

# PUBLIC NOTICE

## ADVERTISEMENT

### RECRUITMENT OF RESEARCH ASSISTANTS/ENUMERATORS AND DATA ENTRY CLERKS FOR COUNTY BASELINE SURVEY PROJECT/COUNTY STATISTICS ABSTRACT

The County Government of Kericho wishes to recruit competent, self-driven and qualified persons to engage in the County Baseline Survey exercise in the Department of Finance And Economic Planning pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

A.

**Job title:** Research Assistants/ Enumerators  
**Ref no:** KCPSB/2019/002  
**No. of posts:** 53



#### i) Qualifications of applicants

#### Responsibilities

- Collect data from entities
- Submit dully filled questionnaire to module supervisor.
- Account for and submit all materials allocated to them.
- Ensure integrity and accuracy of data collected.
- Maintain confidentiality of all data collected.
- Any other official duties as may be assigned by the supervisor.

#### Requirements for appointment:

- Must be a Kenyan Citizen
- Must be a resident of Kericho County
- Must be 20 to 35 years old
- Should possess a minimum of C- qualification in KCSE or its equivalent with at least Diploma in any of the following disciplines: Human Resource management, agriculture, education, health records, public administration, statistics, land economics, business related courses, engineering, hospitality and other related courses from a recognized institution will also be considered.
- Knowledge in ICT
- Must be able to work in a collaborative environment.
- Must demonstrate good interpersonal and communication skills.

- Must meet the requirements of Chapter six(6) of the constitution of Kenya 2010
- Must be ready to reside and work in the county in which application is made.
- Must be available for the entire duration of the exercise.

## ii) Terms of Service

The Research assistance/ Enumerators will be engaged on temporary basis for a period of Twenty seven (27) days for the actual survey exercise and three (3) days for training.

## B.

**Job Title:** Data Entry Clerks  
**Ref no:** KCPSB/2019/003  
**No. of posts:** 17

### i) Qualifications of Applicants

#### Key Responsibilities

- ✓ Enter data into data base software.
- ✓ Account for all materials allocated
- ✓ Maintain data confidentiality

#### Requirements for Appointment

- ✓ Must be a Kenyan Citizen
- ✓ Must be a resident of Kericho County
- ✓ Must be 20 to 35 years old
- ✓ Should possess a minimum of C- qualification in KCSE with at least Diploma in Computer science or ICT related courses from a recognized institution.
- ✓ Must be able to work in a collaborative team environment.
- ✓ Must demonstrate good interpersonal and communication skills.
- ✓ Must meet the requirements of Chapter six (6) of the Constitution of Kenya 2010.
- ✓ Must be available for the entire duration.



### ii) Terms of Service

The Research Assistants/ Enumerators will be engaged on temporary basis for a period of Twenty Seven (27) days for the actual survey exercise and three (3) days for training.

Applicants should fill and submit dully filled Temporary Employment Form, **baselineapplicationform** (found in the Kericho county website [www.kericho.go.ke](http://www.kericho.go.ke)). Attach copies of national identity card or valid passport, academic, professional and other relevant certificates, transcripts and testimonials

The reference number for the post applied for should be clearly marked on the envelope and addressed to:

**Chief Officer- Economic Planning,  
Department of Finance and Economic Planning,  
P.O Box 112 - 20200,  
Kericho.**

Completed application forms should be dropped at County Head Quarters Baseline Survey Application Box (at the main reception) not later than **12<sup>th</sup> March, 2019**. The applications will be received between 8am – 5pm from Monday to Friday.

Only the shortlisted and successful candidates will be contacted for interviews.

**Note: County Government of Kericho is an equal opportunity employer. Women, persons with disabilities, the marginalized and the minorities are encouraged to apply.**



  
Leah Chumba

**Chief Officer- Economic Planning and Ag. Chief Officer Water,  
Environment, Energy, Forestry and Natural Resources**