass Communication, communication studies, Public Relations, Journalism, International Relations, or its equivalent and relevant qualification from a recognized institution/university; and

- (iii) Possess good oral and written communication skills in both English and Kiswahili;
- (iv) Be proficient in Information Communication Technology, including the use of the internet and intranet services; and
- (v) Have shown merit and ability as reflected in work performance and results.

II. PUBLIC SERVICE MANAGEMENT

1. DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP 'R' - (1 POST)

Ksh124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960-157,370 x 7,160- 164,530 x 7,820 – 172,350 p.m.

Duties and Responsibilities:

An officer at this level will be deployed at the Directorate of Personnel Management or in a department.

Duties and Responsibilities will be as follows:

This is the highest grade in the department. An officer at this level will be responsible to the accounting officer of the respective department for planning, organization, coordination, and administration of all human resource activities within the department. The officer will be the liaison officer the department, the directorate of personnel management, and the public service commission. Specific duties will include implementation of human resource management policies, rules and regulations and ensuring that they are adhered to; analyzing the impact of the human resource policies, rules and regulations in the respective department; advising the authorized officer on the delegated powers and ensuring that they are adhered to; analyzing the impact of the human resource policies, rules and regulations in the respective department; advising the authorized officer on the delegated powers and ensuring proper implementation and advising the authorized officer on the professional human management standards and ensuring that the standards are maintained in the department; advising on succession management/human resource planning and utilization of human resources; advising the department on career development and initiating development and review of schemes of service; advising state corporations under the department on the general government policies on human resource management; and interpretation of labour laws and other statutes that impact on the human resource in the Department.

Requirements for Appointment

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

- (i) Must have served as a Senior Assistant Director for a minimum period of three 3 years
- (ii) A master's degree in Human Resource/Human Resource Management, Industrial Relations, public/business administration, Government, or any other relevant qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results; and
- (iv) Demonstrated a high degree of professional competence, administrative capabilities, and initiative in the general organization and management of the human resource and a thorough understanding of the human resource issues and emerging human resource management practices/techniques.
- (v) Have a certificate in strategic leadership development programme lasting not less than 6 six weeks from a recognized institution.

2. SENIOR ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP 'Q' - (1 POST)

Kshs102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070p.m.

Duties and Responsibilities

An officer at this level will be deployed at the Public Service Management Duties and responsibilities will be as follows:

- (i) Work will entail innovation and design of Human Resource strategies and translating them into policies;
- (ii) Introducing systems/management practices that will facilitate effective and efficient management of the human resource; enlarging and enriching the human resource management function in the County Public Service;
- (iii) Guiding on human resource management policy matters,
- (iv) Developing a regulatory framework and standards which will promote understanding and commitment to positive values and updating the existing rules and regulations and adapting them to the changing environment, including the related statutes and management structures;
- (v) Setting and managing performance standards; analysing staffing levels for cadres,
- (vi) Identifying training needs and designing. Planning and ensuring the implementation of training for enhancing skills on human resources;

- (vii) Initiating issues related to collective bargaining and negotiating agreements with trade unions and monitoring their implementation.

Departments

This will be the highest grade in the department.

- (i) Must have served as assistant director human resource management officer for a minimum period of three (3) years or comparable relevant position.
- (ii) The officer will be responsible to the director HRMD of the respective Department for planning, organization, co-ordination and administration of all human resource activities within the Department.
- (iii) Performing liaison duties with the Public Service Management and the County Public Service Board;
- (iv) implementation of human resource management policies, rules and regulations;
- (v) Analysing the effectiveness of the human resource policies, rules and regulations;
- (vi) advising the authorized officer on the delegated powers and ensuring their implantation;
- (vii) Maintaining professional human resource management standards in the Department;
- (viii) advising on succession management/human resource planning and utilization of human resources,
- (ix) Advising on career development; initiating development and review of schemes of service;
- (x) Advising state corporations on general Government policies on human resource management; and
- (xi) Interpretation of Labour Laws and other statutes that impact on the human resource in a department.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Master's degree in human Resource management /industrial relations/public or business administration/government, or any other relevant qualifications from a recognized institution, and
- (ii) Demonstrated a high degree of professionalism, competence, administrative capabilities, and initiative in the general organization and management of human resources and a thorough understanding of the human resource management policies, regulations, employee relations, labor laws, and other statutes that relate to human resource management.
- (iii) Attended a management course lasting not less than four (6) weeks; and
- (iv) Shown merit as reflected in job performance

3. ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP 'P' - (1 POST)

Ksh90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630p.m.

Duties and Responsibilities

An officer at this level will be deployed at the Public Service Management or in a department.

- (i) An Officer at this level will be responsible to a Senior Assistant Director of Human Resource Management for planning, organizing, administering and controlling activities in Human Resource Units. Specifically, duties at this level will involve guiding officers under him/her;
- (ii) Initiating formulation of Human Resource Management Policies for issue to the Service in liaison with the Senior Assistant Director,
- (iii) Initiating preparation of the Division's strategic/action plans; and representing the Public Service Management in meetings relating to Human Resource Management policies.

Department

An officer at this level will be responsible to a Senior Assistant Director of Human Resource Management for planning, organizing, administering and controlling the activities in Human Resource units.

- (i) Specific duties will include analyzing the utilization of the human resource in the department and Career progression, and making appropriate recommendations; and
- (ii) Ensuring correct interpretation and implementation of human resource management policies, rules and regulations, including those relating to pensions, salary administration, labour laws, and other statutes that impact on human resources.

Requirements for Appointment

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

- (i) Must have served as principal human resource management officer for a minimum period of three (3) years or comparable relevant position.
- (ii) A Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution; and

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

4. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP 'N' - (1 POST)

Ksh50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 p.m.

Duties and Responsibilities

- (i) Duties and responsibilities will be as follows: An officer at this level will be deployed to a county department or board to act as head of secretariat to the Human Resource Management advisory committee. The officer will participate in the collection, collation and analysis of human resource management and development data from county departments and make appropriate recommendations.
- (ii) Preparing and processing cases for the County Human Resource Management Advisory Committee;
- (iii) Implementing human resource management decisions within existing rules, regulations, and procedures;
- (iv) Preparing and compiling reports on the implementation of performance management systems, including performance Appraisal systems;
- (v) Management of human resource information systems;
- (vi) Undertaking training needs assessment;
- (vii) Identifying training and development programmes;
- (viii) Carrying out training needs analysis
- (ix) Preparing training projections and plans
- (x) Undertaking evaluation of training programmes
- (xi) Developing, updating and maintaining human resource development data and records

Requirements for Appointment

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

- (i) Must have served as a senior human resource management officer for a minimum period of three (3) years or comparable relevant position.
- (ii) A Bachelor's degree in the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant social science from a recognized institution;

- (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- (iv) Membership to a relevant professional body;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

5. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP 'M' - (2 POSTS)

Ksh50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will be as follows: An officer at this level will coordinate human Resource services in areas such as appointment, promotion, payroll management, discipline, pensions, establishment and complement control.

- (i) Preparing and processing cases for County Human Resource Management Advisory Committee;
- (ii) Implementing human resource management decisions within existing rules, regulations and procedures;
- (iii) Preparing and compiling reports on the implementation of performance management systems including performance Appraisal systems;
- (iv) Management of human resource information systems;
- (v) Undertaking training needs assessment;
- (vi) Identifying training and development programmes;
- (vii) Carrying out training needs analysis
- (viii) Preparing training projections and plans
- (ix) Undertaking evaluation of training programmes
- (x) Developing, updating and maintaining human resource development data and records

Requirements for Appointment

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

- (i) Must have served as a senior human resource management officer for a minimum period of three (3) years

- (ii) A Bachelor's degree in the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant social science from a recognized institution;
- (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- (iv) Membership to a relevant professional body;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

6. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP 'L' - (2 POSTS)

Ksh44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 p.m.

Duties and Responsibilities

- (i) Duties and responsibilities will entail initiating action on human resource management services in such areas as appointment, promotion, payroll management, discipline, pensions, establishment, and complement control;
- (ii) Verifying the agenda and minutes for the County Human Resource Management Advisory Committee
- (iii) Implementing Human Resource Management Advisory Committee decisions as well as County Public Service Board 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 framework and Human Resource Information Systems;
- (v) Preparing training plans
- (vi) Organizing training programs and updating and maintaining human resource management and development.

Requirements for Appointment

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

- (i) Must have served as a human resource management officer for a minimum period of three 3 years

- (ii) A Bachelor's degree in the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant social science from a recognized institution;
- (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- (iv) Membership to a relevant professional body;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

7. HUMAN RESOURCE ASSISTANT I, JOB GROUP 'K' - (4 POSTS)

Kshs39,700 × 1,470 – 41,170 × 1,520 – 42,690 × 1,710 – 44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 p.m

Duties and Responsibilities

Verifying information relating to recruitment, appointment, transfers, training and development, discipline, establishment and complement control; Implementing human resource management and development decisions within existing rules, regulations and procedures; verifying human resource data in HRIS; and processing pension documents.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Must have served as a human resource management assistant 11 for a period of three 4 years.
- (ii) Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months or CPS part 2
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

8. SENIOR CLERICAL OFFICER. JOB GROUP 'H' - (11 POSTS)

Ksh26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,2050 – 32, 700 × 1,30 – 34,000 × 1,380 – 35, 380p.m.

An officer at this level will supervise and guide officers working under him/her deployed in the HRM Units in the County Departments and general registry. Specific duties will include:

- (i) 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.
- (ii) Verifying compiled statistical records for accuracy;
- (iii) Processing human resource statistics
- (iv) Preparing indents
- (v) Processing of pension documents
- (vi) Ensuring implementation of County Human Resource Management Advisory Committee decisions
- (vii) Preparation of agenda for County Human Resource Management Advisory Committee and Training meetings
- (viii) Compiling data and drafting simple letters.
- (ix) Sorting out letters and filling them; dispatching letters and maintaining efficient filling systems; processing appointments, promotions, disciplines cases, transfers and other related duties in human resource management.
- (x) Preparation and maintenance of records and ensuring proper maintenance of filling system.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Must have served as a clerical officer 11 JG G for a minimum period of three 3 years.
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade C minus or its approved equivalent;
- (iii) Have passed the proficiency examination for clerical officers
- (iv) 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;
- (v) Have an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spreadsheets, Presentation and Database.
- (vi) Have shown merit and ability as reflected in work performance and results.

9. PRINCIPAL OFFICE ADMINISTRATOR, JOB GROUP 'N' - (4 POSTS)

Ksh58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

Taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; handling customer inquiries and complaints; coordinating schedules of meetings and appointments; coordinating travel arrangements; ensuring security of office records, equipment and documents, including classified materials; ensuring security, integrity and confidentiality of data; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; preparing responses to routine correspondence; managing office protocol and etiquette and managing petty cash and any other office administrative services duties that may be assigned. In addition, an officer will guide and supervise other office administrative services personnel.

Requirements for Appointment

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

- (i) Must have served as a chief officer administrator for a minimum period of three 3 years
- (ii) Bachelor's degree in Secretarial studies or Bachelor of Business and Office Management from a recognized institution; OR Bachelor's Degree in social Sciences plus a Diploma in secretarial studies from a recognized institution;
- (iii) Certificate in secretarial management course not lasting less than three (3) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution;
- (vi) Demonstrated professional competence in the management of office; and administrative services.

10. CHIEF OFFICE ADMINISTRATOR JOB GROUP 'M' - (2 POSTS)

Ksh50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67 110p.m.

Duties and Responsibilities

An officer at this level will be deployed to work for a head department, duties and responsibilities at this level will entail: taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/ clients; handling telephone calls; coordinating schedules of meetings and

appointments; ensuring security of office records, equipment and documents including classified materials; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing 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) Must have served as senior office administrator for a minimum period of three years.
- (ii) Bachelor's degree in secretarial studies from the Kenya National Examinations Council;

OR

Business education single and Group certificates (BES and GC) stages I, II and III from the Kenya National Examinations Council in the following stages;

- a. Shorthand III
- 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 secretarial management course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

11. SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP 'L' - (1 POST)

Ksh44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 p.m.

Duties and responsibilities

An officer at this level will be deployed in a registry to undertake the following duties and responsibilities:

- ensuring that files and covers are well maintained; documents are carefully handled; bring-up pending correspondence/files and a checking to ascertain appropriate action has been taken by action officer; mails are received, sorted, opened and dispatched and related registers are maintained. In addition, the officer will initiate appraisal and disposal of files/documents in liaison with the National Archives and Documentation Services; ensure security on information, documents, files and office equipment; and supervise and guide staff working under the officer.

Requirements for Appointment

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

- (i) Must have served as a records management officer 11 for a minimum period of three years.
- (ii) Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution; OR Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution, Certificate in computer applications skills;
- (iv) Certificate in computer application skills; and
- (v) Shown merit and ability as reflected in work performance and results.

12. ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICE, JOB GROUP 'P' (1 POST)

Ksh90,200 × 3,220 – 93,420 × 4,520 – 97,940 × 4,920 – 102,860 × 5,070 – 107,930 × 5,300 – 113,230 × 5,560 – 118,790 × 5,840 -124,630 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail: preparing up-to-date record of office administrative service personnel; initiating posting and deployment order of office administrative services personnel ;facilitating training of office administrative personnel ; collecting , collating , analyzing data preparing

reports on office administrative service staff establishment ; participating in selection and recruitment process office administrative service personnel in the civil service ; and any other office administrative services duties that may be assigned

Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Serve the grade of Principal Administrator or Principal Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Bachelor's Degree in secretarial studies or Bachelor of Business and Office Management from a recognized institution.

OR

Bachelor's Degree in social science plus a Diploma in secretarial studies from a recognized institution

OR

Bachelor's Degree in social science plus Business Education single and Group certificate (BES& GC Stages I, II, and III from Kenya National Examinations Council in the following subjects;

- a) Shorthand III (minimum 120 w.p.m.)
- b) Typing III (50 w.p.m)/ computerized
- c) Document processing III
- d) Business English III
- e) Communication 11
- f) Commerce II
- g) Office Management III/ Office Administration and Management III
- h) Secretarial duties II

i.

- (iii) Master's Degree in Business Administration /Business Management from a recognized institution;
- (iv) Certificate in Secretarial Management Course lasting not less than three (3) weeks from the Kenya School of Government or any other recognized institution;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in Computer Application from a recognized institution; and
- (vii) Demonstrated outstanding professional competence in the management of secretarial services.

13. CHIEF CLERICAL OFFICER, JOB GROUP 'J' - (5 POSTS)

Duties and Responsibilities

This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of a diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; Planning of office accommodation and layout; processing of documents for the issue of licenses or certificates under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

Requirements for Appointment

For appointment to this grade, an officer must:

- (i) Have served in the grade of Senior Clerical Officer for at least three (3) years;
- (ii) 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;
- (iii) Have an ICT certificate and be proficient in Word Processors, Spreadsheets, Presentation, and Database; and
- (iv) Have shown merit and ability as reflected in work performance and results.

14. CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'M' - (2 POSTS)

Ksh50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

An officer at this level will be deployed to work for a Head of Department Duties and Responsibilities at this level will entail; Taking oral dictation: using e- office to research and process data: operating office equipment: attending to visitors/ clients; handling telephone calls: Coordinating schedules of meeting and appointments: ensuring security of office records, equipment and documents including classified materials: Preparing etiquette; managing petty cash: Monitoring procedure for record keeping of correspondence and file movements: Maintaining an up to date filing system in the office: coordinating

travel arrangements: handling customers inquiries and complaints, establishing and undertaking any other office administrative services duties that may not be assigned.

Requirement Appointment

For an appointment for this grade, an officer must have:

- (i) Served in the grade of Senior Assistant Office Administrator 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) STAGES I II and III from the Kenya National Examination Council in the following subjects:

- a) Shorthand III (minimum of 120 W.P.M)
 - b) Typewriting III (50 W.P.M) /Computerized Documents Processing III.
 - c) Business English III/Communication II
 - d) Commerce II
 - e) Office Practice II
 - f) Office Management III/Office Administration and Management III
 - g) Secretarial Duties II
-
- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from the Kenya School of Government or any other recognized institution.
 - (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
 - (v) Certificate in Computer Application from a recognized institution: and
 - (vi) Shown merit ability as reflected in work performance and results.

15. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'L' - (1 POST)

Ksh44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 –61,110 p.m.

Duties and Responsibilities

An officer at this level will be deployed to work for a Head of Department Duties and Responsibilities at this level will entail; Taking oral dictation: using e- office to research and process data: operating office

equipment: attending to visitors/ clients; handling telephone calls: Coordinating schedules of meeting and appointments: ensuring security of office records, equipment and documents including classified materials : Preparing etiquette ; managing petty cash: Monitoring procedure for record keeping of correspondence and file movements :Maintaining an up to date filing system in the office: coordinating travel arrangements: handling customers inquiries and complaints, establishing and undertaking any other office administrative services duties that may not be assigned.

Requirement Appointment

For appointment for this grade, an officer must have:

- (i) Served in the grade of senior Assistant Office Administrator 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) STAGES I, II, and III from the Kenya National Examination Council in the following subjects:

- a) Shorthand III (minimum of 120 w.p.m)
- b) Typewriting III (50 w.p.m) /Computerized Documents Processing III.
- c) Business English III/Communication II
- d) Commerce II
- e) Office Practice II
- f) Office Management III/Office Administration and Management III
- g) Secretarial Duties II
- (iii) Certificate in secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution.
- (iv) Certificate in supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (v) Certificate in Computer Application from a recognized institution: and
- (vi) Shown merit ability as reflected in work performance and results

Please Note:

- A.** Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.

- B. All applications **MUST** be received on or before 21st July, 2025 by 5.00 p.m (E.A.T.).
- C. Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: 0713635352 and **not any other**.
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates MUST present their original academic and professional certificates during the interview.
- G. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
 - ✓ Clearance from Higher Education Loans Board (HELB);
 - ✓ Clearance from Criminal Investigations Department;
 - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
P.O. BOX 4210 - 30200
KITALE