



# REPUBLIC OF KENYA

## COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



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### ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

### **DEPARTMENT OF PUBLIC SERVICE MANAGEMENT**

#### **33. RECORDS MANAGEMENT OFFICER II: NO. OF VACANCIES - TWO (2)**

Terms of service: Permanent and Pensionable

Job Group: CPSB 10

Salary as per Salaries & Remuneration Commission of Kenya.

#### **Requirements for appointment:-**

- A diploma or its equivalent in any of the following, Records/information science/Library science, or any of the social sciences from a recognized institution; and
- Computer certificate from a recognized institution.

#### **Duties and responsibilities:-**

- Ensuring security of files and documents,
- Renewing file covers,
- Ensuring proper handling of documents, pending correspondence and bring-ups, and Preparing disposal schedules and disposing dead files in accordance with relevant government regulations.