



## **NAROK COUNTY GOVERNMENT PUBLIC SERVICE BOARD**

### **ADVERTISEMENT -VACANT POSITION IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE.**

The Narok County Public Service Board wishes to recruit competent and qualified persons to fill the following position as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

#### **DEPARTMENT OF ICT & E- GOVERNMENT**

#### **PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER- ONE (1) POST V/NO. 001/2024**

**TERMS OF SERVICE:** PERMANENT AND PENSIONABLE

**SALARY SCALE:** CPSB 06: 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 X – 86,140 X 4,060 – 90,200 PM

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: systems development and implementation; carrying out feasibility studies for areas to be computerized; preparing progress reports on systems development; configuration of local area network (LAN) and wide area network (WAN); designing, evaluating and recommending systems to ensure compliance with performance standards; implementation, maintenance and documentation of systems standards; preparing performance reports for ICT staff; planning, monitoring and evaluating program activities; ensuring that program/organization goals and systems standards are maintained; liaising with users for information processing; and reviewing and evaluating feasibility studies

#### **b) Requirements for Appointment**

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

- i. Served in the grade of Chief ICT Officer or a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following fields: Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution; OR Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in Information Communication Technology, or its equivalent qualification from a recognized institution PLUS A Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution;
- iii. Demonstrated considerable knowledge and competence in systems analysis and programme design; and
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

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Interested and qualified persons are requested to make their applications in written by completing one **(1)** Application for employment form serial number **NRK-CPSB (2)2016 (REV. 2021)**. The form can be downloaded from the Narok County Government **website** <http://www.narok.go.ke>.

**Please note:** Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

- Only qualified and shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- It is a criminal offence to present fake certificates/documents.

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. **Persons with Disabilities, the marginalized and the minorities are encouraged to apply.**

**Shortlisted candidates** shall be required to produce **original and copies** of the following documents:

- National Identity Card;
- Academic and Professional certificates and transcripts that are certified by the issuing institution.
- Current Clearances from the following bodies:
  - Kenya Revenue Authority;
  - Higher Education Loans Board;
  - A Registered Credit Reference Bureau;
  - Directorate of Criminal Investigations (Police Clearance Certificate);
  - Self – declaration Form dully stamped by the Ethics and Anti-corruption commission

Applications should reach the Board on or before **7<sup>TH</sup> February,2024** addressed to:

**The Board Secretary/CEO**  
**Narok County Public Service Board**  
**NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN**  
**P.O Box 545-20500**  
**NAROK**