



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100



Email: cpsb@nakuru.go.ke

VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act, Cap. 265 Laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions in the **Department of Youth, Sports, Gender, Social Services and Inclusivity - Advert No. 07/2025**

YOUTH DEVELOPMENT OFFICER II (ONE (1) POSITION) - ADVERT NO. 07/2025/01

Basic salary Kshs. **32,700 - 42,690** p.m.

(Job Group 'J')

All other allowances as per the SRC circulars

Terms of service: **Permanent and Pensionable**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Social Sciences from a recognized institution; and
- ii. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

This will be the entry and training grade for the Youth Development Officers' cadre. An officer at this level work under the guidance and supervision of a more senior officer. Duties and responsibilities will involve:

- i. collection, collating and submission of data on youth and health, gender mainstreaming, employment, drugs, crime, leisure, recreation, and community services; and
- ii. participate in training and engaging the youth on issues related to environmental conservation, gender, special needs, empowerment and participation.

GENDER OFFICER II (ONE (1) POSITION) - ADVERT NO. 07/2025/02

Basic salary Kshs. **32,700 - 42,690** p.m.

(Job Group 'J')

All other allowances as per the SRC circulars

Terms of service: **Permanent and Pensionable**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a recognised institution; and
- ii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for Gender Officers. An Officer at this level will work under more senior and experienced officer. Duties and responsibilities at this level will entail:

- i. Collecting data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;
- ii. Handling logistic relating to administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and
- iii. Counselling victims of Gender Based Violence.

ASSISTANT SOCIAL DEVELOPMENT OFFICER III (TWO (2) POSITIONS) – ADVERT NO. 07/2025/03

Basic Salary Scale: Kshs. **26,900 – 35,380** p.m.

CPSB 11 (J/G 'H')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this position a candidate must have:

- i. Diploma in any of the following discipline: Community Development,

Project Development/ Management, Social Work, Sociology, Social Development, Psychology, Gender and Development, Counselling Health and Community Development, Entrepreneurship, Business Administration/Management or equivalent qualification from a recognized institution; and

- ii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior and more experienced officer. Duties and responsibilities will entail: -

- i. working with communities and self-help groups to identify their social economic needs;
- ii. guiding communities to identify and mobilize local resources for the implementation of development projects;
- iii. mainstreaming disability in programmes and projects;
- iv. training communities and groups on livelihood projects;
- v. registering persons with disabilities, poor and vulnerable individuals for social development programmes collecting data on accessibilities on opportunities for men and women; and
- vi. mobilizing communities for the implementation of their development programmes and projects.

SPORTS ASSISTANT III (ONE (1) POSITION) – ADVERT NO. 07/2025/04

Basic Salary Scale: Kshs. **26,900 – 35,380** p.m. **CPSB 11 (J/G ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Permanent and Pensionable

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade ‘C’ (Plain) with at least ‘C-’ (Minus) in either English or Kiswahili and Biology and a pass in mathematics or its equivalent qualifications from a recognized institution;

- ii. Diploma in Sports Administration and Management or equivalent qualification from a recognised institution; and
- iii. Certificate in First Aid from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for the Sports Assistants cadre. An officer at this level will be deployed in a Sub-County Sports Office to work under the supervision of a senior officer. Duties and responsibilities will involve;

- i. Undertaking training of sports persons and other trainees in specific sports disciplines;
- ii. Conducting fitness classes;
- iii. Keeping records of trainees;
- iv. Identifying and recording suitable sports venues;
- v. Imparting sports skills to athletes and other trainees;
- vi. Administering basic First Aid for minor Sports injuries; and
- vii. Gathering relevant sports information from the field and other relevant bodies.

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from the County Government of Nakuru website www.nakuru.go.ke/careers

A duly filled employment application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates, Professional Registration certificates and Valid Practicing License (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 20th May 2025** at 5.00 p.m. **(No hand delivered applications will be accepted. Also, applications sent through the email address will not be considered).**

Clearly indicate the Advert number and position applied for on top of the envelope and address to;

The Secretary
Nakuru County Public Service Board

Public Works Building- Prisons Road

P.O Box 2870-20100

NAKURU

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Appointed candidates will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

Only shortlisted candidates will be contacted.

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board