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REPUBLIC OF KENYA

COUNTY GOVERNMENT OF KAKAMEGA

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## DEPARTMENT OF PUBLIC SERVICE AND COUNTY ADMINISTRATION

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## DECLARATION OF VACANCIES –EXTERNAL ADVERTISEMENT NO. 01 OF 1/2025

Pursuant to the constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions.

## DEPARTMENT OF HEALTH SERVICES

1) **Position: Data Clerks, Job Group 'CPSB 12'/G (32 Posts)**

**Basic Salary Scale:** Kshs. 23,700x 1,040 –24,740x – 25,810x1,070 – 26,900x1,110 –28,010x1,120 – 29,130x1,150 –30,280x1,170 –31,450 p.m.

**Terms of Service: Three years' contract**

### Duties and Responsibilities

- **Data input:** Entering data from paper forms, scanned documents, or other sources into designated computer systems, including customer information, orders, financial transactions, or other relevant details.

- **Data verification:** Checking for accuracy by comparing entered data against source documents, identifying and correcting errors.

- **Data formatting:** Ensuring data is entered in the correct format, including proper use of fields, codes, and data types.

- **Data cleaning:** Identifying and resolving data inconsistencies or incomplete information.

- **Database management:** Maintaining and updating databases with new information.

- **File management:** Organizing and storing digital files related to data entry tasks.

## Required skills

- **Excellent typing speed and accuracy:** Proficient keyboarding skills are essential for efficient data entry.

- **Attention to detail:** Ability to carefully review data for errors and inconsistencies.

- **Data entry software proficiency:** Familiarity with various data entry applications like spreadsheets, databases, and specific industry software.

- **Ability to work independently:** Completing tasks with minimal supervision while maintaining accuracy.

- **Computer skills:** Data Entry Clerks will spend the majority of their workday on the computer. Skills in typing and Microsoft Office programs will be useful in the Data Entry Clerk role.

- **Customer service:** Data Entry Clerks may need to communicate with customers to update information, depending on the role. The ability to clearly and efficiently communicate and retrieve important information to update records is required.

## Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

(i) Kenya Certificate of Secondary Education (KCSE) C Minus (-) or its approved equivalent; and
(ii) Proficiency in Computer Applications.

## How to Apply

Interested and qualified persons are requested to make their applications ONLINE via email at co-publicservice@kakamega.go.ke and should be received **not later than 10ᵗʰ February. 2025**.

## All applications should entail:

(i) National Identity Card,
(ii) Curriculum Vitae, and
(iii) Academic and Professional Certificates

## Please Note:

(i) **HARD COPIES** will not be accepted.
(ii) Only shortlisted and successful applicants will be contacted.
(iii) Canvassing in any form will lead to automatic disqualification.
(iv) County Government of Kakamega is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and

merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **Therefore, people with disabilities, the marginalized and the minorities are encouraged to apply.**

(v)     Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews.

(vi)    It is a criminal offence to present fake certificates/documents.