



COUNTY GOVERNMENT OF LAIKIPIA
COUNTY PUBLIC SERVICE BOARD
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NYAHURURU



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ADVERTISEMENT OF VACANCIES

The Laikipia County Public Service Board is pleased to invite applications from competent and qualified persons to fill the following vacant positions: -

S/NO	DESIGNATION	JOB GRADE	NO. OF POSTS
1.	Chief Officer-Agriculture & Irrigation	CPSB 02	1
2.	CEO-Laikipia County Development Authority	CPSB 03	1
3.	Assistant Director-Accounting Financial Reporting	CPSB 05	1
4.	Assistant Director-Accounting Operations	CPSB 05	1
5.	Accountant I	CPSB 09	13
6.	Accountant II	CPSB 10	20
7.	Director-Supply Chain Management	CPSB 03	1
8.	Assistant Director-Supply Chain Management	CPSB 05	1
9.	Supply Chain Management Officer II	CPSB 10	14
10.	Supply Chain Management Assistant III	CPSB 11	12
11.	Finance Officer II	CPSB 10	4
12.	Assistant Director-Internal Audit	CPSB 05	1
13.	Director-Accounting Services	CPSB 03	1
14.	Internal Auditor I	CPSB 09	6
15.	Director-Economic Planning and County Development	CPSB 03	1
16.	Economist II/Statistician II	CPSB 09	6
17.	Agricultural Officer I	CPSB 09	12
18.	Assistant Agricultural Officer III	CPSB 11	28
19.	Engineer II-Agriculture	CPSB 09	2
20.	Director, Information Communication Technology & E-Governance	CPSB 03	1
21.	Deputy Director-HRM&D	CPSB 04	1
22.	Assistant Director-HRM&D	CPSB 05	1
23.	Human Resource Management Officer II	CPSB 10	8
24.	Human Resource Management Assistant III	CPSB 11	5
25.	Records Management Officer II	CPSB 10	3

26.	Records Management Officer III	CPSB 11	4
27.	Assistant Office Administrator III	CPSB 11	10
28.	Office Administrative Assistant III	CPSB 12	2
29.	Administration Officer II	CPSB 10	13
30.	Social Development Officer II	CPSB 10	5
31.	Environment Management Officer II	CPSB 10	7
32.	Architect II	CPSB 08	1
33.	Assistant Engineer-Electrical/Electronics	CPSB 09	1
34.	Assistant Engineer II-Quantity Surveyor	CPSB 09	1
35.	Assistant Engineer II-Structural	CPSB 09	1
36.	Quantity Survey Assistant III	CPSB 11	2
37.	Land Survey Assistant III	CPSB 11	1
38.	Inspector III-Buildings	CPSB 11	8
39.	Assistant Director-Tourism and Wildlife Conservation	CPSB 05	1
40.	Tourism Officer II	CPSB 10	2
41.	Tourism Officer III	CPSB 11	3
42.	Director-Trade and Enterprise Development	CPSB 03	1
43.	Trade Development Officer II	CPSB 10	5
44.	Fund Administrator-Co-Operative Revolving Fund	CPSB 03	1
45.	Director, Co-Operative Development and Marketing	CPSB 03	1
46.	Co-Operative Auditor I	CPSB 09	3
47.	Co-Operative Officer II	CPSB 10	6
48.	Assistant Co-Operative Officer III	CPSB 11	3
49.	Director-Veterinary Services	CPSB 03	1
50.	Veterinary Officer	CPSB 08	3
51.	Livestock Production Officer 1	CPSB 09	3
52.	Assistant Fisheries Officer III	CPSB 09	3
53.	Animal Health Officer III	CPSB 11	19
54.	Animal Health Assistant II (Meat Inspector)	CPSB 12	15
55.	Animal Health Assistant II	CPSB 12	10
56.	Assistant Livestock Production Officer III	CPSB 11	19
57.	Director-Roads and Transport	CPSB 03	1
58.	Physical Planner	CPSB 09	2
59.	Estate Management Officer I/Housing Officer I	CPSB 09	1
60.	Inspector III-Building Services-Mechanical	CPSB 11	2
61.	Inspector III-Building Services-Electrical	CPSB 11	2
62.	Inspector III-Roads	CPSB 11	2
63.	Plant Operator III (RIG/TPU Operator)	CPSB 14	6
64.	Director-Public Communication and Public Participation	CPSB 03	1

65.	Deputy Director, Water and Sanitation Services	CPSB 04	1
66.	Assistant Director- Quality Assurance and Standards	CPSB 05	1
67.	Assistant Vocational and Technical Trainer III- Hair Dressing & Beauty Therapy/Cosmetology	CPSB 11	2
68.	Assistant Vocational and Technical Trainer III- Electrical Engineering	CPSB 11	1
69.	Assistant Vocational and Technical Trainer III- Garment Making	CPSB 11	1
70.	Assistant Vocational and Technical Trainer III- Food and Beverages	CPSB 11	1
71.	Artisan III-Motor Vehicle Mechanic	CPSB 14	3
72.	Artisan III-Clothing Technology	CPSB 14	2
73.	Artisan III-Carpentry and Joinery	CPSB 14	2
74.	Artisan III-Masonry	CPSB 14	2
75.	Artisan III-Leather Works	CPSB 14	1
76.	Artisan III-Welding and Fabrication	CPSB 14	2
77.	Artisan III-Food and Beverages	CPSB 14	2
78.	Artisan III-Electrical Works	CPSB 14	2
79.	Public Communications/ Public Participation Officer III	CPSB 10	5
80.	Public Communications/ Public Participation Officer III	CPSB 11	2
81.	Cook III	CPSB 14	4
82.	Architectural Assistant III	CPSB 11	2
83.	Inspector III-Plant Mechanic	CPSB 11	2
84.	Inspector III-Motor Vehicle Mechanic	CPSB 11	2
85.	Fisheries Officer I	CPSB 09	2
86.	Fireman III	CPSB 14	6
87.	Electrical Technician II	CPSB 12	3
88.	Assistant Information Communication Technology Officer III	CPSB 11	7
89.	Director, Gender, Culture and Social Services	CPSB 03	1
90.	Community Development Officer III	CPSB 11	11
91.	Fund Manager-Laikipia County Enterprise Fund	CPSB 03	1

1. CHIEF OFFICER-AGRICULTURE & IRRIGATION (JOB GROUP CPSB 02)
SALARY:KSH.137,070x6,570-130,700x6,370-143,640x6,770-150,410x6,960-157,370x7,160-164,530x7,820-172,350x13,680-186,030x16,980-203,010 p.m.
NUMBER OF VACANCIES: One (1)
TERMS OF SERVICE: Contract

(a)Duties and responsibilities

A Chief Officer will be responsible to the County Executive Committee Member for:-

general administration and coordination of the department; initiation, development and implementation of departmental development plans, strategic plans, sector plans, programs, projects and policies that conform to Vision 2030; promotion of National Values and Principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya; oversee implementation and monitoring of performance management systems; management of county public service; management of finances, preparation of budget estimates, annual work plans and programs and performing any other duty as may be assigned by the Executive Committee Member from time to time

Requirements for Appointment

For appointment to the grade of Chief Officer, a candidate must:

- i. Be a holder of a Bachelor's degree in any of the following discipline: - Agriculture, Agribusiness; Agricultural Economics; Horticulture; Agricultural Education; Agricultural Extension; Natural Resources Management; Environmental Science; Range Management or any other relevant and equivalent qualification from recognized institution;
- ii. Have knowledge, experience and a distinguished career of not less than ten (10) years;
- iii. Demonstrate a good understanding of the County Government's mandate, vision, mission as well as Vision 2030
- iv. Demonstrate understanding and commitment to the National Values and Principles of Public Service
- v. Have knowledge of the relevant legislations such as the Kenya Constitution, County Government Act, 2012, Labour Relations Act, Employment Act and Public Finance Management Act
- vi. Have a valid registration certificate by relevant professional body;
- vii. Be a strategic thinker;
- viii. Have excellent communication skills;
- ix. Have thorough understanding and respect of the diversity within the County and,
- x. Have a certificate in computer applications.

(Possession of a Master's degree in the relevant discipline will be an added advantage)

2. CEO-LAIKIPIA COUNTY DEVELOPMENT AUTHORITY (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160-164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT (RENEWABLE)

(a) Duties and Responsibilities

The Chief Executive Officer will be responsible to the Board and shall: -

Subject to the direction of the Board, be responsible for the day-to-day management of the affairs of the Board;

in consultation with the Board, be responsible for the direction of the affairs and the transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties and the general administration of the Authority; develop and recommend to the Board short- and long term goals, business plans and establish proper

internal monitoring and control systems and procedures; oversee the management of finances, preparation of budget estimates, annual work plans and programs; develop and nurture mutually beneficial relationships with key stakeholders including National Government, County Government, Members of County Assembly, Development Partners, Private Sector and the Communities; identify and mobilize County resources, financial or otherwise to ensure provision and sustainability of projects, programs and services;

build the profile of the Authority as a solid trusted brand with a strong positive corporate identity and image;

promote National Values and Principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya and carry out any other function as may be assigned by the Board from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must: -

- i. Have knowledge, experience and a distinguished career in management of not less than five (5) years from a public or private organization, three (3) of which must be in a Senior Management level;
- ii. Be a holder of a least a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, Economics, Business Administration, Entrepreneurship or any other relevant and equivalent qualifications from a recognized institution;
- iii. Demonstrate thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iv. Have thorough understanding and respect of the diversity within the County; and
- v. Certificate in computer applications skills

(Possession of a Masters degree in the relevant discipline will be an added advantage)

3. ASSISTANT DIRECTOR-ACCOUNTING FINANCIAL REPORTING (JOB GRADE CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

The Assistant Director will be responsible to the Chief Officer. Duties and responsibilities will entail: -

Managing daily activities for Accounting, Accounts Payables, Cost Accounting and Treasury;

ensuring compliance with the values and principles as outlined in Articles 10 and 232 of the constitution of Kenya; managing the preparation and distribution of internal

financial statements and reports, maintaining the highest quality, reliability and accuracy; managing monthly closing process, including reconciliations and analysis of related accounts; coordinating the County's annual audit with the independent auditors; developing and maintaining the integrity of the financial reporting process and financial controls; maintaining and strengthening internal controls over financial reporting; researching and resolving accounting issues including evaluation and implementation of new accounting pronouncements to ensure PSAB and IAS compliance; providing guidance on all financial reporting matters and contributing to the development and review of policies and procedures on financial reporting

(a) Requirements for appointment

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than five (5) years in the professional field, three (3) of which should be at supervisory level;
- ii. Have a Bachelor's degree in any of the following disciplines: -Accounting, Administration, Business Administration, Finance, Procurement, Economics and Statistics, Economics and Mathematics, Economics, Commerce, or relevant and equivalent qualification from a recognized institution;
- iii. Passed Part III of Certified Public Accountants (CPA) examination or its recognized qualification
- iv. Registered with Institute of Certified Public Accountants of Kenya (ICPAK)
- v. Demonstrate professional competence and managerial capabilities, and;
- vi. Have certificate in computer applications skills.

(Possession of a Masters degree in the relevant discipline will be an added advantage)

4. ASSISTANT DIRECTOR-ACCOUNTING OPERATIONS (JOB GRADE CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-

107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Assistant Director will be responsible to the Head of Treasury Accounting. Duties and responsibilities will entail:-Assisting in the administration of the Accounting Unit; assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stake holders on all financial and accounting matters in the County; assisting in the preparation of management and statutory reports including final accounts; assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; assisting in overseeing the processing of funding arrangements to Departments and Agencies and ensuring compliance with Treasury regulations and procedures; providing guidance in the interpretation and implementation of financial regulations and procedures, Treasury Circulars, letters and instructions; assisting in developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures.

(b) Requirements for appointment

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than five (5) years in the professional field within the Public Service, three (3) of which should be at supervisory level;
- ii. Have Bachelor's degree in any of the following disciplines: -Accounting, Administration, Business Administration, Finance, Procurement, Economics and Statistics, Economics and Mathematics, Economics, Commerce or relevant and equivalent qualification from a recognized institution;
- iii. Passed Part III of Certified Public Accountants (CPA) examination or its recognized qualification
- iv. Registered with Institute of Certified Public Accountants of Kenya (ICPAK)
- v. Demonstrate professional competence and managerial capabilities, and;
- vi. Have certificate in computer applications skills.

(Possession of a Masters degree in the relevant discipline will be an added advantage)

5. ACCOUNTANT I (JOB GRADE CPSB 09)

SALARY: KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,200-50,610x2,350-52,960 p.m.

NUMBER OF VACANCIES: THIRTEEN (13)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: receiving and analyzing financial reports from public sector entities; collecting and maintaining data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; keeping safe custody of Accounting records; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque books under their custody; capturing Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; and preparing payment advice(PA) forms.

The officer at this level will also be responsible for: raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Commerce (Accounting or Finance Option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

- Passed Part III of the Certified Public Accountants (CPA) Examination or its approved equivalent;
- ii. Registered with Institute of Certified Public Accountants of Kenya (ICPAK); and,
 - iii. Certificate in computer applications skills.

Demonstrated knowledge and experience with using Government Information Systems e.g. IFMIS, Oracle, E-Business, SAP will be an added advantage

6. ACCOUNTANT II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: TWENTY (20)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for the accountant's cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: receiving and compiling financial reports from public sector entities; collecting and maintaining a data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; capturing Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; preparing payment advice (PA) forms; raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

(b) Requirements for Appointment

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

- i. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting Option) or any other relevant equivalent qualification from a recognized institution;

Plus

- Passed Part I of the Certified Public Accountants (CPA) Examination or any other relevant qualification from a recognized institution; and
- ii. Certificate in computer applications skills.

Demonstrated knowledge and experience with using Government Information Systems e.g. IFMIS, Oracle E-Business, SAP will be an added advantage

7. DIRECTOR-SUPPLY CHAIN MANGEMENT (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160-164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Director will be responsible to the Chief Officer. Duties and responsibilities will entail:- overseeing implementation of procurement and asset disposal policies, guidelines and procedures; providing technical advice to the County and other procurement entities on procurement matters; advising procuring entities on the implementation of the Public Procurement and Asset Disposal Act and its attendant regulations and other statutes that impact on Supply Chain Management function; overseeing implementation of the e-procurement system; providing secretariat services to the tender opening and evaluation committees; facilitating research, market surveys and benchmarking on best practices; overseeing analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; and preparing reports on implementation of the Preference and Reservation Scheme.

In addition, the officer will also be responsible for: overseeing development and review of county specific draft policy on management of assets in line with laid down regulations; overseeing implementation of development projects; overseeing prequalification of suppliers, review of tenders, pre-qualification and evaluation of bids; overseeing preparation of procurement plans; providing secretariat services to the Tender Opening and Evaluation Committees; providing guidance and support to target groups on the procurement process; and liaising with the user Departments, Disposal Committee and the Accounting Officer on disposal of unserviceable, obsolete, obsolescent or surplus stores, equipment and assets; and managing performance, building capacity of staff.

(a) Requirements for appointment:

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at managerial level;
- ii. Have Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

- Bachelor's degree in any of the following disciplines: Commerce, Accounting, Marketing, Economics, Business Management **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- iii. Have Certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Purchasing and Supply (CIPS);
 - iv. Have Membership of the Kenya Institute of Supplies Management (KISM);
 - v. demonstrate high degree of professional competence, administrative capability

in the general organization and management of the Supply Chain Management Function;

- vi. demonstrate thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- vii. Have thorough understanding and respect of the diversity within the County;
- viii. Certificate in computer application skills

(Possession of a Masters degree in the relevant discipline will be an added advantage)

8. ASSISTANT DIRECTOR-SUPPLY CHAIN MANAGEMENT (JOB GRADE CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-

107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

Duties and responsibilities will entail:- The office will assist in the collation and analysis of Supply Management issues across all departments and agencies in the County; assist in monitoring and implementation of Supply Management policies, guidelines and procedures issued from time to time and recommending appropriate action where necessary; assist in planning, coordinating, organizing and controlling activities in Supply Management in departments and agencies; assist in ensuring the correct interpretation and implementation of the Public Procurement and Disposal Act and other Supply chain Management related laws and regulations; assist in providing technical advice to the County and other procurement entities on procurement matters; participate in analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures and perform any other duty assigned by supervisor

(a)Requirements for appointment

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than five (5) years in the professional field, three (3) of which should be at supervisory or managerial level;
- ii. Have Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

- iii. Have Certified Procurement and Supply Professional of Kenya (CPSP-K) or Advanced Diploma in Supplies Management Final Stage (FIS) or Chartered Institute of Purchasing and Supply (CIPS);

- iv. Have Membership of the Kenya Institute of Supplies Management (KISM);
- v. Demonstrated professional competence and managerial capabilities; and,
- vi. Certificate in computer application skills

(Possession of a Masters degree in the relevant discipline will be an added advantage)

9. SUPPLY CHAIN MANAGEMENT OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: FOURTEEN (14)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: receiving and issuing stores; preparing procurement documents; opening of bids; registering and updating suppliers' database; managing stores; publicizing of tender awards; registering and updating suppliers' database; stock checking and stock-taking; and implementing security and safety procedures in the stores.

(b) Requirements for Appointment:

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Commerce, Marketing, Economics, Business Management or Law **plus** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

- ii. Certified Procurement and Supply Professional of Kenya (CPSP- K) Part I or Diploma in Supplies Management Foundation Stage (FOS) or Diploma in Chartered Institute of Procurement and Supply (CIPS);
- iii. Have Membership of the Kenya Institute of Supplies Management (KISM); and,
- iv. Certificate in computer applications skills.

Demonstrated knowledge and experience with using Government Information Systems e.g. IFMIS, Oracle E-Business, SAP will be an added advantage

10. SUPPLY CHAIN MANAGEMENT ASSISTANT III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWELVE (12)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: receiving and issuing stores; posting and updating of ledgers; assisting in stock taking and reconciliation; preparation and maintenance of stores records; and implementing security and safety procedures in the store.

(b) Requirements for Appointment

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

- i. Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- ii. Certificate of Associate in Procurement and Supply of Kenya (APS-K) II or Advanced Certificate in Chartered Institute of Procurement and Supply (CIPS);
- iii. Have Membership of the Kenya Institute of Supplies Management (KISM); and,
- iv. Certificate in computer applications skills.

Demonstrated knowledge and experience with using Government Information Systems e.g. IFMIS, Oracle E-Business, SAP will be an added advantage

11. FINANCE OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail:- capturing data on budget estimates for The County; checking cost of projects and programs to align them to county financial statistics and classification of the functions of the County assisting in quality control of budget estimates; assisting in processing reallocation of estimates proposals; preparing initial reports and briefs on budgetary issues; capturing data on budget proposals; checking cost of projects and programs to align them to GFS and COFOG; assisting in budget monitoring and expenditure control; assisting in processing of expenditure reallocations within the budget; and assisting users to capture budget data and run reports in the Hyperion Budget Planning System.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Business Administration, Business Management or equivalent and relevant qualification from a recognized institution; and
- ii. Certificate in computer applications skill

**12. VACANCY; ASSISTANT DIRECTOR-INTERNAL AUDIT (JOB GRADE CPSB 05)
SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-
107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.**

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

Duties and responsibilities will entail: evaluating the effectiveness of risk management, controls and governance processes of a public entity and recommend improvements; undertaking audit verification assignments; supervising compilation of audit findings and audit working papers for assignments; preparing assignment work/engagement plan; preparing internal audit reports; reviewing audit findings and audit working papers for assignments; leading a team of auditors; monitoring implementation of audit recommendations; coaching and mentoring of staff; and preparing training projections and budgets.

(b)Requirements for Appointment

For appointment to this grade an officer must have:

- i. Relevant knowledge and experience of not less than five (5) years in the field of Audit or related area, three (3) of which should be at supervisory or managerial level;
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

OR

Certified Internal Auditor (CIA), Certified Public Accountants of Kenya CPA (K) its equivalent qualification from a recognized institution

- iii. Membership to any of the following recognized professional bodies: of either CIA, ICPAK, ACFE, ISACA or any other professional recognized body
- iv. Demonstrate professional competence and managerial capabilities; and,
- v. Certificate in computer application skill

(Possession of a Master's degree in the relevant discipline will be an added advantage)

13. VACANCY: DIRECTOR-ACCOUNTING SERVICES (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

The Director will be responsible to the Chief Officer. Duties and responsibilities will entail: advising on financial and disbursement arrangements for loans/grants; reviewing reports on outstanding audit reports and recommending follow-ups; reviewing accounting systems and recommending necessary changes; ensuring Asset registers are maintained; coordinating compilation of reports on Accounting Units that are non-compliant with standards and other financial regulations and recommending appropriate action; overseeing cash management and exchequer operations; drafting and revising regulations for new and existing funds; coordinating the preparation of procurement and departmental work plans; monitoring the implementation of department strategic plan; managing departmental budgets; developing status matrix report on the Public Accounts Committee (PAC) recommendations on the County; reviewing the applications of accounting standards and systems including FMIS and recommending changes and improvements; ensuring timely response to audit queries; compiling Treasury Memorandum; coordinating performance management; and ensuring timely preparation of management and statutory financial reports and developing materials for training of accounting personnel. Additional duties will include: providing advisory services to stake holders on financial and accounting matters; preparing management and statutory reports in accordance with financial orders and regulations; preparing final accounts; overseeing issuance of AIE; maintaining an inventory of bank accounts in the Accounting Unit and their approved signatories; authorizing payments; appointing cheques signatories and setting amount limits; ensuring safe custody of County government assets, records and accountable documents; preparing departmental budgets, procurement and annual work plans; interpreting financial regulations and procedures and Treasury Circulars; ensuring expenditures are within the allocations; setting targets for the staff and evaluating achievements; training, developing and deploying of accounts staff in the unit; and mentoring and coaching staff.

(a) Requirements for Appointment

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

- i. Relevant knowledge and experience of not less than seven (7) years in the field of accounting or related area, three (3) of which should be at supervisory or managerial level;
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a

- recognized institution or any other relevant equivalent qualification;
- iii. Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution;
- iv. Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- v. Demonstrated high degree of professional competence and administrative capability required for the effective planning and coordination of the Accounting Function;
- vi. Demonstrate thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- vii. Thorough understanding and respect of the diversity within the County;
- viii. Certificate in computer applications skills.

Possession of a Master's degree in the relevant discipline and demonstration of knowledge and experience with using Government Information Systems e.g. IFMIS, Oracle E-Business, SAP will be an added advantage

14. INTERNAL AUDITOR I (JOB GRADE CPSB 09)

SALARY: KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920

46,320x2,000-48,320x2,200-50,610x2,350-52,960 p.m.

NUMBER OF VACANCIES: SIX (6)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: vouching sample transactions in audit investigation and verification; preparing engagement and work plans; recording proceedings of entry and exit meetings; collecting and analyzing data and statistics; and preparing audit working papers.

(b) Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

Plus

Certified Internal Auditor (CIA) III/Certified Public Accountants of Kenya CPA (K) III or its equivalent qualification from a recognized institution; and

- ii. Certificate in computer applications skills.

15. DIRECTOR-ECONOMIC PLANNING AND COUNTY DEVELOPMENT (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Director will be responsible to the Chief Officer. Duties and responsibilities at this level will entail:- advising on economic policy and planning and statistics management in the county; co-convening of various sub-sectors in the annual budgetary preparation process of the Medium Term Expenditure Framework (MTEF); overseeing preparation of inter-sectoral programs and sector specific plans; overseeing preparation and implementation of sector plans and county strategic plans; providing support in the preparation, monitoring, evaluation and reporting of County Performance Contracts; undertaking monitoring and evaluation of projects and programs; preparing and submitting reports on projects and programs; and supervising, mentoring and guiding staff in the Department.

In addition, the Director will spearhead the development, implementation of the directorate's strategic objectives and plans, performance contracts and appraisal systems; overseeing financial and assets management issues of the directorate; instituting operational accountability; ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and overall management and development of staff.

(b)Requirements for Appointment

For appointment to this grade, an officer must:

- i. Have a Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- ii. Have relevant knowledge and experience of not less than seven (7) years in a related area, three (3) of which should be at supervisory or managerial level;
- iii. Demonstrate high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Economic Planning Function; and
- iv. Demonstrate a clear understanding of National development policies, goals and objectives and ability to integrate them into the Economic Planning Function;
- v. Have thorough understanding and respect of the diversity within the County;
- vi. Certificate in computer application skills

(Possession of a Master's degree in the relevant discipline will be an added advantage)

16. ECONOMIST II/STATISTICIAN II (JOB GRADE CPSB 09)

SALARY: KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,200-50,610x2,350-52,960 p.m.

NUMBER OF VACANCIES: SIX (6)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

i. Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: collecting, collating and analyzing economic data in the relevant sectors; compiling sector-specific draft reports; participating in monitoring and evaluation activities in the county; providing support in the preparation of policy briefs and reports on the relevant sectors; capturing data on budgetary requirements; and uploading information in the National Integrated Monitoring and Evaluation System (NIMES).

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and,
- ii. Certificate in computer application skills.

17. AGRICULTURAL OFFICER I (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER OF VACANCIES: TWELVE (12)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer.

Duties and responsibilities will entail: - collecting, collating agriculture information and inputting into the database; collecting and packaging of new and existing agricultural technologies for dissemination and preparing draft crop production and national food security reports

(b) Requirements for appointment

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

- i. Bachelor of Science degree in Agriculture, Agronomy, Agribusiness Management and Enterprise Development, Agribusiness Management, Agribusiness, Agriculture Economics & Rural Development, Agriculture Extension and Education, Agricultural Marketing, Agricultural Resource Management, Agriculture and Extension, Agriculture and Home Economics, Agriculture and Human Ecology, Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution; and,
- ii. Certificate in computer application skills

(Possession of a valid motorbike riding license and experience in riding will be an added

advantage)

18. ASSISTANT AGRICULTURAL OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWENTY-EIGHT (28)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail:
- training and advising farmers on matters related to Crop production, Land Development, Planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent.
- ii. Diploma in any of the following fields; Agriculture, food Technology, Agriculture & Home Economic, Agricultural Education, Horticulture, or equivalent and relevant qualifications from a recognized institution; and,
- iii. Certificate in computer application skills

(Possession of a valid motorbike riding license and experience in riding will be an added advantage)

19. ENGINEER II-AGRICULTURE (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An Engineer at this level will work under the guidance and supervision of a senior Engineer. Duties and responsibilities will entail: - collecting agricultural engineering field data for investigation and analysis; conducting survey for engineering works; carrying out preliminary design of agricultural engineering works; carrying out repairs and maintenance of machines and equipment; and conducting on-farm trials and demonstrations

(b)Requirements for Appointment

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

- i. Bachelor's Degree in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power structure or any other relevant and equivalent qualification from a recognized institution; and,
- ii. Certificate in computer applications skills from a recognized institution.

20. DIRECTOR - INFORMATION COMMUNICATION TECHNOLOGY & e-GOVERNANCE (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

An officer at this level will report to the Chief Officer. Duties and responsibilities will entail:

overseeing the development of departmental websites; coordinating the development of the County ICT policy and regulatory framework; providing advisory services to county departments on all matters related to ICT; ensuring the implementation of ICT policies, procedures and systems; coordinating the planning, designing, implementation and alignment of ICT strategies for effective management of services at all levels; overseeing intranet and internet issues; advising the management on institutionalization of effective ICT governance structures.

In addition, duties will involve:- advising on specifications and standards in the procurement of ICT software and equipment; ensuring provision of hardware maintenance support services; liaising with hardware vendors for administration of guarantees and warranties; overseeing research and development on ICT standards, guidelines and approaches; coordinating, planning, development, review and implementation of ICT business disaster recovery strategy; ensuring compliance with established Information Communication Technology standards, procedures and regulations; spearheading computerization effort in the County public sector; and providing technical support services to computer users; and overseeing the of training on the use of computers, relevant software packages and developing customized applications.

(c) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level;
- ii. Have Bachelor's Degree in any of the following fields; Computer Science/ICT or Electronics/Electrical Engineering from a recognized institution;

OR

- iii. 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 Higher Diploma in computer science/Information Communication Technology or its equivalent qualification from a recognized institution;**
- iv. Certificate of membership to a professional body from a recognized

- institution;
- v. Demonstrated considerable knowledge and competence in systems analysis and program design.
 - vi. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
 - vii. have thorough understanding and respect of the diversity within the County; and
 - viii. Certificate in computer applications skills from a recognized institution.
(Possession of a Masters degree in the relevant discipline will be an added advantage)

21. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, (JOB GRADE CPSB 04)

SALARY:Kshs.102,860x5,070-107,930x5,300-113,230x5,560-118,790x5,840-124,630x6,070-130,700x6,370-137,070p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: developing human resource policies, strategies, regulations, procedures, rules and guidelines; developing human resource standards and guidelines; coordinating human resource management services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting and applying on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; recommending for approval information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; coordinating research in human resource matters; coordinating the implementation of human resource decisions within the existing rules, regulations and procedures; identifying and recommending for approval the use of an appropriate human resource system (both manual and electronics); coordinating the carrying out of training needs assessment and approving trainings for staff; training staff on target setting and carrying out in staff performance appraisals systems: secretariat to the county human resource management advisory committee and coordinating the implementation of its decisions thereof; approving various claims relating to training, medical and others; coordinating the preparation of budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management standards are maintained; and analyzing human resource reports for decision making.

(b)Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines: Sociology, Public/Business Administration, or its equivalent qualification from a recognized institution

Plus

Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

OR

- ii. Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
- iii. Have relevant knowledge and experience of not less than six (6) years in the professional field, three (3) of which should be at supervisory or managerial level;
- iv. Membership to the Institute of Human Resource Management in good standing;
- v. Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programs; and
- vi. Certificate in computer application skills

(Possession of a Master's degree and Certified Human Resource Practitioner (CHRP) certificate with a valid practicing certificate will be an added advantage)

22. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (JOB GRADE CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing human resource policies, strategies, regulations, procedures, rules and guidelines; coordinating human resource services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting applying and providing advice on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; validating information relating to recruitment, appointment, transfer, human resource management information systems; ensuring maintenance of staff establishment and complement control; undertaking research in human resource matters; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics); carrying out training needs assessment and training projections of staff; training staff on target setting and participating in staff appraisals systems; alternate Secretary to the County Human Resource Management Advisory Committee and coordinating the implementation of its decisions thereof; processing various claims relating to training, medical and others; preparing budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an

up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management standards are maintained; and analyzing human resource reports for decision making.

(b) Requirements for appointment

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

- i. Relevant knowledge and experience of not less than five (5) years in a related area in the professional field, three (3) of which should be at supervisory or managerial level
- ii. Bachelor's Degree in any of the following disciplines: Sociology, Public/Business Administration, or its equivalent qualification from a recognized institution

Plus

Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

OR

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- iii. Membership to the Institute of Human Resource Management in good standing; and
- iv. Certificate in computer application skills

(Possession of a Masters degree and Certified Human Resource Practitioner (CHRP) certificate with a valid practicing certificate will be an added advantage)

23. HUMAN RESOURCE MANAGEMENT OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: EIGHT (8)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: collecting and collating data on human resource management; processing documents on various human resource functions including recruitment, placement, payroll, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures; and updating and maintaining an up-to-date human resource information database as per set procedures and policies.

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or any other relevant qualification from a recognized institution

Plus

Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

OR

Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;

- ii. Membership to the Institute of Human Resource Management (IHRM); and,
- iii. Certificate in computer application skills.

Possession of a Certified Human Resource Practitioner (CHRP) certificate with a valid practicing certificate will be an added advantage

24. HUMAN RESOURCE MANAGEMENT ASSISTANT III (JOB GRADE CPSB 11)
SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: FIVE (5)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: collecting and collating data on human resource management; processing documents on various human functions including recruitment, placement, payroll, pension and other human resource functions; updating staff establishment; implementing human resource decisions within the existing rules, regulations and procedures.

Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

OR

- ii. Certified Public Secretaries Examination Part I or its accepted equivalent qualification; and
- iii. Membership to the Institute of Human Resource Management (IHRM); and,
- iv. Certificate in computer application skills.

(Possession of a Certified Human Resource Practitioner (CHRP) certificate with a valid practicing certificate will be an added advantage)

25. RECORDS MANAGEMENT OFFICER II (JOB GROU 10)
SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES-THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will be deployed in a registry to undertake the following duties and responsibilities: ensuring proper handling of documents, pending correspondence and bring-ups; receiving and dispatching letters and maintaining related registers; preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Information Science/Records Management or any other social sciences degree from a recognized institution; and
- ii. Certificate in computer applications skills.

26. RECORDS MANAGEMENT OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. The officer will work under the guidance of a senior officer. An officer at this level will be deployed in a registry where duties and responsibilities will entail: receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mail and guiding on files disposal.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution; and
- ii. Certificate in computer application skills.

27. ASSISTANT OFFICE ADMINISTRATOR III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TEN (10)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is an entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; managing e-office; ensuring security of office records, documents and equipment; maintaining an up-to-date filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade a candidate must have: -

- i. Kenya Certificate of Secondary Education, mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES&GC) from the Kenya National Examinations Council in the following subjects: -

- a. Typewriting III (50 w.p.m)/Computerized Document Processing III;
 - b. Shorthand II (80 w.p.m);
 - c. Business English II/Communications I;
 - d. Office Practice II;
 - e. Secretarial Duties II
 - f. Commerce II;
 - g. Office Management III/Office Administration and Management III; and,
- iii. Certificate in computer application skills

28. OFFICE ADMINISTRATIVE ASSISTANT III (CPSB 12)

SALARY: Ksh.22,270x1,040-23,310x1,070-24,380x1,090-25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020 p.m.

NUMBER: TWO (2) POSTS

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail:

taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education mean grade C-(minus) with at least C(plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;

- ii. Business Education Single and Group Certificates (BES &GC) from the Kenya National Examinations Council in the following subjects:
 - Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
 - Business English I/Communications I;
 - Office Practice I;
 - Commerce I;

OR

 - Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and,
- iii. Certificate in Computer Proficiency

29. ADMINISTRATION OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: THIRTEEN (13)

TERMS OF SERVICE: FIVE (5) YEAR (FIXED) CONTRACT

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: planning of office accommodation and layout; facilitating transport and travelling services; maintaining and updating furniture and office equipment inventory; ensuring payment of bills; facilitating movement of assets; carrying out general maintenance of buildings and furniture; facilitating logistics for meetings, conferences and other special events; collecting and collating data on development activities; providing input in the monitoring and evaluating of community projects; providing input in organizing public participation awareness at the local level; and, disseminating information to the public.

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution; and,
- ii. Certificate in computer application skills.

30. SOCIAL DEVELOPMENT OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: FIVE (5)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:- working with communities to identify and mobilize local resources for the implementation of development projects; guiding communities develop Community Action Plans (CAPs);

liaising with local communities and other development agencies in implementing community development programs; identify self-help groups and community based organizations for registration; collecting sex and disability disaggregated data for all social development programs; collecting social development related data for planning, guiding communities and self-help groups to identify their social economic needs mobilizing communities to implement their development projects and mainstream disability in programs and projects.

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor degree in any of the following disciplines: -Sociology, Social Work, Community Development, Disability Studies, Gender Studies, Gender and Development or equivalent and relevant qualifications from a recognized institution; and,
- ii. Certificate in computer application skills

31. ENVIRONMENT MANAGEMENT OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: SEVEN (7)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail:- implementing environmental management plans; participating in environmental audits and following up of implementation of the recommendations; maintaining register of compliance to environmental legislation, propose corrective actions and follow up on implementation; complying with occupational health and safety programs; inspecting waste generation and disposal ; and complying with the county's environment management policy

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor degree in any of the following disciplines: Environmental Studies, Natural Resources Management or equivalent and relevant qualification from a recognized institution;
- ii. Membership to Environmental Institute of Kenya or relevant professional body; and
- iii. Certificate in computer applications skills

32. ARCHITECT II (JOB GRADE CPSB 08)

SALARY KSH. 44,400x1,920-46,320x2,000-48,632x2,290-50,610x1,920-46,320x2,350-52,960x2,550-55,510x2,850-58,360x2,750-61,110 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail: -preparing sketch and scheme designs and production drawings; interpreting client's requirements; disseminating research findings and promotion of wider application of innovative processes and materials technology; and ensuring proper post contract administration.

(b) Requirements for appointment

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

- i. Bachelor degree in Architecture or its equivalent qualification from a recognized institution;
- ii. Be Registered with the Board of Registration of Architects and Quantity Surveyors; and
- iii. Certificate in computer applications skills

33. ASSISTANT ENGINEER-ELECTRICAL/ELECTRONICS (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail:- designing, installing and maintaining electrical engineering services in offices, conferences, complexes, educational institutions, public buildings and centralized catering and laundry units; collecting and compiling data in consultation with the user of facilities to determine the appropriate development requirements; and supervising installation work carried out by contractors

(b) Requirements for appointment

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

- (i) Bachelor degree in Electrical Engineering or equivalent qualification from a recognized institution;
- (ii) Registration by Engineers Registration Board of Kenya as a Graduate Engineer; and
- (ii) Certificate in computer applications skills

34. ASSISTANT ENGINEER II-QUANTITY SURVEYOR (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail:
- preparing cost estimates, bills of quantities, monthly valuations on site, site re-measurements; and preparing variation orders

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor degree in any of the following discipline: Building Economics, Quantity Surveying or its equivalent qualification from a recognized institution;
- ii. Be Registered as an engineer with a relevant professional association of Kenya; and
- iii. Certificate in computer applications skills

35. ASSISTANT ENGINEER II-STRUCTURAL (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER OF VACANCIES-ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and Responsibilities will entail: preparing preliminary design and supervision of construction and maintenance of structures.

(a) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be in possession of a Bachelor's degree in Civil Engineering or equivalent and relevant qualification from a recognized institution; and
- ii. Be registered by Engineers Registration Board of Kenya as a Graduate Engineer.
- iii. Certificate in computer applications skills

36. QUANTITY SURVEY ASSISTANT III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: - squaring dimensions and abstracting for the preparation of bills of quantities; preparing

specifications; and assisting in the preparation of payment certificates

(b) Requirements for appointment

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

- i. Diploma in Technical Certificate Part III in any of the following disciplines: - Quantity Survey, Building/Civil Engineering or its equivalent qualification from a recognized institution; and
- ii. Certificate in computer applications skills

37. LAND SURVEY ASSISTANT III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES-ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(b) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: carrying out regular and distance measurements and computation for low density topographical surveys and general boundary surveys

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Land Surveying or its equivalent qualification from a recognized institution; and
- ii. Certificate in computer applications skills

38. INSPECTOR III-BUILDINGS (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: EIGHT (8)

TERMS OF SERVICE: PERMANENT ND PENSIONABLE

(a) Duties and Responsibilities

Interpretation of Architectural and Engineering drawings and checking minor repairs and alteration of existing buildings.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following fields: Civil Engineering; Quantity Survey; Building Engineering, Construction Management, Construction Technician Part III or equivalent and relevant qualifications from recognized institution; and
- ii. Certificate in computer application skills

39. ASSISTANT DIRECTOR-TOURISM AND WILDLIFE CONSERVATION (JOB

GRADE CPSB 05)

SALARY:Kshs.90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

An Officer at this level will be responsible to the Director. Duties and responsibilities s will entail: -assisting in formulation of operation strategies for the promotion and development of tourism and wildlife conservation; assist in the development and maintenance of the necessary linkages with hoteliers, private tour operators, wildlife conservancies and other stakeholders; assist in overseeing the enforcement of County tourism and wildlife conservation regulations and legislation in consultation with relevant agencies; assist in management in matters related to marketing; planning and regulation of tourism in the county; assist in the development and implementation of strategies to market Laikipia as a preferred tourism and conference tourism destination; assist in collecting and collating data related to tourism and wildlife conservation; assist in mapping, creating and updating database on tourism and wildlife conservation; assist in monitoring performance on growth and development of Tourism and wildlife conservation sector within the county; promoting Laikipia as a preferred

(a)Requirements for appointment

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than five (5) years in the professional field, three (3) of which should be at supervisory level;
- ii. Bachelor's Degree in any of the following disciplines: Tourism Management, Sustainable Tourism and Hospitality Management, Tourism and Hospitality Management, Tours and Travel Management or any other relevant and equivalent qualification from a recognized institution, and;
- iii. Demonstrate professional competence and managerial capabilities, and;
- iv. Have certificate in computer applications skills.

(Possession of a Masters degree in the relevant discipline will be an added advantage)

40. TOURISM OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES-TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: preparation and analysis of monthly, quarterly and annual reports on tourist arrival in the County, assisting in developing and designing strategies to increase tourist arrival in the County; development and production of publicity and promotional materials for Laikipia County as a tourist destination; assist in hotel classification and

enforcement of existing laws; hotel inspection/investigation and instituting litigation at Subcounty and ward level

(a) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines: Tourism Management, Sustainable Tourism and Hospitality Management, Tourism and Hospitality Management, Tours and Travel Management or any other relevant and equivalent qualification from a recognized institution, and;
- ii. Certificate in computer application skills.

41. ASSISTANT TOURISM OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES-THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: arrange market promotion materials, collect and assemble market information data to market tourism, investigate and inspect hotels and other tourist facilities, verify tickets issued to visitors accessing tourist attraction sites and handle minor administrative duties

(a) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: Tourism Management, Sustainable Tourism and Hospitality Management, Tourism and Hospitality Management, Tours and Travel Management or any other relevant and equivalent qualification from a recognized institution;
- ii. Certificate in computer application skills.

42. DIRECTOR-TRADE AND ENTERPRISE DEVELOPMENT CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160-164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Director will be reporting to the Chief Officer. Duties and responsibilities at this level will entail:- developing and implementing policies, regulations, projects and programs related to Trade, and Enterprise Development; providing Business Development Services; capacity building of MSMEs and linkages with other training and financial institutions; management of Credit Schemes for Micro, Small and Medium

Enterprises (MSMEs); collection, analysis and dissemination of business information and management of County business information Centre's; conducting County, bilateral, regional and international trade at the County level; nationally and countywide; formulating, coordinating and implementing trade and enterprise development policies, programs and projects on ICT platforms

Other duties and responsibilities will entail: -preparing, implementing, monitoring and reporting on implementation of strategic plans, budgets, performance management system and coordinating staff management and development

(b) Requirement for Appointment

For appointment to this grade, an officer must: -

- i. Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level;
- ii. Be a holder of Bachelor Degree either in Commerce, Accounting, Business Administration, Economics, Entrepreneurship or any other relevant and equivalent qualification from a recognized Institution;
- iii. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iv. Have thorough understanding and respect of the diversity within the County;
- v. Certificate in computer application skills;

(Possession of a Masters degree in the relevant discipline will be an added advantage)

43. TRADE DEVELOPMENT OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: FIVE (5)

TERMS: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities:

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -collecting and compiling economic and trade related data; disseminating trade information; compiling data on recovery of loans owed to the Joint Loans Board (JLB) facilitating trade promotion activities; and participating in the implementation of trade related development projects.

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines: - Commerce, Marketing, Finance & Banking, Business Administration/Management, Entrepreneurship, International Trade or equivalent and relevant qualifications from a recognized institution, and;
- ii. Certificate in computer application skills

44. FUND ADMINISTRATOR-CO-OPERATIVE REVOLVING FUND (JOB GRADE CPSB 04)

SALARY:KSH.102,860x5,070-107,930x5,300-113,230x5,560-118,790x5,840-124,630x6,070-130,700x6,370–137,070p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE- -THREE (3) YEARS CONTRACT(RENEWABLE)

Duties and Responsibilities

Reviewing investment performance and recommending changes to an investment strategy, including making adjustments to the asset mix, rebalancing the portfolio, or adding new holdings to the fund; monitoring the performance of individual investments within a fund, identifying any issues that may affect performance, and taking appropriate action; monitoring compliance with regulations regarding disclosure of fees and other information to investors; supervising the activities of other staff members in the department, including financial analysts, accountants, and administrative assistants; preparing reports required by regulatory agencies or other interested stakeholders/ parties; preparing quarterly or annual reports summarizing the status of each fund's investments, performance history, and other pertinent data; creating new accounts for new clients and terminating inactive accounts; operating computer software programs that track investor accounts and other business operations; maintaining accurate records of fund activity and investor information, such as account balances and transaction histories

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Business Administration, Finance, Co-operative Development, Entrepreneurship or equivalent and relevant qualifications from recognized institution with five (5) years' professional experience at managerial level;
OR
Diploma in Co-operatives Management with at least ten (10) years' professional experience in managerial position.
- ii. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iii. Have thorough understanding and respect of the diversity within the County;
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya; and,
- v. Certificate in computer application skills

45. DIRECTOR, CO-OPERATIVE DEVELOPMENT AND MARKETING (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070–130,700x6,370–137,070x6,570–143,640x6,770 – 150,410x6,960–157,370x7,160–164,530x7,820–172,350 P.M.

NUMBER- ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Director will be reporting to the chief officer. Specific duties will entail:- ; formulating, coordinating and implementing co-operative development policies, procedures, rules and regulations; promoting and registering Co-operative societies; promoting savings and credit, finance investment, marketing, education and training; promoting co-operative ventures and value-addition; promoting co-operative marketing and research; resolving co-operative disputes, regulating co-operative organizations/institutions; carrying out co-operative education and training; savings mobilization, promoting and developing co-operative development projects; enforcement of compliance with the co-operative legislation; monitoring performance on growth and development of the co-operative movement and providing leadership and direction to staff in the division.

(b) Requirements for appointment

For appointment to this grade, an officer must:

- i. Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level
- ii. Be a holder of a Bachelor Degree in Co-operatives, Business Administration, Commerce, Finance, Economics or any other relevant and equivalent qualification from a recognized institution;
- iii. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iv. Have thorough understanding and respect of the diversity within the County; and,
- v. Certificate in computer applications skills
(Possession of a Master's degree in the relevant discipline will be an added advantage)

46. CO-OPERATIVE AUDITOR I (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities:

Duties and responsibilities at this level will entail: -examining all books of accounts of co-operative societies in accordance with the law, rules and regulations; preparing detailed audit observations; and verifying statement of accounts and reporting the findings to immediate supervisors.

(b) Requirement for appointment

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

- i. Bachelor's degree in any of the following disciplines: -Commerce (Accounting/Finance option), Economics (2nd Upper), Mathematics, Statistics or Co-operative Management from a recognized institution;

OR

- Certified Public Accountants (CPA) Kenya Part III or Certified Internal Auditors (CIA) part IV from a recognized institution; and,
- ii. Certificate in computer application skills

47. CO-OPERATIVE OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: SIX (6)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail:

- enforcing the co-operative legislation; advising societies on proper conduct of meetings and implementing co-operative development policies

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Bachelor degree in any of the following disciplines: - Co-operative Management, Entrepreneurship, Marketing, Business Administration, Economics, Commerce, Finance or equivalent qualification from a recognized institution; and
- ii. Certificate in computer applications skills

48. ASSISTANT CO-OPERATIVE OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail: - advising co-operative societies on matters relating to specialized activities such as marketing, credit, financing, training and education, accounting and management; collecting data on areas of potential co-operative activities; collecting primary co-operative data for analysis and for policy formulation

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: -Cooperative Management, Co-operative Auditing, Marketing, Internal Auditing or Finance or from a recognized institution; and

OR

Part I of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) from a recognized institution; and,

ii. Certificate in computer applications skills

49. DIRECTOR-VETERINARY SERVICES (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT-RENEWABLE

The Director will be responsible to the Chief Officer. Duties and responsibilities at this level will entail: - participating in the formulation, development and implementation, monitoring and review of policies, laws and strategies in the animal health sector; planning and coordinating programs on the control and eradication of epizootic and zoonotic diseases and pests; and compiling and interpreting technical reports; evaluating slaughterhouse designs and making recommendations for approval; enforcing food safety and quality assurance regulations on local and export slaughter houses and in animal products processing plants; evaluating export/import request documents in respect to live animals, animal products, by-products and inputs and making appropriate recommendations; planning field efficacy trials for drugs, vaccines and acaricides ; disseminating information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; coordinating veterinary services at ports of entry; organizing disease search, investigations, monitoring, mapping and outbreak responses; carrying out investigations on antimicrobial and acaricides resistance; liaising with training institutions on training and development of staff, students and interns; planning collaborative activities with relevant stakeholders in the animal health sector; and coordinating inspection of private veterinary practices and input outlets in collaboration with Kenya Veterinary Board. Other duties and responsibilities will entail: -preparing, implementing, monitoring and reporting on implementation of strategic plans, budgets, performance management system and coordinating staff management and development

(b)Requirement for Appointment

For appointment to this grade, an officer must: -

- i. Have relevant knowledge and experience of not less than seven (7) in the professional field, three (3) of which should be at supervisory or managerial level
- ii. Be in possession of a Bachelor in Veterinary Medicine (BVM) Degree from a recognized institution
- iii. Be Registered by Kenya Veterinary Board;
- iv. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- v. Have thorough understanding and respect of the diversity within the County;
- vi. Certificate in computer application skills

(Possession of a Master's degree in the relevant discipline will be an added

advantage)

50. VETERINARY OFFICER (JOB GRADE CPSB 08)

SALARY:Ksh.44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,960x2,550-55,510x2,850-58,360x2,750-61,110 p.m.

NUMBER OF VACANCIES THREE (3)

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a)Duties and Responsibilities.

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; participating in the training of stakeholders in vector control programs; treating sick animals; advising on good veterinary practices; collecting data and preparing reports on animal health, products and markets; providing advice on animal breeding and welfare; and undertaking postmortem examination and other diagnostic tests.

(b)Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- ii. Be registered by Kenya Veterinary Board, and;
- iii. Certificate in computer applications skills

51. LIVESTOCK PRODUCTION OFFICER (JOB GROUP CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER: THREE (3) POSTS

TERMS: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of senior officer. Duties and responsibilities at this level will entail;- preparing livestock technical information, providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching, promoting economic livestock farming, participating in organizing extension activities which include field days, agricultural shows, field demonstration, farmer field schools and farm visits, participating in collaborative research activities, disseminating livestock production technologies such as construction and conservation, farm planning, gross margin analysis, on-farm feed formulation, implementing livestock production programs/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programs, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry intervention and capturing, maintaining and storing livestock data.

(b) Requirements for appointment

For appointment to this grade, a candidate must:

- i. Bachelor Degree in any of the following disciplines; - Animal science, Animal production, Agriculture, Apiculture, food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agriculture Economics, Dairy Technology or Agricultural Education and Extension or equivalent and relevant qualifications from a recognized institution; and,
- ii. Certificate in computer applications skills

52. ASSISTANT FISHERIES OFFICER III (JOB GROUP CPSB 11)

SALARY KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380p.m.

NUMBER: THREE (3) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

An officer at this level will work under the guidance of more experienced officer. Duties and responsibilities will involve; - assisting in delivering fisheries extension services including conducting field days and training fishers; collecting and compiling fisheries statistical data; participating in fish quality assurance activities and marketing; and value addition.

(b) Requirements for Appointment

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

- i. Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- ii. Certificate in computer applications skills

53. ANIMAL HEALTH OFFICER III (JOB GROUP CPSB 11)

SALARY: KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: TWENTY NINETEEN (19) POSTS

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail:-participating in animal health field demonstrations and agricultural shows; participating in sample collection and dispatch; inspecting livestock stock routes; and collecting data and writing technical reports; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have a Diploma in any of the following disciplines: -Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
- ii. Be registered by the Kenya Veterinary Board; and
- iii. Certificate in computer applications skills

54. ANIMAL HEALTH ASSISTANT II (MEAT INSPECTOR) (JOB GROUP CPSB 12)
SALARY; Ksh.23,700x1,040-24,740x1,070-25,810x1,090-26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450 p.m.

NUMBER: FIFTEEN (15) POSTS

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

Duties and responsibilities will entail; meat inspection; carrying out simple treatment of animals, participating in disease research and reporting, demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting, carrying out vaccination and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Certificate lasting not less than two (2) years in any of the following disciplines; - Animal Health, Animal Health and Production or equivalent and relevant qualifications from a recognized institution.
- ii. Must have a six-month Certificate in Meat Inspection from a recognized institution;
- iii. be registered by the Kenya Veterinary Board;
- iv. Certificate in computer applications skills

55. ANIMAL HEALTH ASSISTANT II (JOB GROUP CPSB 12)

SALARY; Ksh.23,700x1,040-24,740x1,070-25,810x1,090-26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450 p.m

NUMBER: TEN (10) POSTS

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

Duties and responsibilities will entail; carrying out simple treatment of animals, participating in disease research and reporting, demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting, carrying out vaccination and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

(b) Requirements for Appointment

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

- i. Certificate lasting not less than two (2) years in any of the following disciplines;
- Animal Health, Animal Health and Production or equivalent and relevant qualifications from a recognized institution.
- ii. Be registered by the Kenya Veterinary Board
- iii. Certificate in Computer application skills

Possession of certificate in Artificial Insemination (AI) from a Government Institution will be an added advantage

56. ASSISTANT LIVESTOCK PRODUCTION OFFICER III (JOB GROUP CPSB 11)

SALARY: KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: NINETEEN (19) POSTS

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include:- Carrying out practical demonstration relating to livestock production, accompanying extension team during farm visits and farmer training; participating in field days and agricultural shows to disseminate livestock production technologies and information; collecting and collating livestock data and information for gross margins, market access and planning; participating in collaborative research activities; collecting livestock inputs and products samples for analysis and advising farmers on group formation, construction of farm structures and equipment's.

(b) Requirements for Appointment

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

- i. Diploma in any of the following disciplines; - Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management or equivalent and relevant qualifications from a recognized institution;
- ii. Certificate in computer application skills

57. DIRECTOR-ROADS AND TRANSPORT (JOB GROUP CPSB 03)

SALARY: KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160-164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

The Director will be responsible to the Chief Officer. Duties and responsibilities will entail:-Coordinating of the review and formulation of general policies on procurement of works and ensure efficiency in repair and maintenance of all road works; budgeting, carrying out Quality Assurance of Roads Services; Managing consultations with donors, GOK officials, private sector, Civil Society groups and other associations; coordinating the evaluation and monitoring the adherence and compliance with the set commitments and indicators in the Departmental Performance contract and be responsible for the overall planning; supervision of construction, rehabilitation and maintenance of classified and unclassified roads; preparation of tender documents; monitor the execution of roads development projects and supervision and training of engineers and technical staff in the Directorate; maintenance of vehicles, plant and mechanical equipment; allocation of resources to ensure the optimum utilization and working efficiency of all vehicles, plant and equipment maintained by the Department's workshops and asset register of the same; assessing the future workload and planning the development of workshops, manpower and financial/resources; provision of technical advice and assistance to other departments, client departments, government bodies, public and private sector on matters relating to mechanical engineering, motor Vehicles, plant and equipment and staff management and development.

(b) Requirements for Appointment

For appointment to this grade, a candidate must: -

- i. Have a Bachelor's degree in Civil, Mechanical (Automotive) or Electrical Engineering or equivalent and relevant qualifications from a recognized institution
- ii. Be Registered with the Professional Body in the professional field;
- iii. Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level;
- iv. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- v. Have thorough understanding and respect of the diversity within the County;
- vi. Have a certificate in Computer Proficiency

(Possession of a Masters degree in the relevant discipline will be an added advantage)

58. PHYSICAL PLANNER (JOB GROUP CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER: TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of Senior Officer. Duties and responsibilities will

entail: - Preparing Physical Development Plans; undertaking feasibility studies on physical, social economic and regional, urban areas and cities; implementing physical plans for national, regional, urban areas and cities: processing development applications and maintaining physical planning records

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Degree in any of the following areas: Urban and Regional Planning, Urban Planning; Town Planning or equivalent and relevant qualifications from a recognized institution;
- ii. Be a member of a relevant Professional Association in good standing
- iii. Be Registered with the Professional Body in the professional field; and,
- iv. Certificate in Computer application skills

59. ESTATE MANAGEMENT OFFICER (JOB GROUP CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER: ONE (1) POST

TERMS OF SERVICE: PERMANENT& PENSIONABLE

(a)Duties and Responsibilities.

This will be the entry and training grade for this cadre. An officer will work under supervision of a more Senior Officer. Specific duties will include:- Carrying out surveys on housing and human settlement issues; analyzing data on Housing to inform policy and decision making; registration and categorization of newly complicated County Government Housing and building; maintenance of the building register; surveying of structures and condition and estimate for building renovation and maintenance works; administration of lease; generating project reports; preparing cost estimates for developing appropriate building technology Centre's; identification of office accommodation; collection and review of rent; determination of demand and supply for rental houses; preparation of projects briefs; identification of Land and old estate for re-development: and collection for market up-date

(b)Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following Land Economics, Building Economics, Land Administration, Estate Management, Property Management and Valuation, Facilities Management. Building Economics, Regional/Urban Planning, Construction Management or equivalent and relevant qualification from a recognized institution; and,
- ii. Certificate in computer applications skills

60. INSPECTOR III-BUILDING SERVICES-MECHANICAL (JOB GROUP CPSB 11)

SALARY: KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-

32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT& PENSIONABLE

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of Senior Officer. Duties and responsibilities will entail:

Assist in designing of mechanical engineering service in government buildings and construction works; interpretation, installation and inspection of Architectural and Engineering drawings at construction sites; Examine mechanical systems and equipment in government buildings and construction works; and checking repairs and alteration of existing buildings.

(c) Requirements for Appointment

For appointment to this position, an officer must have:

- i. Diploma in Mechanical Engineering, Civil Engineering, Construction Management, Building Construction or equivalent and relevant qualifications from a recognized institution; and,
- ii. Certificate in computer applications skills

61. INSPECTOR III-BUILDING SERVICES-ELECTRICAL (JOB GROUP CPSB 11)

SALARY:KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2) POST

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a)Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of Senior Officer. Duties and responsibilities will entail: -

Assist in designing of electrical and electronic engineering services in government buildings and construction works; Inspect the installation of the electrical wiring for heating and air-conditioning systems, appliances and other components in government buildings and construction works; Examine electrical systems and equipment in government buildings and construction works; Inspect new and existing sound and security systems, wiring, lighting, motors and generating equipment in government buildings and construction works; and, assist in repair and maintenance of electrical and electronic installations in government buildings and construction works.

(b)Requirements for Appointment

For appointment to this position, an officer must have:

- i. Diploma in any of the following fields: Electrical Engineering; Electrical/Electronic Engineering or equivalent and relevant qualification from recognized institution; and,
- ii. Certificate in computer applications skills

62. INSPECTOR III-ROADS (JOB GROUP CPSB 11)

SALARY:KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: TWO (2) POSTS

TERMS OF SERVICE: PERMANENT& PENSIONABLE

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of Senior Officer. Duties and responsibilities will entail: -

Supervising all roads construction and maintenance works; preparing and maintaining site records and other road work records; preparing roadwork programs in liaison with the supervisor; selecting and locating suitable materials for Road works; assisting in collecting data on road inventory; ensuring that all site records are prepared on time and submitted as required; advising on priorities for maintenance programs;

(b) Requirements for Appointment

For appointment to this position, an officer must have:

- i. Diploma in Civil Engineering, Construction Management, Quantity Survey or equivalent and relevant qualifications from a recognized institution; and,
- ii. Proficiency in computer applications skills

63.PLANT OPERATOR III (RIG/TPU OPERATOR) (JOB GRADE CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x680-19,900 p.m.

NUMBER OF VACANCIES-SIX (6)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

This is the entry and training grade for this cadre. A Plant Operator at this level will work under guidance of a senior Plant Operator. Duties and responsibilities will entail: operating machines of 'difficult rating' C; assisting machine attendants in identifying possible breakdowns; liaising with plant mechanics for servicing; making daily and weekly oil checks; maintaining and ensuring safe custody of working tools.

and maintaining the cleanliness of plants.

(b)Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution.
- ii. Government Trade Test Certificate Grade III in the respective craft or equivalent and relevant qualification from a recognized Institution;
- iii. Have passed the Suitability Test for Plant Operators Grade III.
- iv. Possess a valid driving license free from current endorsements for class (es) of machine(s) that one may be required to operate.

- v. Be able to operate at least two (2) Plants of 'difficult rating' C; and,
- vi. Certificate in computer applications.

64. DIRECTOR, PUBLIC COMMUNICATIONS AND PUBLIC PARTICIPATION (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

An officer at this level will report to the Chief Officer for the smooth running of Public Communications Services.

Duties and responsibilities will entail: formulating, interpreting and implementing Government Public Communications policies, strategies and programs; coordinating and management of content development; coordinating and managing public participation/engagement; developing and nurturing relations with diverse public; ensuring compliance with the National Communications Strategy and the Government advertising plan; assisting in developing Public Communications/Media legal framework; undertaking advocacy; developing strategies for implementing Public Communications research; overall management of Public Communications services locally and internationally; ensuring projection of a positive image of the Government; undertaking Communications development projects in line with the Constitution and Kenya Vision 2030; managing Public Communications services that enhance security, peace and national cohesion and ensuring professional ethics and standards in the delivery of Public Communications services; coordinating research on emerging issues in Public Communications; coordinating Government Publicity Plan and media monitoring and research.

In addition, the officer will be involved in developing and implementing departmental/individual work plans; ensuring sound management of resources; performance management; and training and development of staff.

(a) Requirements for Appointment

For appointment to this grade, an Officer must have:

- i. Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level
- ii. Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

OR

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations,

- iii. Communications studies or Media Studies from a recognized institution;
- Clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Public Communications in the achievement of the same;
- iv. Excellent communication skills oral and written; and
- v. Certificate in computer application skills

(Possession of a Master's Degree will be an added advantage)

65. DEPUTY DIRECTOR, WATER AND SANITATION SERVICES (JOB GROUP CPSB 04)

SALARY:KSH.102,860x5,070-107,930x5,300-113,230x5,560-118,790x5,840-124,630x6,070-130,700x6,370-137,070p.m.

NUMBER: ONE (1) POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

An officer at this level will be responsible to the Chief Officer. Duties and responsibilities will entail:- Assist in identifying and exploiting local untapped mechanisms in addressing water issues and interventions in the county; perform hydraulic modelling , pipelines and other infrastructure designs including surface water intakes, borehole prime movers and storage facilities in the county; assist in development of water financing mechanism, infrastructure and partnership relationships in the county; assist in coordinating of implementation and management of water and sanitation works in the county; formulating of water control guidelines in accordance with the water Act and other existing statutory documents on water matters; collaborate and work closely with different stakeholders and partners like WASREB, WRA, WSTF NEMA among others to develop water infrastructure; assist to undertake feasibility studies, prepare designs, implementation, monitoring and evaluation of water and sanitation works and programs; help in research data collection, GIS and making water related decisions through wide sector consultation; support the department in other management tasks related to climate change, environment and Natural resources as directed by County Executive Committee Member, Chief Officer or Director and representation of the department in water forums

(b)Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have relevant knowledge and experience of not less than six (6) years in the professional field, three (3) of which should be at supervisory or managerial level;
- ii. Bachelors of Science degree in Water Engineering, Civil Engineering, Environmental Engineering, Geology, Earth Science, Environment Science or equivalent and relevant qualifications from a recognized institution;
- iii. Demonstrate experience in implementation of water and sanitation projects
- iv. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;

- v. Have thorough understanding and respect of the diversity within the County;
- vi. Certificate in computer application skills

(Possession of a Master's Degree will be an added advantage)

**66. ASSISTANT DIRECTOR- QUALITY ASSURANCE AND STANDARDS
(JOB GROUP CPSB 05)**

SALARY: Kshs. 90,200x3,220-93,420x4,520-97,940x4,920-102,860x5,070-107,930x5,300-113,230 x 5,560-118,790x5,840-124,630 p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: planning conducting and supervising quality assurance and standards assessments on Early Childhood Development Education (ECDE) centers to ensure curriculum implementation; Develop, monitor, evaluate and review quality assurance systems, policies and regulations.; identify training needs and implement capacity building programs for ECDE teachers, Educational Managers, Committees and Boards in the Sub County; Coordinate nominations of educational committees and boards; coordinating and regulating assessment programs for ECDE; ensuring maintenance of educational standards for ECDE; organizing and coordinating co-curriculum activities for ECDE pupils; Implement ICT integration programs in education ; advising Education Boards on the Standards of Education for ECDE pupils; Coordinating school activities and programs for ECDE coordinators, teachers and pupils; organizing pedagogical skills upgrading for ECDE coordinators and teachers; Recommend and coordinate ECDE Ward Coordinators and teacher management issues such as staffing, Discipline and leaves within the Sub County; planning and conducting educational research on ECDE; organizing and conducting School and/or Subject standards Assessment for ECDE; determining Educational Quality Index; and guiding, advising and appraising officers under your supervision and harnessing creativity and innovation as regards resource mobilization in the Sub County.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Early Childhood Development Education or equivalent and relevant qualifications from recognized institution;
- ii. Relevant knowledge and experience of not less than five (5) years in the professional field, three (3) of which should be at supervisory or managerial level;
- iii. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iv. Have thorough understanding and respect of the diversity within the County;
- v. Have certificate in Computer application skills
(Possession of Masters degree will be an added advantage)

67. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III-HAIR DRESSING & BEAUTY THERAPY/COSMETOLOGY (JOB GROUP CPSB 11)
SALARY:KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: TWO (2) POSTS

TERS OF SERVICE: PERMANENT & PENSIONABLE

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: - undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

(b)Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Technical Education from a recognized institution;

OR

Diploma in any of the following disciplines: Hair Dressing and Beauty Therapy/Cosmetology or equivalent and relevant qualifications from a recognized institution; and,

- ii. Certificate in Computer applications skills

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

68. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III-ELECTRICAL ENGINEERING (JOB GROUP CPSB 11)

SALARY:KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: ONE (1) POST

TERS OF SERVICE: PERMANENT & PENSIONABLE

(a)Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: - undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

(b)Requirements for Appointment

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

- i. Diploma in Technical Education from a recognized institution;

OR

Diploma in any of the following disciplines: Electrical Engineering (Power/Plant); Electrical and Electronics Engineering or equivalent and relevant qualifications from a recognized institution; and,

- ii. Certificate in Computer application skills

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

69. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III-GARMENT MAKING & CLOTHING TECHNOLOGY/TEXTILES (JOB GROUP CPSB 11)

SALARY:KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: ONE (1) POST

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a)Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: - undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work;

(ii)setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work

(b)Requirements for Appointment

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

- i. Diploma in Technical Education from a recognized institution;

OR

Degree in any of the following disciplines: Fashion Design and Clothing Technology or equivalent and relevant qualification from a recognized institution; and,

- ii. Certificate in Computer application skills

70. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III-FOOD & BEVERAGE SERVICE (JOB GROUP CPSB 11)

SALARY:KSH.26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450x1,250-32,700x1,300-34,000x1,380-35,380 p.m.

NUMBER: ONE (1) POST

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a)Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: - undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

(b)Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Technical Education from a recognized institution;

OR

- ii. Diploma in any of the following disciplines: Food & Beverage Production, Sales & Service Management; Catering & Accommodation or equivalent and relevant qualifications from a recognized institution; and,
- iii. Certificate in Computer Proficiency

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

71. ARTISAN III- MOTOR VEHICLE MECHANICS (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

(b) Requirements for Appointment

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

- i. Craft certificate in Motor Vehicle Mechanics or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Motor Vehicle Mechanics or equivalent and relevant qualification from a recognized institution; and,

- ii. Certificate in computer application skills

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

72. ARTISAN III-CLOTHING TECHNOLOGY/TEXTILES (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

Duties and responsibilities at this level will include:

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

(b) Requirements for Appointment

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

- i. Craft certificate in Fashion Design, Clothing/Textile Technology, Garment Making & Tailoring or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Fashion Design, Clothing/Textile Technology, Garment Making & Tailoring or equivalent and relevant qualification from a recognized institution; and,

- ii. Certificate in computer application skills from a recognized institution

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

73. ARTISAN III-CARPENTRY AND JOINERY (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

Duties and responsibilities at this level will include:

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Craft certificate in Carpentry and Joinery or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Carpentry and Joinery or equivalent and relevant qualification from a recognized institution; and,

- ii. Certificate in computer application skills from a recognized institution

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

74. ARTISAN III-MASONRY (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

a) Duties and Responsibilities

Duties and responsibilities at this level will include:

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i.* Craft certificate in Masonry or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Masonry or equivalent and relevant qualification from a recognized institution; and,

- ii.* Certificate in computer application skills from a recognized institution

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

75. ARTISAN III-LEATHER WORKS (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i.* Craft certificate in Leather Works or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Leather Works or equivalent and relevant qualification from a recognized institution; and,

- ii.* Certificate in computer application skills from a recognized institution

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

76. ARTISAN III-WELDING & FABRICATION (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

b) Requirements for Appointment

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

- i.* Craft certificate in Welding & Fabrication or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Welding & Fabrication or equivalent and relevant qualification from a recognized institution; and,

- ii.* Certificate in computer application skills from a recognized institution

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

77.ARTISAN III-FOOD AND BEVERAGES (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

b) Requirements for Appointment

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

- i.* Craft certificate in Food and Beverages or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Food and Beverages or equivalent and relevant qualification from a recognized institution; and,

- ii.* Certificate in computer application skills from a recognized institution

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

78.ARTISAN III-ELECTRICAL WORKS (JOB GROUP CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

b) Requirements for Appointment

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

- i. Craft certificate in Electrical Works or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Electrical Works or equivalent and relevant qualification from a recognized institution; and,

- ii. Certificate in computer application skills

NOTE: Pedagogy and Practical experience in the relevant niche will be an added advantage

79. PUBLIC COMMUNICATIONS/PUBLIC PARTICIPATION OFFICER II (JOB GRADE CPSB 10)

SALARY: KSH. 32,700x1,300-34,000x1,380-35,380x1,390-36,770x1,460-38,230x1,470-39,700x1,470-41,470x1,520-42,690 p.m.

NUMBER OF VACANCIES: FIVE (5)

TERMS OF SERVICE: SALARY: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: assisting in building corporate relations; developing content on topical issues for uploading onto institutional websites, Information Education Communication (IEC) materials and undertaking media monitoring; assisting in the preparation of media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; and participating in event organization.

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

OR

Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution; and

- ii. Certificate in computer application skills

80. PUBLIC COMMUNICATIONS/PUBLIC PARTICIPATION OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: assisting in building corporate relations; sourcing, collating and developing content on topical issues for internal and external public; undertaking media monitoring; assisting in media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; participating in event management.

(b) Requirements for Appointment

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

- i. Diploma in any of the following: Photojournalism, Mass Communications; Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution; and
- ii. Certificate in computer application skills

81. COOK III (JOB GRADE CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This will be the entry grade for the Cooks cadre. An Officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include: preparation for raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- ii. Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized Institution;

OR

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution; and

- iii. Certificate in computer application skills

82. ARCHITECTURAL ASSISTANT III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-

32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. An officer at this level will be deployed on construction sites for the job training under guidance of a senior Officer. Work entails: assist in preparation of outlines scheme and detailed designs; assist in production of drawing for building and institution and carrying out field survey

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Diploma in any of the following disciplines: - Architect and Architectural Engineering; Architectural Design and Engineering; Architectural Design and Housing; Architectural Design and Building Technology or any other relevant and equivalent qualification from a recognized institution; and,
- ii. Certificate in computer application skills

83. INSPECTOR III-PLANT MECHANIC (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

This is the entry for this cadre. An officer at this level will be based in the County Mechanical workshop. Duties and responsibilities will entail: - assist in assessing plant mechanical problems and preparing reports accordingly; repairing of plant; assist in preparing plant inspection reports and conducting proficiency tests for Plant Operators

(b)Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma (Automotive)-Plant Option or other approved equivalent qualification;
- ii. Valid Driving License; and,
- iii. Certificate in computer application skills

84. INSPECTOR III-MOTOR VEHICLE MECHANIC (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a)Duties and Responsibilities

This is the entry for this cadre. An officer at this level will be based in the County Mechanical workshop. Duties and responsibilities will entail: assist in assessing vehicle mechanical problems and preparing reports accordingly; repairing of motor vehicles; assist in preparing vehicle inspection reports and conducting proficiency tests for drivers

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma (Automotive) or other approved equivalent qualification;
- ii. Valid Driving License; and,
- iii. Certificate in computer application skills

85. FISHERIES OFFICER I (JOB GRADE CPSB 09)

SALARY KSH. 39,700x1,470-41,170x1,520-42,690x1,710-44,400x1,920-46,320x2,000-48,320x2,290-50,610x2,350-52,690 p.m.

NUMBER: TWO (2) POSTS

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail: -receiving and compiling fisheries related statistical data from field officers; analyzing fisheries data and preparing reports; assisting in monitoring, control and surveillance of the fisheries resources; undertaking fisheries extension activities; maintaining of ponds at fish farms and hatcheries; inspecting fish and fish handling facilities at fish landing sites, markets and farms; and assisting in the promotion of fish marketing and value addition.

(b) Requirements for Appointment

For appointment to this grade, candidate must have:

- i. Bachelor's degree in any of the following fields; Fisheries, zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution; and
- ii. Certificate in computer applications skills

86. FIREMAN III (JOB GRADE CPSB 14)

SALARY: KSH. 18,000x580-18,580x640-19,220x880-19,900p.m

NUMBER OF VACANCIES: SIX (6)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and responsibilities

This is the entry and training grade for this cadre. An officer at this level will be on the-

job training and will work under the Supervision of an experienced officer. Duties and Responsibilities will entail: - simple maintenance of fire-fighting appliance and assistance during emergency cases

(b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education mean grade 'D' PLAIN or its equivalent and relevant qualification;
- ii. Fireman II certificate from a recognized fire service Training school;
- iii. First Aid certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya institute of Highways and Building Technology (KIHBT) or any other recognized institution;
- iv. Be physically fit
- v. Be certified medically fit by Government Doctor
- vi. Possess diving and rescue skills; and,
- vii. Have a Certificate in computer applications skills

87. ELECTRICAL TECHNICIAN II (JOB GRADE CPSB 12)

SALARY; Ksh.23,700x1,040-24,740x1,070-25,810x1,090-26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,450 p.m

NUMBER: THREE (3) POSTS

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:- assist in the inspection and installation of the electrical wiring for heating and air-conditioning systems, appliances and other components in government buildings and construction works; assist in examining electrical systems and equipment in government buildings and construction works; assist in inspecting new and existing sound and security systems, wiring, lighting, motors and generating equipment in government buildings and construction works and assist in repair and maintenance of electrical and electronic installations in government buildings and construction works.

(b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Certificate in any of the following fields: Electrical Engineering Electrical/Electronic Engineering or equivalent and relevant qualification from recognized institution; and,
- ii. Certificate in computer applications

88. ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES-SEVEN (7)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: - writing and testing computer programs according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), System Administration, Electrical/Electronic or its equivalent and relevant qualification from a recognized institution

(Possession of certificate of membership to a professional body will be an added advantage)

89. DIRECTOR GENDER, CULTURE AND SOCIAL SERVICES (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

An officer at this level will be responsible to the Chief Officer. Duties and responsibilities will entail:- developing and implementing policies, and projects in the gender, culture and social services sector, coordinating, managing, monitoring, evaluating and reporting on the programs and projects in the subsector, mobilizing and harnessing community to advance community well-being through economics social and cultural programs, projects and activities; undertaking research and consultancy and disseminating information on drug abuse, gender, special needs, empowerment, talent and community service, coordinating the development of guidelines to strengthen linkages and dynamic partnership between stakeholders in the promotion and development of programs, projects and activities in the social services sector, establishing, operationalizing and managing sustainable community empowerment initiatives and coordinating staff performance management, training and development

(b) Requirements for Appointment

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

- i. Have knowledge, experience and a distinguished career in management of not less than seven (7) years from a public or private organization, three (3) of which must be in a Senior Management level;
- ii. Be a holder of a least a Bachelor's degree in any of the following disciplines: Sociology, Anthropology, Community Development, Social Work, Gender Studies, Gender and Development or any other relevant and equivalent qualifications from a recognized institution;
- iii. Demonstrate thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iv. Have thorough understanding and respect of the diversity within the County;
- v. Satisfy the requirement of Chapter Six of the Constitution; and
- vi. Certificate in computer applications skills

(Possession of a Master's degree in the relevant discipline will be an added advantage)

90. COMMUNITY DEVELOPMENT OFFICER III (JOB GRADE CPSB 11)

SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.

NUMBER OF VACANCIES: ELEVEN (11)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include:- assisting in mobilizing the Public to attend and actively participate in Government programs and projects; assisting in identifying development and social and economic activities in the community; assist in creating and updating database for community groups; assist in vetting and processing of various proposal for purpose of consideration; in liaison with Community leaders, assist in setting up educational support schemes in areas of deprivation, identifying needy learners amongst local young people, parents or families for bursary allocation; identifying, creating and updating database for vulnerable persons, families and groups in the community; arranging support for disadvantaged individuals and families; assist in publicity to promote the various county schemes, programs and project; disseminate information amongst the various groups; liaise with local communities and networks such as Social Inclusion Partnerships' voluntary groups and charities to impact positive change in the community

(b) Requirements for Appointment

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

- i. Diploma in any of the following disciplines: -Sociology, Social Work, Community Development, Disability Studies, Gender Studies, Gender and Development or equivalent and relevant qualifications from a recognized institution; and,
- ii. Certificate in computer application skills

91. FUND MANAGER-LAIKIPIA COUNTY ENTERPRISE FUND (JOB GRADE CPSB 03)

SALARY:KSH.124,630x6,070-130,700x6,370-137,070x6,570-143,640x6,770-

150,410x6,960-157,370x7,160–164,530x 7,820-172,350 p.m.

NUMBER OF VACANCIES ONE (1)

TERMS OF SERVICE: THREE (3) YEAR CONTRACT-RENEWABLE

a) Duties and Responsibilities

The Chief Executive Officer will be responsible to the Board. Duties and responsibilities will entail:-preparing budgets and plans for supporting micro and small enterprises in the County; accounting for all the funds, grants, gifts and contributions received by the Fund; providing affordable loans and credit for business capital to micro and small business enterprises; providing training and skills development related to enterprise and business development; providing technical assistance in product and market development; facilitating technology acquisition, adoption, transfer and utilization; supervision and control of the expenditure of Funds; sign and transit financial statement to the Audit General in accordance with the Public Audit Act and the County Treasury as it be may required from time, impose conditions or restrictions on the use of any expenditure arising from fund

(c) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Have knowledge, experience and a distinguished career in management of not less than seven (7) years in the professional field, three (3) of which must be in a Senior Management level;
- ii. Be a holder of a least a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, Economics, Business Administration, Entrepreneurship or any other relevant and equivalent qualifications from a recognized institution;
- iii. Demonstrate thorough understanding of National Goals, policies and development objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- iv. Have thorough understanding and respect of the diversity within the County;
- v. Certificate in computer applications skills

(Possession of a Master's degree in the relevant discipline will be an added advantage)

METHOD OF APPLICATION

Interested and qualified candidates are required to submit their applications through the **Google Forms Link** provided at the County Website and follow instructions.

IMPORTANT INFORMATION TO ALL APPLICANTS

1. All applications shall be through the **Google Forms Link** provided to be received on or before 2nd December, 2024.
2. Applications and all other attachments should be attached as **ONE PDF** document of **not more than 5MBs**.
3. **Only Shortlisted candidates will be contacted and will be required to present their original academic and Professional documents during interview.**

4. *Laikipia County Public Service Board only contacts through the number +254715 052 052 and does not charge any fee at any point of the recruitment stages.*
5. *Any form of canvassing will lead to automatic disqualification.*
6. *The County Government of Laikipia is an Equal Opportunity Employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.*
7. *Successful candidates must satisfy the requirements of Chapter Six (6) of the Constitution.*
8. *Applications shall be addressed to: -*

**The Secretary/CEO,
Laikipia County Public Service Board,
P.O Box 52-20300,
NYAHURURU.**