

COUNTY GOVERNMENT OF TRANS-NZOIA

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KITALE



21/07/2025
[Signature]

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

ADDENDUM /CORRIGENDUM TO THE ADVERTISEMENT FOR PROMOTIONS.

THE DEPARTMENT OF PUBLIC SERVICE MANAGEMENT

Further to the earlier internal advertisement for competitive promotions, the Trans Nzoia County Public Service Board wishes to amend and advertise the following additional vacancies that were not included in the initial advert. Suitably qualified serving officers can apply for the listed positions through the County Public Service Board's internal portal: website: cpsbtransnzoia.co.ke/internal.

#	Positions	JG	Required	Remarks
1	Director Of Human Resource Management	R	2	Number Required revised from One (1) to Two (2) Posts
2	Senior Human Resource Management Officer	L	4	Number Required revised from Two (2) to Four (4) Posts
3	Human Resource Management Officer [I]	K	3	Addendum
4	Principal Assistant Office Administrator	N	4	Addendum
5	Chief Assistant Office Administrator	M	5	Number Required revised from Two (2) to Five (5) Posts
6	Senior Assistant Office Administrator	L	5	Number Required revised from One (1) to Five (5) Posts
7	Assistant Office Administrator [I]	K	5	Addendum
8	Public Communications Officer [I]	K	3	Number Required revised from Two (2) to Three (3) Posts
9	Principal Information Communication Technology Officer	N	2	Number Required revised from One (1) to Two (2) Posts
10	Chief Administration Officer	M	2	Addendum
11	Senior Administration Officer	L	2	Addendum

1. DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP ‘R’: TWO (2) POSTS

Salary: Ksh. 124,630 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 County Public Service Board or in a department. Duties and responsibilities will be as follows:

This is the highest grade in departments. An officer at this level will be responsible to the authorized officer of the respective department for planning, organization, coordination, and administration of all human resource activities within the department. The officer will be liaison officer between the department, and the public service board. 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 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 in the grade of Senior Assistant Director Human Resource for a minimum period of 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.

2. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, JOB GROUP ‘L’: FOUR (4) POSTS

Salary: Ksh. 44,400 × 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 will entail initiating action on human resource management services in such areas as appointment, promotion, payroll management, discipline, pensions, establishment and complement control; Verifying agenda and minutes for the County Human Resource Management Advisory Committee; Implementing Human Resource Management Advisory Committee decisions as well as County Public Service Board Decisions within existing rules, regulations and procedures; Preparing and compiling reports on the implementation of performance management systems including performance Appraisal Systems, Rewards and Sanctions framework and Human Resource Information Systems; Preparing training plans; 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 Human Resource Management Officer [I] or in a comparable position 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) Membership to a relevant professional body;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

3. HUMAN RESOURCE MANAGEMENT OFFICER [II], JOB GROUP ‘K’: THREE (3) POSTS

Salary: Ksh. 39,700 × 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

Work at this level will be similar to that of a Human Resource Management Officer II, but of a wider complexity. However, the officer will work under minimal supervision and may be deployed to oversee the Human Resource Management function in a department or within the Human Resource Management Division; Verifying information relating to recruitment, appointments,

transfers and Human resource management information systems; Implementing human resource decisions within existing rules, regulations and procedures; Collecting and collating data for assessing training needs; Preparing training projections; Preparing agenda and Minutes for Human Resource Advisory Committee

Requirements for Appointment

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

- (i) Must have served as Human Resource Management Officer [II] or in a comparable position for a period of three (3) years.
- (ii) A Bachelor's degree in any of the following social sciences: Sociology, Political science or Government, anthropology, or any other relevant qualification from a recognized institution,
- (iii) Must have certificate in computer application skills from a recognized institution;
- (iv) Shown merit and ability as reflected in work performance and results.

4. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'N': FOUR (4) POSTS

Salary: Ksh. 58,360 × 2,750 – 61,110 × 2,920 – 64,030 × 3,080 – 67,110 × 3,540 – 70,650 × 3,690 – 74,340 × 3,890 – 79,740 × 3,890 – 78,230 × 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

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

Requirement for Appointment

For appointment for this grade, an officer must have:

- (i) Served in the grade of Chief 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 120W.P.M.)
 - b) Typewriting III (50 w.p.m) Computerized Documents Processing II
 - 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:
- (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 management Course lasting not less than three four (4) weeks from a recognized institution:
 - (v) Certificate in Computer application from a recognized institution and
 - (vi) Demonstrated professional competence in office administrative services.

5. CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'M': FIVE (5) POSTS

Salary: Ksh. 50,610 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 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.

6. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'L': FIVE (5) POSTS

Salary: Ksh. 44,400 × 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

At this level work will entail; taking oral dictation: managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors / clients; handling telephone calls: coordinating schedules of meetings; ensuring security of office records, equipment's and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence; managing office protocol and etiquette; supervising office cleanliness ;managing petty cash; ensuring security, integrity and confidentiality of data: and undertaking any other office administrative service 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 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 Certificate (BES & GC) stage I, II and III from the Kenya National Examination 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 II
 - d) Office practice II;
 - e) Commerce II
 - f) Office management III / Office administration and management III;
 - g) Secretarial Duties II
- (iii) Certificate on 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 application from recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

7. ASSISTANT OFFICE ADMINISTRATOR [II], JOB GROUP 'K': FIVE (5) POSTS

Salary: Ksh. 39,700 × 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 entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone call and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents including classified materials; preparing response to simple routine correspondences; establishing and monitoring procedure for record keeping for correspondences and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising 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 Assistant Office Administrator II or Office Administrative I of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council

Business Education Single and Group Certificate (BES & GC) Stage I, II and III from the Kenya National Examination 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 result

8. PUBLIC COMMUNICATIONS OFFICER [I], JOB GROUP 'K' POSTS: THREE (3) POSTS

Salary: Ksh. 39,700 × 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 County 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 Public Communications Officer II or in a comparable and relevant position in the public service for a minimum period of (3) Years;
- (ii) Have a post graduate 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 use of internet and intranet services; and
- (v) Have shown merit and ability as reflected in work performance and results.

9. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'N': TWO (2) POSTS

Salary: Ksh. 58,360 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

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

- (i) Must have served in the grade of Chief Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iii) Shown merit and ability as reflected in work performance and results; and
- (iv) Demonstrated professional ability, initiative, and competence in organizing and directing work.

10. CHIEF ADMINISTRATION OFFICER, JOB GROUP 'M': TWO (2) POSTS

Salary: Ksh. 50,610 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 entail: implementing administrative policies, procedures and strategies; preparing briefs and memos; compiling monthly utilization and expenditure data of all vehicles; verifying motor vehicle movement; updating tools and equipment register; organizing replacement and maintenance of office equipment; maintenance of buildings and equipment; coordinating cleaning of offices, processing and following-up payments of all bills

for common services; supervising security activities; and coordinating telephone and registry services.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Administration Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science /Government, or equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) Shown merit and ability as reflected in work performance and results.

11. SENIOR ADMINISTRATION OFFICER, JOB GROUP 'L': TWO (2) POSTS

Salary: Ksh. 44,400 × 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 entail: verifying motor vehicle movement; assigning vehicles to drivers on daily basis; organizing replacement and maintenance of office equipment; maintenance of buildings and equipment; preparing reports on motor vehicles; coordinating cleaning of offices; processing and following-up payments of all bills for common services; supervising security activities; and coordinating telephone and registry services.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Administration Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science / Government, or equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iv) Shown merit and 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 1st August, 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.** Canvassing in any form will lead to automatic disqualification.
- I.** 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.

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