

**COUNTY GOVERNMENT OF TRANS-NZOIA**

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21/07/2025  
*[Signature]*

**COUNTY PUBLIC SERVICE BOARD**

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*Transforming the public service workforce*

**ADDENDUM TO THE ADVERTISEMENT FOR PROMOTIONS**

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](http://cpsbtransnzoia.co.ke/internal).

**DEPARTMENT OF PUBLIC WORKS AND ENERGY**

**1. CHIEF SUPERINTENDING ARCHITECT, JOB GROUP 'P': ONE (1) POST**

Salary: Ksh. 90,200 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 – 124,630 p.m.

**Duties and Responsibilities**

Duties and responsibilities at this level involves: Management and Coordination of work in the preparation of scheme designs and production drawings, post-contract administration of project and liaison with Departments on matters relating to design briefs and expenditure; coordination of field surveys and user reaction investigations; analysis of data from field surveys and ensuring conformity to space standards; evaluation of sketch / scheme designs for necessary recommendations for approval; design / supervision of installation of natural / artificial decorative elements in built environment to enhance aesthetics; evaluation of consultants fees and making recommendations for payment and undertake research activities.

**Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Superintending Architect or in a comparable and relevant position in the public Service for at least three (3) years;

- (ii) A Bachelor's Degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- (iii) A Master's Degree in Architecture or any relevant qualification from a recognized institution;
- (iv) Been registered with the Board of Registration of Architects and Quantity Surveyors;
- (v) Membership with the Architectural Association of Kenya (AAK);
- (vi) Attended a Senior Management course lasting not less than four (4) weeks from recognized Institution;
- (vii) Certificate in Computer application; and
- (viii) Shown merit and ability as reflected in work performance and results.

## **2. SUPERINTENDING ARCHITECT, JOB GROUP 'M': ONE (1) POST**

*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: formulation of project brief and interpretation on clients requirements, user reaction surveys, analysis of field survey data, establishment of new space standards, preparation of sketch / scheme designs, production drawing and post contract administration.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Architect or in a comparable and relevant position in the public Service for at least three (3) years;
- (ii) A Bachelor's Degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- (iii) Been registered with the Board of Registration of Architects and Quantity Surveyors;
- (iv) Membership with the Architectural Association of Kenya (AAK);
- (v) Certificate in Computer application; and
- (vi) Demonstrated merit and ability as reflected in work performance and results

## **3. PRINCIPAL ARCHITECTURAL ASSISTANT, JOB GROUP 'N': ONE (1) POST**

*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 entail: preparation of inventory of drawing office equipment and supplies, development of technical information and standards necessary for improved work performance, monitoring of workloads and technical staff distribution, examination and checking of dimensions and annotations, verification of site reports, preparation of production drawings for complex public buildings and institutions.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Architectural Assistant or in a comparable and relevant position in the public Service for at least three (3) years;
- (ii) A Diploma or Technician Certificate Part III in any of the following disciplines: Building / Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution;
- (iii) Attended a Senior Management Course lasting not less than four(4) weeks from a recognized Institution;
- (iv) Certificate in computer application; and
- (v) Shown merit and ability as reflected in work performance and results

## **4. CHIEF ARCHITECTURAL ASSISTANT, JOB GROUP ‘M’: ONE (1) POST**

*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: preparation and checking of finished production drawings; analysis and compilation of technical information required by project teams at each design stage; ensuring annotations and construction details on all drawings conform to standards; site inspection and preparation of site inspection reports; and training / developing of technical staff under him / her.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Architectural Assistant or in a comparable and relevant position in the public Service for at least three (3) years;
- (ii) A Diploma or Technician Certificate Part III in any of the following disciplines: Building / Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution;

- (iii) Attended a supervisory Management Course lasting not less than four(4) weeks from a recognized Institution;
- (iv) Certificate in computer application; and
- (v) Shown merit and ability as reflected in work performance and results.

#### **5. SENIOR SUPERINTENDENT (ELECTRICAL), JOB GROUP 'L': 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**

An officer at this level may be deployed in a unit / design office in the county. Specific duties will involve the supervision of inspections; maintenance of electrical installations in public buildings: Commissioning. Testing and maintenance of electrical controls related to fire- detection equipment. Cookers, water-heaters, general domestic appliances, power generating plants and machinery, catering equipment, and low / medium voltage distribution systems. The officer will also supervise staff working under him / her. In a design office, the officer will be involved in the preparation of design drawings and specifications and making estimates for electrical installations for supply of power to public buildings, hospitals, and other institutions under direction of electrical engineer.

#### **Requirement for Appointment**

For appointment to this grade an officer must have;

- (i) Served in grade of Superintendent (Electrical) or comparable and relevant position in the Public Service for at least (3) years
- (ii) A Diploma in Electrical Engineering or Electrical Technician Certificate part III or equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

#### **6. SUPERINTENDENT (ELECTRICAL), JOB GROUP 'K': ONE (1) POST**

*Salary: Kshs. 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 will work under the supervision of an experienced officer. Specific duties will involve the inspection ,maintenance of electrical installations in Public buildings; commissioning, testing and maintenance of electrical controls related to fire-detection equipment, cookers, water- heaters and general domestic appliances; inspection and maintenance of electrical controls in power generating plants and machinery ,catering equipment, lifts, boilers ,cookers,

water -heaters and general domestic appliances; testing and maintenance of low and medium voltage distribution systems.

In addition, an officer may be deployed in a design office where work involves preparation of design drawings and specifications and making estimates for electrical installations for supply of power to public buildings, hospitals, and other institutions under direction of Electrical Engineer.

### **Requirements for Appointment**

For appointment to this grade, an officer must have;

- (i) Served in the grade of Senior Inspector (Electrical) or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) A diploma in Electrical Engineering or Electrical Technician Certificate part III or equivalent and relevant qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

## **7. SUPERINTENDING ENGINEER (BUILDINGS), JOB GROUP 'K': THREE (3) POSTS**

*Salary: Kshs. 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 under this level will be deployed as clerk of works for buildings under construction or as a supervisor of maintenance works.

As a clerk of works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.

As a supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Public Service for at least three (3) years;

- (ii) Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent qualification from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

## **8. SENIOR SUPERINTENDING ENGINEER (MECHANICAL), JOB GROUP 'N': ONE (1) POST**

*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**

An officer at this level will be deployed to perform duties in one of the following functional areas; central workshops; Sub County mechanical office; technical designing / inspection / planning / development; and transport office.

### ***Technical Designing, Operation, Planning and Development***

In this functional area the duties and responsibilities entail: preparing design and working drawings; maintaining records and preparing reports on testing programmes; supervising activities of valuation inspections of vehicles, plant and equipment; preparing plant, vehicles and equipment specifications and tender evaluation; co-ordinating Mechanical and Transport consultancy services to other Departments, Ministries and Government agencies within a county including advice and assistance on equipment specifications and tender evaluation in general; building up and maintaining a set of standard specifications for type of equipment regularly purchased; providing technical advice and assistance to other department, client Ministries and other Government agencies on matters related to vehicle, plant and equipment; supervising the inspection and commissioning of new plants and vehicles; directing and supervising the inspection of statutory examinations of workshop equipment and ensure that all requirements of Factories Act is complied with all workshop premises; organizing and supervising annual surveys of Government vehicles, plant and equipment; and carrying out special investigations and testing programmes including proficiency testing of drivers and plant operators.

In addition, the officer will carry out: monitoring of expenditure, income and cost, recommending changes to the rates and advising on replacement programming; monitoring job costs, overhead and labour worked hours in the workshop branches, recommending changes to the man-hour and labour cost and evaluation on working efficiency of workshops; stocktaking and reconciliation in the stores of all workshops; monitoring stock control and price purchasing tools, workshop equipment, material and parts; the stores distribution service between central store and Sub-County stores; establishment and development of distribution system, stock taking and stock control; implementing market surveys for the price control of vehicles, plant and equipment including

tools, equipment, materials and parts; preparing and establishing the standard price list of tool equipment, materials and parts; implementation of programmes; allocating the available resources for the optimum availability, utilization and working efficiency of all vehicles, plant and equipment; assessing on manpower requirement for the county and Sub County mechanical offices; preparing and analyzing regular progress and output reports; compiling work plans and programmes for all the sub counties; and monitoring plant and vehicle availability and utilization in the County and sub counties.

Also, the officer's duties and responsibilities will entail: developing information technology; planning of all programmes related to mechanical engineering within the Mechanical and Transport Department; preparing proposals of long term planning for equipment management and workshop development programmes; preparing draft budget expenditure and revenue for the department; and assessing and advising on training requirement.

### ***Central Workshop***

In this functional area, duties and responsibilities will entail: controlling and supervising the respective vehicles and plant sections of the central workshops; preparing and implementing overhaul, maintenance and repair programmes of vehicles and plant; allocating staff and work space to jobs to ensure the most effective use of manpower and workshop facilities; enforcing quality and cost control of all repair work; inspecting and testing all items of equipment after work; submitting reports and returns; advising on all matters connected with the maintenance and repair; and managing staff discipline and welfare.

### ***Sub County Mechanical Engineering***

In this functional area, duties and responsibilities will entail: Overall coordination and supervision of all matters related to mechanical and transport services in a Sub County.

### ***Transport Office***

In this functional area, the duties and responsibilities will entail: co-ordinating and supervising the transport activities of a County Government; receiving, keeping and maintaining an updated full inventory records of County Government motor vehicles, plant and equipment; providing transport on cost sharing; responsible for transport hire charges and rates; and managing staff discipline and welfare.

### **Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Superintending Engineer (Mechanical) for a minimum period of three (3) years;

- (ii) Bachelors degree in Mechanical Engineering or its equivalent qualification from a recognized institution;
- (iii) Registration by the Engineers Registration Board of Kenya;
- (iv) Current valid annual Practicing license from the Engineer Registration Board of Kenya;
- (v) Corporate Member with the Institution of Engineers Registration Board of Kenya;
- (vi) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrate general administrative ability required for direction, control, and implementation of mechanical engineering programmes.

## **9. SUPERINTENDING ENGINEER (MECHANICAL), JOB GROUP 'M': ONE (1) POST**

*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 perform duties at the county level or one of the following functional areas: Central workshops; Sub County workshops; technical designing / planning / development; and transport offices.

### ***Technical Designing, Planning and Development***

In this functional area the duties and responsibilities entail: preparing development plans, proposal and designs for new and improved workshop facilities; implementing workshop development programmes; designing vehicle bodies, special purpose plant, vehicle and plant modifications and other items; preparing requirement for procurement and replacement, overhaul, utilization, allocation and arrangement of the vehicle, plant, equipment and workshop tools; building services in the department headquarters and central workshops; manpower development and training; preparing and submitting reports and returns; and managing staff discipline and welfare.

### ***Central Workshop***

In this functional area the duties and responsibilities entail: repairing and maintaining machines and equipment; providing transport services; submitting of regular reports and advising on spares; enforcing quality; carrying out cost estimates of all repair works including work entrusted to outside contractors; submitting regular progress reports; and advising on spares holdings and on all matters connected with maintenance and repairs of vehicles and plant.

### ***County Workshop***



In this functional area, the duties and responsibilities entail: repairing and maintaining the mechanical machines and equipment; providing transport services; submitting regular reports and advising on spares; and managing the Mechanical and Transport Fund at the Sub County level.

### ***Transport Offices***

In this functional area, the duties and responsibilities entail: controlling and supervising the transport office and fleet of vehicles in a county; advising and monitoring on servicing; repairs, maintenance and disposal of vehicles, plant, and equipment in a county; and staff discipline and welfare.

### **Requirement for Appointment**

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

- (i) Served in the grade of Engineer (Mechanical) for a minimum period of three (3) years;
- (ii) Bachelors degree in Mechanical Engineering or its equivalent qualification from a recognized institution; been registered by Engineers Registration Board of Kenya;
- (iii) Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- (iv) Corporate Member with the Institution of Engineers of Kenya (IEK);
- (v) Certificate in computer application skills; and attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized institution; shown merit and ability as reflected in work performance and results.

## **10. ARCHITECTURAL ASSISTANT [III], JOB GROUP 'J': TWO (2) POSTS**

*Salary: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.*

### **Duties and Responsibilities**

Duties and responsibilities will entail: interpretation of Architects' sketches into finished drawings; preparation of scheme design drawings, production drawings, detail drawings, specifications notes and schedules for all types of buildings to ensure that Engineers' and other specialists' drawings conform to the Architects' drawings and model making.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Architectural Assistant III or in a comparable and relevant position in the public Service for at least three (3) years;

- (ii) A Diploma or Technician Certificate Part III in any of the following disciplines: Building / Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution;
- (iii) Certificate in computer application; and
- (iv) Shown merit and ability as reflected in work performance and results.

## OFFICE OF THE COUNTY ATTORNEY

### 1. ASSISTANT DEPUTY CHIEF LEGAL OFFICER, JOB GROUP ‘Q’: ONE (1) POST

*Salary: Ksh. 102,860 – 5,070 – 107,930 x 5,300 – 113,230 – 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m*

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:- undertaking research on assigned legal issues; analyzing research data and compiling reports; preparing preliminary legal documents/ instruments; preparing legal opinions; coordinating stakeholder consultation; undertaking law review; ensuring compliance with regional and international instruments; ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and advising Departments on legal policy issues.

#### **Requirements for Appointment**

For appointment to this grade a candidate must have: -

- (i) Served in the grade of Principal Legal Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor of Laws (LL. B) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

### 2. PRINCIPAL LEGAL OFFICER, JOB GROUP ‘P’: ONE (1) POST

*Salary: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 – 5,070 – 107,930 x 5,300 – 113,230 – 5,560 – 118,790 x 5,840 – 124,630 p.m.*

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:- undertaking research on assigned legal issues; analyzing research data and compiling reports; preparing preliminary legal documents /

instruments; preparing legal opinions; undertaking law review; ensuring compliance with regional and international instruments; ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and organizing stakeholder consultations.

### **Requirements for Appointment**

For appointment to this grade a candidate must have:-

- (i) Served in the grade of Senior Legal Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor of Laws (LL. B) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) 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 1<sup>st</sup> 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](mailto: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.

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