



**COUNTY GOVERNMENT OF NAKURU
COUNTY ASSEMBLY OF NAKURU
OFFICE OF THE CLERK**

The Nakuru County Assembly Service board is a body corporate established by section 12 of the County Government Act. The Board is inter-alia, mandated by law to constitute offices in the Assembly service. Consequently, the Board invites applications from suitably qualified Kenyans to fill the following vacant positions.

The positions are permanent and pensionable.

VACANT POSITION IN THE DEPARTMENT OF PUBLIC RELATIONS

13. RECEPTIONIST II (NKUCASB 10)

(VACANCY NO.06/2022/13)

a) Duties and Responsibilities

- i. Supervising the receptionist III;
- ii. Maintaining Daily Record of Visitors' Details;
- iii. Manning the reception Desk;
- iv. Maintaining Good Ambience in The Reception Area;
- v. Responding To Visitors Queries;
- vi. Recording And Confirming Visitors' Appointments;
- vii. Receiving, Guiding and Directing Visitors to Designated Offices and Areas;
- viii. Issuing visitors passes.
- ix. Compiling reports.

b) Requirements for Appointment

- i. Diploma in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office or its equivalent qualification from a recognized institution;

- ii. Proficiency in computer application skills.

c) Salary and Remuneration

- iii. Basic salary scale **31,270-41,260**
- iv. Allowances as per the SRC circulars attached to this position

14.RECEPTIONIST III (NKUCASB 11)

(VACANCY NO.06/2022/14)

a) Duties and Responsibilities will entail:

- i. Compiling daily records of visitors;
- ii. Providing relevant information to visitors;
- iii. Responding to visitors' queries;
- iv. Recording visitors' personal details;
- v. Receiving, guiding and directing visitors to designated offices and areas;
and
- vi. Issuing visitors passes.

b) Requirements for Appointment

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

- i. Certificate in Customer Service, Public Relations, Hospitality Management, International Relations and Diplomacy, Communication Management, Event Management, Front Office from a recognized institution;
- ii. Proficiency in computer application skills; and
- iii. Demonstrated integrity and professional competence.

(d)Salary and Remuneration

- Basic salary scale **25,470-33,950**
- Allowances as per the SRC circulars attached to this position

APPLICATION PROCESS

Kindly submit your application letter, accompanied by detailed Curriculum Vitae indicating your telephone numbers and email address, copies of relevant Academic and Professional Certificates, National Identity Card or Passport and other relevant supporting documents.

NOTE, Qualifying candidates will be required to submit certificates of clearance from

- i. The Ethics and Anticorruption Commission
- ii. Higher Education Loans Board
- iii. Criminal Investigation Department and

iv. Kenya Revenue Authority as part of compliance with Chapter Six of the Constitution of Kenya

Applications should be posted or delivered to the County Assembly Offices, Office of the Clerk to reach him on or before **13th July,2022**. ***Indicate Clearly the vacancy number and position applied for on top of the envelope.***

The secretary;
County Assembly Service Board;
P.O BOX 907.20100
NAKURU

Only Shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification. County Assembly of Nakuru is an equal Opportunity Employer