



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 Trade, Cooperatives, Tourism and Culture Advert No. 11/2025**

TRADE DEVELOPMENT OFFICER II (TWO (2) POSITIONS) – ADVERT NO. 11/2025/01

Basic Salary Scale: Kshs. 32,700 – 42,690 p.m. CPSB 10 (Job Group ‘J’)

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. Bachelors degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business Management, Entrepreneurship or International Trade/ Business/ Relations or its equivalent from a recognized institution; and
- ii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Collecting and compiling economic and trade related data;
- ii. Disseminating business information to the business community;
- iii. Facilitating international trade promotion activities through trade fairs and exhibitions;

HOW TO APPLY

Interested and qualified candidates are required to make applications through <https://recruitment.nakuru.go.ke>

Follow the following steps

1. Register an account by providing the required information.
2. Login into your portal using your email and password you provided above.
3. An OTP (One Time Password) will be sent to your mobile number. Use that code to verify your account.
4. Update your profile with the required details as per the steps provided. Ensure you fill all the mandatory fields.
5. Accept the terms and conditions as provided.
6. Check for the open vacancies. Click apply on the job you are interested in.
7. The job application will be submitted. You can follow the progress on my applications tab.

Applications should be submitted on or before **24th December, 2025 at 5.00 p.m. (Hand delivered or email applications will NOT be accepted).**

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons 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)

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