COUNTY GOVERNMENT OF KITUI

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Kitui County Public Service Board
Along Kwa Ngindu Road
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KITUI

KITUI COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES IN THE KITUI COUNTY PUBLIC SERVICE

Kitui County Public Service Board (CPSB) is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being *"appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments."*

Pursuant to the above constitutional and legal provision, Kitui CPSB invites applications from qualified persons to be considered for the positions below in various County Ministries and Departments within Kitui County Public Service:

1. **OFFICE OF THE GOVERNOR**

a) **OFFICE OF THE COUNTY SECRETARY**

1) **CLERICAL OFFICER II, JOB GROUP 'CPSB 13' (F), FIVE (5) POSTS**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 20,560 x 680 – 21,240 x 700 – 21,940 – 780 – 22,720 x 800 – 23520 x 950 – 24,470 x 950 – 25,420 x 1,040 – 26,460 p.m

Duties and responsibilities

i. Compiling statistical records;
ii. Sorting, filing and dispatching letters;
iii. Maintaining an efficient filing system;
iv. Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
v. Computation of financial or statistical records based on routine or special sources of information;

vi. Preparing payment vouchers; and

vii. Compiling data and drafting simple letters.

Requirements for appointment

i. Be a Kenyan Citizen;

ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and

iii. Proficiency in computer applications.

b) DEPARTMENT OF GOVERNOR'S SERVICE DELIVERY UNIT, SEKEB & INTERGOVERNMENTAL RELATIONS

1) CHIEF PUBLIC COMMUNICATIONS OFFICER, JOB GROUP 'CPSB 07' (M), ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 52,330 x 2,350 - -54,680 x 2,550 – 57,230 x 2,850 – 60,080 x 2,850 – 62,930 x 2,930 – 65,860 x 3,080 – 68,940 p.m

Duties and Responsibilities

i. Gathering information on programmes, significant events in a specific sectoral area and the impact on customers and forwarding the same to the head of Public Communications Unit for dissemination;

ii. Assisting in the development of communications and media strategy;

iii. Editing stories on various topical issues before they are released to the public; and

iv. Liaising with media practitioners and the public on issues of mutual concern.

Requirements for Appointment

i. Be a Kenyan Citizen;

ii. Served in the grade of Senior Public Communications Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

iii. Bachelor's Degree in any of the following disciplines: Mass Communications, Communications Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;

OR

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Communications Studies, Public Relations, Journalism,

International Relations or its equivalent and relevant qualification from a recognized institution;

iv. Have a clear understanding of the working of the media and the socio-political environment in Kenya;

v. Possess good oral and written communication skills in both English and Kiswahili; and

vi. Possess advanced computer application skills.

2) SENIOR PUBLIC COMMUNICATIONS OFFICER, JOB GROUP 08, (L), TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 x 2,850 – 60,080 x 2,850 – 62,930 x 2,930 – 65,860 p.m

Duties and Responsibilities

i. Gathering information on programmes and significant events in a specified sectoral area and the impact on customers and forwarding the same to the Head of Public Communication Unit for dissemination;

ii. Assisting in the development of communications and media strategy;

iii. 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;

iv. Scheduling interviews with Government officials;

v. Managing assigned projects/programmes; and

vi. Organizing events under the guidance of the head of the Unit/Section.

Requirements for Appointment

i. Be a Kenyan Citizen;

ii. Served in the grade of Public Communications Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

iii. Bachelor's Degree in any of the following: Mass Communications, Communications Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualification from a recognized institution;

OR

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in Mass Communications, Communications Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution;

OR

Diploma in any of the following disciplines in the case of serving certificate holders: Journalism, International Relations, Mass Communication, Communication Studies, Public Relations or its approved equivalent qualifications from a recognized institution;

iv. Possess good oral and written communication skills in both English and Kiswahili; and

v. Possess advanced computer application skills.

3) PUBLIC COMMUNICATIONS OFFICER I, JOB GROUP 'CPSB 09' (K), ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m

Duties and Responsibilities

i. Gathering information on programmes and significant events

ii. Editing stories on various topical issues in a specific sectorial area;

iii. Liaising with media practitioners and the public on issues of mutual concern

iv. Scheduling interviews with Government officials;

v. Managing assigned projects and programmes under the guidance of the head of the unit/ section; and

Requirements for Appointment

i. Be a Kenyan Citizen;

ii. 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 three (3) years;

iii. Bachelor's Degree in any of the following: Mass Communications, Communications Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualification from a recognized institution;

OR

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in Mass Communications, Communications Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution;

iv. possess good oral and written communication skills in both English and Kiswahili; and

v. be proficient in Information Communication Technology including use of internet and

intranet services.

4) **GRAPHIC DESIGN ASSISTANT III, JOB GROUP ‘’CPSB 11’ (H), ONE (1) POST**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m

Duties and Responsibilities

i. Drawing sketches;
ii. Typography setting;
iii. Pasting artwork;
iv. Drawing simple illustrations; and
v. Undertaking any other related duties as assigned.

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. A Diploma in Graphic Design or its equivalent qualification from a recognized institution; and
iii. Proficiency in relevant graphic design software and applications.

c) DEPARMENT OF DECENTRALIZED UNITS

1) VILLAGE ADMINISTRATOR III, JOB GROUP ‘CPSB 11’ (H), THREE (3) POSTS

i. Maliku Village;
ii. Kaatene/ Kalambani Village; and
iii. Malalani/Syou Village

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m

Duties and Responsibilities

i. Coordinating, managing and supervising the general administrative functions in the village unit;

ii. Generating proposals to assist in developing policies and plans;
iii. Ensuring effective service delivery;
iv. Coordinating development activities to empower the community;
v. Providing and maintaining infrastructure and facilities of public service
vi. Facilitating and coordinating citizen participation in the development of policies and service delivery;
vii. Providing input in organizing public participation awareness at the local level; and
viii. Performing any other duty as may be assigned from time to time.
ix. Providing input in organizing public participation awareness at the local level.

Requirement for Appointment

For appointment to this grade, a candidate must have: -

i. Be a Kenyan Citizen;
ii. Diploma in any of the following disciplines: - Public administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution; and
iii. Certificate in Computer Applications skills from a recognized institution.

2. MINISTRY OF ROADS, PUBLIC WORKS AND TRANSPORT

a) DEPARTMENT OF ROADS AND PUBLIC WORKS

1) STRUCTURAL ASSISTANT III, JOB GROUP 'CPSB 11' (H), ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m

Duties and Responsibilities

i. Preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas;
ii. Carrying out simple survey works under the guidance of a senior officer.

Requirements for Appointment

i. Be a Citizen of Kenya; and
ii. A Diploma in Civil Engineering/Building

OR

Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution.

3. MINISTRY OF AGRICULTURE AND LIVESTOCK

a) DEPARTMENT OF AGRICULTURE AND LIVESTOCK

1) AGRICULTURAL OFFICER, JOB GROUP 'CPSB 09' (K), TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m

Duties and Responsibilities

i. Coordinate activities in one of the following areas; Crop Production, Land Development, agricultural extension and Project management; and
ii. Management of information desks within the division.

Requirements for Appointment

i. Be a Citizen of Kenya; and
ii. Be in possession of Bachelor of Science (B.Sc.) degree in any of the following fields; Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution.

4. MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT

a) DEPARTMENT OF LANDS AND HOUSING

1) VALUER I, JOB GROUP 'CPSB 09' (K), ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m

Duties and Responsibilities

i. Undertaking valuation and inspection of land, buildings and other properties.

ii. Collecting and analysing property and market data for valuation purposes.

iii. Preparing valuation reports, schedules and related documents.

iv. Assisting in the preparation and maintenance of valuation rolls and property registers.

v. Undertaking site inspections and verification of property details.

vi. Providing technical advice on property valuation matters.

vii. Maintaining accurate valuation records and databases.

viii. Undertaking any other related duties as assigned.

Requirements for Appointment

i. Be a Kenyan Citizen;

ii. A Bachelor's Degree in Land Economics, Real Estate or equivalent qualification from a recognized university.

iii. Registration as a Graduate Valuer with the relevant professional body.

iv. Good knowledge of property valuation principles and practices.

v. Proficiency in computer applications.

2) LAND SURVEY ASSISTANT III JOB GROUP 'CPSB 11' (H), ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m

Duties and Responsibilities

i. Carrying out angular and distance measurements and computation for small density topographical;

ii. Site Engineering, General Boundary and photo control surveys; and

iii. Any other duty assigned from time to time.

Requirements for appointment

i. Must be a Kenyan Citizen;
ii. Diploma in Land Surveying from a recognized institution; and
iii. Certificate in Computer Applications

5. MINISTRY OF HEALTH AND SANITATION

a) DEPARTMENT OF MEDICAL SERVICES

1) CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP 'CPSB 04' (Q), ONE (1) POST

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 105,570 x 5,070 – 110,640 x 5,300 – 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 x 6,380 – 139,790 p.m

Duties and Responsibilities

i. Providing administrative support services to health-related projects;
ii. Coordination of county government health programmes and Non-Governmental Organizations (NGOs) involved in the delivery of health care services or in health-related services;
iii. Review, formulation and implementation of health and administrative policies, procedures and programmes; and
iv. Effective supervision, deployment, discipline, training and development of staff in the health administrative service.

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. Served in the grade of Senior Deputy Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
iii. A Masters degree in any of the following fields: Health Management, Hospital Administration, Health Planning, Public Health, Health Economics and Business Administration or its equivalent qualification from a recognized institution; and

iv. Demonstrated outstanding professional competence and administrative ability in the management of health services in a large health institution.

2) NURSING OFFICER -JOB GROUP 'CPSB 09' (K), THREE (3) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m

Duties and responsibilities

i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
ii. Performing a comprehensive physical examination within various settings;
iii. assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
iv. Creating and maintaining a safe nursing care environment for client/patient;
v. Carrying out patient audits to improve client/patient care;
vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
vii. carrying out therapeutic communication with the patient/client;
viii. Conducting community health risk assessment and providing outcome-based interventions;
ix. Documenting interventions and nursing outcomes;
x. participating in quality improvement and quality assurance procedures; and
xi. Diagnosing common health conditions and recommending necessary interventions.

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
iii. Registration Certificate issued by the Nursing Council of Kenya;
iv. Valid practising license from the Nursing Council of Kenya; and
v. Certificate in computer application skills from a recognized institution.

3) REGISTERED NURSE III, JOB GROUP 'CPSB 11' (H), FORTY (40) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m

Duties and responsibilities

i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
ii. Providing appropriate healthcare services including Integrated Management of Childhood Illness (IMCI)
iii. Immunization
iv. Prevention of Mother-To -Child transmission (PMCT)
v. Ante-natal care and delivery
vi. Providing health education and counselling to patients/clients and the community on identified health needs
vii. Referring patients and clients appropriately
viii. Facilitating patients' admission and initiating discharge plans
ix. Maintaining records on patient's/client's health condition and care
x. Ensuring a tidy and safe clinical environment
xi. collecting and compiling data

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Midwifery, or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution;
iii. Registration Certificate issued by the Nursing Council of Kenya;
iv. Valid Practicing License from the Nursing Council of Kenya; and
v. Certificate in computer application skills from a recognized institution.

4) ENROLLED NURSE III JOB GROUP: JOB GROUP 'CPSB 12' (G), TEN (10) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 25,420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 – 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 p.m

Duties and responsibilities

i. Assessing patients and clients and establishing health care needs;
ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
iii. Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
iv. Evaluating healthcare outcomes on patients/clients preparing individualised reports;
v. Making appropriate discharge plan for patients;
vi. Conducting assessment of school health needs;
vii. Planning, implementing interventions and preparing periodic reports;
viii. Maintaining records on patients/clients personal and health condition/care;'
ix. Ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings;
x. Conducting home visits, following up discharged patients/clients and providing continuity of care; and treating minor ailments.

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse, or Enrolled Nurse/Midwife from a recognized training institution;
iii. Enrolment Certificate issued by the Nursing Council of Kenya;
iv. Valid Practicing License from the Nursing Council of Kenya; and
v. Certificate in computer application skills from a recognized institution

5) MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'CPSB 11' (H), SIXTEEN (16) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m

Duties and Responsibilities

i. Decontaminating working benches;
ii. Receiving and scrutinizing laboratory requisition forms and specimens;
iii. Preparing clients for collection of specimens;
iv. Receiving, collecting, labeling and registering of specimens;
v. Disaggregating specimens for processing and analyses;
vi. Preparing reagents;
vii. Examining specimens;
viii. Writing and recording of results;
ix. Dispatching the results for use in clinical management;
x. Preparing stains;
xi. Performing blood grouping;
xii. Issuing blood and blood products to peripheral health facilities; and
xiii. Storing blood products according to their requirements

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board;
iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);
iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board; and
v. Certificate in computer application skills from a recognized institution.

6) BIOMEDICAL ENGINEERING TECHNICIAN III, JOB GROUP 'CPSB 12' (G), TWO (2) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 25,420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 – 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 p.m

Duties and Responsibilities

i. Undertaking routine maintenance and repairs of basic medical equipment, plants, instruments and utilities in a health facility;
ii. Collecting information for research;
iii. Collecting information on medical engineering services for input into the Integrated Health Information Management System;
iv. Carrying out minor repairs of health facilities and utilities; and
v. Implementing medical engineering programmes and projects.

Requirements for Appointment

i. Be a Kenyan Citizen;
ii. Certificate in Medical Engineering or any other equivalent qualification from a recognized institution; and
iii. Certificate in computer application skills from a recognized institution.

7) **SENIOR ACCOUNTANT, JOB GROUP 'CPSB 08' (L), THREE (3) POSTS**

Salary Scale: Ksh. 58,360 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.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

i. Be a Citizen of Kenya;
ii. Served in the grade of Accountant I, Job Group 'K' or in a Comparable and relevant position in the Public Service for a minimum period of three (3) years;
iii. passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized 12 institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent; and

vi. Certificate in Computer Applications.

Duties and Responsibilities

i. Timely and accurate preparation of quality management reports that fall under his/her section (s);
ii. Planning, directing, coordinating, supervising areas of control;
iii. Training and development of staff under him/her;
iv. Setting targets for the section (s);
v. Undertake ad hoc assignments relating to accounting services;
vi. Authorize payments and sign cheques subject to limit set;
vii. Certify and verify returns, documents, vouchers, monitor collection of revenue including inspection; and
viii. Responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

NOTE: Other benefits will be as advised by the Salaries and Remuneration Commission (SRC)

How to Apply:

Interested and qualified candidates are requested to make their applications **ONLINE** through the Kitui County Government website: ***www.kitui.go.ke***

Candidates should complete one KCPSB 2 Employment form. The completed KCPSB 2 Employment form, together with certified copies of applicant's National Identity Card, professional certificates, academic certificates and transcripts, should be submitted to the Kitui County Public Service Board jobs portal on or before **Monday 16th November, 2026.**

Please Note:

i. The KCPSB 2 Employment form is available in the County Government website.
ii. Applicants should provide all the details requested for in the advertisement. It is an offense to include incorrect information in the application. Details not obtained by closure of the advertisement will not be considered.
iii. Only short listed and successful candidates will be contacted.
iv. Short listed candidates shall be required to produce originals of their national identity card, professional certificates, academic certificates and transcripts.
v. It is a criminal offence to present **fake** certificates/documents.
vi. Canvassing in any form will lead to automatic disqualification.

The County Government of Kitui is committed to zero tolerance to corruption. Candidates are cautioned against fraudsters and impersonators soliciting for money to influence the recruitment process. The person giving bribes and the person receiving will be treated equally as criminals and reported to the relevant law enforcement agencies.

Qualified youth, women, persons with disability and those from minority and marginalized groups are encouraged to apply.