

REPUBLIC OF KENYA



**TANA RIVER COUNTY GOVERNMENT
OFFICE OF THE COUNTY PUBLIC SERVICE BOARD
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VACANCY ADVERTISEMENT

The County Government of Tana River pursuant to Section 59(1) (a), (b) and 66 of the County Government Act 2012 as read together with Article 235 of the Constitution of Kenya 2010, wishes to recruit competent and qualified persons to fill the following vacant positions:

V/NO. 001/2023: DIRECTOR OF ECONOMIC PLANNING & BUDGETING J/G 'R' (1 POST)

Duties and responsibilities

- i. Consolidating and prioritizing of areas for allocation of county financial resources;
- ii. Identifying programmes at the county and consolidating programmes at the sub county and ward level for inclusion in the programme-based budget;
- iii. Issuing guideline of the budget process to be followed by all county offices;
- iv. Coordinate in preparation of County Planning & Budgeting Documents (CADP, CBROP, CFSP, PBBs);
- v. Publishing and publicizing all Budgetary and Planning documents;
- vi. Preparing and submitting the relevant draft bills to the County Assembly;
- vii. Ensure meaningful engagement of citizens in Planning and Budgetary process;
- viii. Undertaking capacity building of the staff at the county level;
- ix. Ensuring that county development plans are aligned to national economic policies;
- x. Develop a framework for monitoring and evaluation of county projects & programmes;
- xi. Dealing with county assembly inquiries and issues pertaining to budget and economic planning matters;
- xii. Advising the county departments on budget management;
- xiii. Analyze the risks involved in new and existing budget policies; and
- xiv. Any other duties assigned by the supervisor.

Requirement for Appointment

- i) Served in the grade of Deputy Director of Budget/Finance or its equivalent for a minimum period of three (3) years;
- ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- iii) Financial management and administrative skills;
- iv) Attended Strategic leadership development Programme from a recognised institution;
- v) Have shown exemplary leadership qualities;
- vi) Demonstrated a clear understanding of County Development Policies, goals and objectives.
- vii) Possession of CPA (K) or its equivalent will be an added advantage;
- viii) Have a very good Microsoft excel and analytical skills;

V/NO.002/2023:DIRECTOR,SUPPLY CHAIN MANAGEMENT J/G “R” (1 POST)

Duties and Responsibilities

- i) Overseeing implementation of procurement and asset disposal policies, guidelines and procedures.
- ii) Providing technical advice to the County and other procurement entities on procurement matters.
- iii) 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.
- iv) Overseeing implementation of the e-procurement system.
- v) Providing secretariat services to the tender opening and evaluation committees.
- vi) Facilitating research, market surveys and benchmarking on best practices;
- vii) 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.
- viii) Overseeing development and review of county specific draft policy on management of assets in line with laid down regulations.
- ix) overseeing implementation of development projects;
- x) Overseeing prequalification of suppliers, review of tenders, prequalification and evaluation of bids.
- xi) Overseeing preparation of procurement plans.
- xii) 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.

Requirements for Appointment

For appointment to this grade, an officer must:

- i) Served in the grade of Deputy Director, Supply Chain Management for a minimum period of three (3) years;
 - ii) 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**
- iii) Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
 - iv) Master's degree in any of the following disciplines:- Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution;
 - v) 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);
 - vi) Membership of the Kenya Institute of Supplies Management (KISM);
 - vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

- viii) Certificate in computer application skills; and Demonstrated high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management function.

V/NO. 003/2023: DIRECTOR, AGRICULTURE J/G “R” (1 POST)

Duties and Responsibilities

The Director will be responsible for:

- i) coordinating monitoring and implementation of national agricultural policies, strategies and standards; collaborating with stakeholders in monitoring compliance with standards on agricultural produce, products and services
- ii) Domesticating nation and international agreements and protocols in agricultural crops.
- iii) facilitating control of trans-boundary pests, diseases and invasive species;
- iv) Formulating county agricultural programmes and projects.
- v) Coordinating county food security interventions.
- vi) Identifying and promoting public private partnerships in agricultural investments and initiatives.
- vii) Collaborating with stakeholders in prioritizing areas of agricultural research; mobilizing resources; coordinating performance management; and managing and developing staff.

(b) Requirements for Appointment

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

- i) served in the grade of Deputy Director, Agriculture for a minimum period of three (3) years;
- ii) Bachelors of Science degree in any of the following disciplines:-Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural 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;
- iii) Master’s degree in any of the following disciplines:- Agribusiness Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-land Agro Pastoral Systems; Dry-land Farming; Entomology; ;Environmental Planning and Management; Farm Management; Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project Planning and Management; Rural

- Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;
- iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- v) Certificate of membership to a professional body from a recognized institution;
- vi) Certificate in computer application skills;
- vii) demonstrated professional competence and administrative capability required for planning, direction, control and coordination required for Agricultural function
- viii) demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them into Agricultural Function

V/NO. 004/2023: DIRECTOR, ADMINISTRATIVE SERVICES, J/G 'R' (1 POST)

Duties and Responsibilities

- i) Overseeing the development, implementation and review of administrative policies, procedures and strategies;
- ii) Providing professional advice on administrative matters;
- iii) Ensuring response to County Assembly queries;
- iv) Overseeing disaster management and emergency response activities;
- v) Overseeing the identification of obsolete assets;
- vi) Overseeing provision of security and office services;
- vii) Directing general maintenance; managing and controlling office accommodation;
- viii) Overseeing coordination of disaster management and emergency response activities;
- ix) Coordinating implementation of service delivery initiatives;
- x) Ensuring provision of adequate office equipment and supplies;
- xi) Ensuring renewal of insurance policies and transport licenses;
- xii) Overseeing rental management; and ensuring dissemination of administrative policies, procedures and strategies.

Additional duties at this level will involve: -

- i) Coordinating the development and implementation of the departmental strategic plan;
- ii) Ensuring the development and review of departmental annual work plans and budgets;
- iii) Managing departmental performance;
- iv) Ensuring compliance with principles and values of good governance;
- v) Overseeing the management of departmental assets and finances; and
- vi) Overall management and development of staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Served in the grade of Deputy Director, Administrative Services or its equivalent for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;

- iii) Master's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iv) Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- v) Certificate in computer application skills;
- vi) Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of administrative services; and
- vii) A clear understanding of the overall National goals, policies, and development objectives and ability to translate them into administrative services function.

V/NO.005/2023: DIRECTOR GOVERNOR'S PRESS

Duties and Responsibilities

- i) Providing strong and effective leadership and management of the governor's press service.
- ii) Leading and developing standards and regulations in the press unit.
- iii) Overseeing drafting of speeches and talking notes for the governor.
- iv) Planning and covering the Governor's functions and the county government's Activities in electronic and print for dissemination to the media and the public.
- v) Building and maintaining a database of news/information on the Governor's and
- vi) Any other duties as may be assigned by the Governor.

Requirements for Appointment

For appointment to this position, a person must:

- i) Be a holder of at least a bachelor degree in any of the following disciplines: mass communication, Journalism, Public Relations, Corporate Communications, Communication Studies, Media studies/Sciences or any other relevant and equivalent qualifications from a university recognized in Kenya.
- ii) Have knowledge, experience and a distinguished career of not less than ten years in public communication and
- iii) Satisfy the requirements of chapter six of the constitution

V/NO. 006/2023: DIGITAL COMMUNICATION OFFICER J/G 'P' (1 POST)

Duties and Responsibilities

- (i) Management of news;
- (ii) Co-ordination of information services;
- (iii) Carrying out research on local and International press on public opinion on the County Government;
- (iv) Identifying events that require packaging and dissemination to the media; and preparing media supplements, documentaries and features.
- (v) In addition, the officer will supervise and guide staff under him/her. Any other duties assigned by the supervisor.

Requirements for Appointment

- (i) 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, Communications studies or Media Studies from a recognized institution;

- (ii) (iii) Master's Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications studies, Media Studies, International Relations from a recognized institution;
- (iii) Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution;
- (iv) Membership to a professional body from a recognized institution;
- (v) Certificate in computer application skills;
- (vi) Excellent oral and written communication skills;

V/NO. 007/2023: ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS, J/G 'P' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i) Assist in interpreting and implementing Public Communications policies, strategies and programmes;
- ii) Managing Public Communications activities/events;
- iii) Branding and promoting positive image of the Government;
- iv) Building relations with media and diverse publics;
- v) Monitoring and analysing media content;
- vi) Carrying out research on public opinion on specific sectoral areas and providing appropriate strategies;
- vii) Managing production of Information Education and Communication (IEC) materials;
- viii) Events management; participating in development of departmental/individual work plans;
- ix) Preparing budgets;
- x) Coordinating training and development of staff and management of resources; and
- xi) Any other duties assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, an Officer must have:

- (i) Served in the grade of Principal Public Communications Officer for a minimum period of three (3) years;
- (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, Communications studies or Media Studies from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications studies, Media Studies, International Relations from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution;
- (v) Membership to a professional body from a recognized institution;
- (vi) Certificate in computer application skills;
- (vii) Excellent oral and written communication skills; and
- (viii) Shown merit and ability as reflected in work performance and results.

V/NO. 008/2023: SENIOR ECONOMIST I /STATICIAN I J/G N (1 POST)

Duties and Responsibilities

- i) Initiating the preparation of annual, mid-term, and end-term Medium Term Plan progress reports;
- ii) Implementing decisions and resolutions on regional economic integration agenda;
- iii) Identifying and dealing with emerging sectoral and cross cutting socio-economic issues;
- iv) Undertaking economic modelling and forecasting;
- v) Conducting Programme Performance Reviews (PPRs) and sub-sector reports for Medium Term Expenditure Framework (MTEF);
- vi) Monitoring, evaluating and reporting on the implementation of sector specific programmes, projects and activities; and
- vii) Any other duties assigned by the supervisor.

Requirements for Appointment

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

- (i) Served in the grade of Senior Economist II/Senior Statistician II for a Minimum period of three (3) years;
- (ii) 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;
- (iii) Qualifications in economics or statistics of at least Masters of Arts, Masters of Science or Master of Philosophy level or their equivalent recognized qualifications will be an added advantage;
- (iv) Certificate in Senior Management Course lasting not less than four (4) Weeks from a recognized institution;
- (v) Membership to a relevant professional body;
- (vi) Certificate in computer application skills; and
- (vii) Shown merit and ability as reflected in work performance and results.

V/NO. 009/2023: ECONOMIST II /STATISTICIAN II J/G 'K' (1 POST)

Duties and Responsibilities

- i. Collecting, collating and analysing economic data in the relevant sectors;
- ii. Compiling sector-specific draft reports;
- iii. Participating in monitoring and evaluation activities in the county;
- iv. Providing support in the preparation of policy briefs and reports on the relevant sectors;
- v. Capturing data on budgetary requirements;
- vi. Uploading information in the National Integrated Monitoring and Evaluation System (NIMES); and
- vii. Any other duties assigned by the supervisor.

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.

V/NO. 010/2023: PRINCIPAL REVENUE OFFICER J/G 'N' (1 POST)

Duties and Responsibilities

- i) Head of revenue division in the Sub-County or Land Rates revenue or Revenue from health;
- ii) Assist in Designing effective efficient and secure systems of collecting revenue;
- iii) Responsible for providing advisory services to the Director of Revenue on all revenue matters in the Sub-County;
- iv) Project regular Revenue trends for planning and decision making in the Sub-County by analysing past performance, inflation, socio-economic factors and the general prevailing economic conditions in the county;
- v) Developing of plans to stimulate and achieve revenue growth in the Sub-County. Assist in the setup of an effective mechanism for monitoring and ensuring system integrity and security;
- vi) Implementing County revenue laws and regulations for Revenue in the Sub-County;
- vii) Verifying, reconciling revenue reports and authentic the work of revenue clerks in the Sub-County;
- viii) Carryout comparative trend analysis of performance for target setting;
- ix) Prepare and submit to the Director timely and accurate monthly, quarterly and annual revenue reports;
- x) Discuss and assign revenue performance targets to subordinates; and
- xi) Any other duties assigned by the supervisor.

Requirements for Appointment

- i) Served in the grade of Chief Revenue Officer, job group 'M' or a relevant position in the public service or in a senior management position in a busy commercial organization for a minimum period of three (3) years.
- ii) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), Statistics, Economics or any other equivalent qualification from a recognized institution;
- iii) Passed Part II of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv) Attended a senior management course at a recognized institution lasting not less than four (4) weeks from a recognized institution;

V/NO. 011/2023: REVENUE OFFICER I J/G 'K' (4 POSTS)

Duties and Responsibilities

- i) Keep and maintain all accountable documents, registers on vehicles, market stalls and rentals and follow up on defaulters;
- ii) Responsible for making sure that all the revenue collected are banked intact and promptly;
- iii) Prepare weekly and monthly revenue reports;
- iv) Offer services to walk-in clients at the sub county office promptly;
- v) Reporting incidents and obstacles that may hinder smooth collection of revenue;
- vi) Assess for fees and charges to be paid as per the County Finance Act, invoice and issue electronic receipts for monies collected;
- vii) Analyze Revenue Assistants daily collection reports and advise issues on revenue at the Sub-County level; and
- viii) Any other duties assigned by the supervisor.

Requirements for Appointment

- i) Degree in a business-related field;
- ii) Passed part I of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii) Served in the grade of Revenue Officer II, job group 'J' or in a comparable and relevant position in the public service for a minimum period of three (3) years.

V/NO. 012/2023: REVENUE ASSISTANT III J/G 'G' (28 POSTS)

Duties and Responsibilities

- i) Collect revenue from the assigned revenue collection point and issue electronic receipts;
- ii) Banking all monies collected to the county revenue account daily;
- iii) Responsible for all accountable documents assigned to him/her;
- iv) Surrender all revenue collected in time;
- v) Report daily collections to revenue clerk; and
- vi) Any other duties assigned by the supervisor.

Requirements for Appointment

- i) Certificate in any of the following disciplines: - business administration, business management, marketing or any other equivalent qualification;
- ii) Minimum of KCSE D Plain;
- iii) Certificate of computer application.

V/NO.013/2023: PRINCIPAL ADMINISTRATION OFFICER, J/G 'N' (1 POST)

Duties and Responsibilities

- i) Implementing administrative policies, procedures and strategies;
- ii) Preparing briefs and memos;
- iii) Compiling monthly utilization and expenditure data of all vehicles;
- iv) Preparing reports on motor vehicles;
- v) Ensuring provision of office equipment and materials;
- vi) Maintaining and updating furniture and office equipment inventory;
- vii) Overseeing telephone and registry services;
- viii) Maintenance of buildings and equipment;
- ix) Ensuring cleaning of offices;
- x) Coordinating security services; and
- xi) Any other duties assigned by the supervisor.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv) Certificate in computer application skills; and
- v) Shown merit and ability as reflected in work performance and results.

V/NO. 014/2023: LEGAL OFFICER, JOB GROUP 'K' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i) Implementing strategic plans and objectives in respect to the legal function;
- ii) Preparing and reviewing legal documents/instruments;
- iii) Handling pre-litigation legal disputes and inquiries;
- iv) Preparing legal opinions and legal briefs;
- v) Drafting leases and contracts;
- vi) Undertaking research on specific legal areas;
- vii) Ensuring compliance with statutory and other legal requirements;
- viii) Ensuring safe custody of legal documents and records;
- ix) Providing legal risk reviews;
- x) Any other duties assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Bachelors of Laws (LL.B) degree from a recognized institution;
- ii) Post graduate Diploma in Legal Studies (Advocates Training Programme) from the Council of Legal Education;
- iii) Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public Secretaries of Kenya (ICPS (K));
- iv) Been admitted as an Advocate of the High Court of Kenya;
- v) Current Advocates Practicing Certificate; and
- vi) Certificate in computer application skills.

V/NO. 015/2023: SENIOR OFFICE ADMINISTRATOR J/G 'L' (1 POST)

Duties and responsibilities: -

Duties and responsibilities at this level will entail: -

- (i) Taking oral dictation;
- (ii) Managing e-office;
- (iii) Word and data processing;
- (iv) Operating office equipment;
- (v) Attending to visitors/clients;
- (vi) Handling telephone calls;
- (vii) Coordinating schedules of meetings and appointments;
- (viii) Ensuring security of office records, equipment and documents, including classified materials;
- (ix) Ensuring security, integrity and confidentiality of data;
- (x) Preparing responses to routine correspondence;
- (xi) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (xii) Maintaining an up-to-date filing system in the office;
- (xiii) Managing office protocol and etiquette;

- (xiv) Managing petty cash;
- (xv) Supervising office cleanliness and undertaking any other office administrative services duties that may be assigned; and
- (xvi) Any other relevant duty as may be assigned from time to time.

Requirements for appointment: -

- (i) Served in the grade of Office Administrator I for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- (iii) Certificate in Secretarial Management Course from Kenya School of Government or any other Government training institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

V/NO. 016/2023: RECORDS MANAGEMENT OFFICER I J/G 'K' (1 POST)

Duties and responsibilities: -

- (i) Ensuring that letters are appropriately filed and marked to action officers;
- (ii) Controlling and opening of files and updating file index;
- (iii) Ensuring security of information/files in the registry;
- (iv) Up-dating and maintaining up-to-date file movement records;
- (v) Ascertaining the general cleanliness of the registry;
- (vi) Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations; and
- (vii) Any other relevant duty as may be assigned from time to time.

Requirements for appointment: -

- (i) Served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution; and
- (i) Shown merit and ability as reflected in work performance and results.

V/NO. 017/2023: ICT OFFICER I, J/G 'K' (1 POST)

Duties and responsibilities: -

- (i) Installation and maintenance of computer systems;
- (ii) Configuration of Local Area Network and Wide Area Network;
- (iii) Developing and updating application systems;
- (iv) Carrying out systems analysis, design and programme specifications in liaison with users;
- (v) Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;

- (vi) Drawing up hardware specifications for Information Communication Technology equipment;
- (vii) Verification, validation and certification of Information Communication Technology equipment;
- (viii) Overseeing the process of configuration of new Information Communication Technology equipment; and
- (ix) Any other duties assigned by the supervisor.

Requirements for appointment: -

- (i) A candidate must have a degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognised institution.

OR

- (ii) served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- (iii) shown merit and ability as reflected in work performance and results.

V/NO. 018/2023: RECORDS MANAGEMENT OFFICER III, J/G 'H' (1 POST)

Duties and Responsibilities

- (i) Receiving, sorting, opening, filing, minuting and distribution of mail;
- (ii) Dispatching of mail and guiding on files disposal.

Requirements for Appointment

- (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.

OR

- (iii) Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- (iv) Certificate in any of the following disciplines: Records/Information Management, information/Library Science or equivalent qualification from a recognized institution;
- (v) Certificate in computer application skills; and
- (vi) Shown merit and ability as reflected in work performance and results.

V/NO. 019/2023: PRINCIPAL ASSISTANT ENFORCEMENT OFFICER, J/G 'N' (3 POSTS)

Duties and responsibilities

Duties and responsibilities will entail: -

- i) Enforcing various county laws and other relevant acts;
- ii) Ensuring regular patrols in the parking areas and ensure orderly parking and traffic management;
- iii) Maintaining county laws, sanity and order in market and other business premises;
- iv) Performing the duties of traffic marshals;
- v) Investigating accidents involving county vehicles;

- vi) Supervising, guiding developing, mentoring, maintaining discipline of staff under him; and
- vii) Any other duties assigned by the supervisor.

Requirements for Appointment

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

- (i) Served in the grade of Chief Assistant Enforcement Officer for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or its equivalent from a recognized institution;
- (iii) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (iv) Exposure to traffic investigations and control matters;
- (v) Certificate of Good Conduct from Directorate of Criminal Investigations;
- (vi) Certificate in Non-commissioned officers training course lasting not less than three (3) months from a recognized institution;
- (vii) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (viii) Certificate in computer applications; and
- (ix) Demonstrated merit and shown ability as reflected work performance and results.

V/NO. 020/2023: SENIOR ENFORCEMENT ASSISTANT, J/G 'H' (4 POSTS)

Duties and responsibilities

- (i) Maintaining sanity and order in markets and other business premises;
- (ii) Enforcing various county laws and other relevant Acts;
- (iii) Carrying out regular patrols in the parking areas to ensure orderly parking and traffic management;
- (iii) Supervising staff working under him/ her; and
- (iv) Any other duties assigned by the supervisor.

Requirements for Appointment

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

- (i) Served in the grade of Enforcement Assistant Officer I for a minimum period of three (3) years;
- (ii) Kenya Certificate of Educations Division III or Kenya Certificate of Secondary Education mean Grade 'D+';
- (iii) Certificate in Security Management and Police Studies lasting not less than four (4) weeks or its equivalent from a recognized institution.
- (iv) Certificate in Initial Enforcement Training from a recognized institution;
- (v) Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- (vi) Certificate of Good Conduct from Directorate of Criminal Investigation;

V/NO. 021/2023: ENFORCEMENT ASSISTANT III, J/G 'E' (90 POSTS)

Duties and responsibilities

- (i) Enforcing various county laws and other relevant Acts;
- (ii) Carrying out regular patrols in the parking areas to ensure orderly parking and traffic management;
- (iii) Maintaining sanity and order in markets and other business premises;
- (iv) Guarding county government properties and premises; and
- (v) Any other duties assigned by the supervisor.

Requirements for Appointment

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

- (i) Have Kenya Certificate of Education Division III or Kenya Certificate of Secondary Education mean Grade 'D plain';
- (ii) Be aged 18-29 years;
- (iii) Be physically fit as applicable to the Kenya Police Force plus a fitness medical certificate from a government hospital;
- (iv) Have Certificate of Good Conduct from the Directorate of Criminal Investigations;
- (v) Have a Certificate in computer applications.

V/NO. 022/2023: MEDICAL OFFICER J/G 'M' (4 POSTS)**Duties and Responsibilities**

- (i) Diagnosing, caring and treating diseases;
- (ii) Performing medical and surgical procedures;
- (iii) Preparing and responding to emergencies and disasters;
- (iv) Participating in management of medicines, medical instruments and equipment;
- (v) Providing health education;
- (vi) Maintaining medical records, health information and data;
- (vii) Counselling patients and their relatives on diagnoses and bereavement;
- (viii) Teaching and coaching medical students, nursing students and clinical officer interns;
- (ix) Preparing requisite documents for registration; and
- (x) Any other duties assigned by supervisor.

Requirements for appointment

- (i) Bachelor of Medicine and Bachelor of Surgery (B.M; Ch.B.) degree from a recognized by Medical Practitioners and Dentist Board;
- (ii) Successfully completed one (1) year Internship from a recognized institution; and
- (iii) Certificate in computer application skills from a recognized institution.

V/NO. 023/2023: NURSING OFFICER J/G 'K' (1 POST)**Duties and Responsibilities**

- (i) Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- (ii) Performing a comprehensive physical examination within various settings;
- (iii) Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- (iv) Creating and maintaining a safe nursing care environment for client/patient;
- (v) Carrying out clinical audits to improve client/patient care;
- (vi) Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- (vii) Carrying out therapeutic communication with the patient/client;

- (viii) Conducting community health risk assessment and providing outcome-based interventions;
- (ix) Documenting interventions and nursing outcomes;
- (x) Participating in quality improvement and quality assurance procedures; and
- (xi) Diagnosing common health conditions and recommending necessary interventions.

Requirements for appointment

- (i) Bachelors' degree in either Nursing or Midwifery from a recognized institution;
- (ii) Registration Certificate issued by the Nursing Council of Kenya;
- (iii) Valid practising license from the Nursing Council of Kenya; and
- (iv) Certificate in computer application skills

V/NO. 024/2023: REGISTERED NURSE III J/G 'H' (5 POSTS)

Duties and Responsibilities

- (i) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) Diagnosing common health conditions, prescribing and administering treatment;
- (iii) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care, delivery, administering treatment and dispensing drugs;
- (iv) Providing health education and counselling to patients/clients and community on identified health needs;
- (v) Referring patients and clients appropriately;
- (vi) Facilitating patients' admission and initiating discharge plans;
- (vii) Maintaining records on patients/clients' health condition and care;
- (viii) Ensuring a tidy and safe clinical environment;
- (ix) Collecting and compiling data; and
- (x) Any other duties assigned by the supervisor.

Requirements for appointment

- (i) Diploma in any of the following disciplines: - Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (ii) Registration Certificate issued by the Nursing Council of Kenya;
- (iii) valid practising license from Nursing Council of Kenya; and
- (iv) Certificate in computer application skills.

V/NO. 025/2023: ENROLLED NURSE III J/G 'G' (1 POST)

Duties and Responsibilities

- (i) Assessing patients and clients and establishing health care needs;
- (ii) Planning and implementing nursing care interventions based on patients'/clients' health needs;
- (iii) Providing appropriate healthcare service, including immunization, ante-natal care, delivery, administration of medication, dispensing drugs;
- (iv) Referring patients and clients appropriately;
- (v) Evaluating healthcare outcomes on patients/clients preparing individualised report;
- (vi) Making appropriate discharge plan for patients;

- (vii) Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports;
- (viii) Maintaining records on patients/clients personal and health condition/care;
- (ix) Ensuring a tidy and safe clinical environment;
- (x) Ensuring safe custody for in-patients belongings;
- (xi) Conducting home visits, following up discharged patients/clients and providing continuity of care;
- (xii) Treating minor ailments; and
- (xiii) Any other duties assigned by the supervisor.

Requirements for appointment

- (i) Certificate in any of the following disciplines: - Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- (ii) Enrolment Certificate issued by the Nursing Council of Kenya;
- (iii) valid practicing license from Nursing Council of Kenya; and
- (iv) Certificate in computer application skills.

V/NO. 026/2023: PUBLIC HEALTH OFFICER J/G ‘K’ (1 POST)

Duties and Responsibilities

- (i) Identifying environmental health issues at community level;
- (ii) Compiling and maintaining up-to-date records of services rendered;
- (iii) Coordinating sanitation and hygiene programmes in the community;
- (iv) Conducting training for public health trainees, community own resource persons (CORPS), community-based health workers (CHWS) and community health committees (CHCS) on public health issues;
- (v) Implementing environmental health programmes and projects;
- (vi) Collecting water and food samples for bacteriological and chemical analysis;
- (vii) Initiating and implementing community-based health care programmes;
- (viii) Carrying out disease surveillance, prevention and control;
- (ix) Any other duties assigned by the supervisor.

Requirements for appointment

- (i) Bachelors degree in either Environmental Health, Public Health or equivalent qualification from a recognized Institution;
- (ii) Registration Certificate from the Association of Public Health Officers - Kenya;
- (iii) Certificate in computer application skills; and
- (iv) shown merit and ability as reflected in work performance and results.

V/NO. 027/2023: ASSISTANT PUBLIC HEALTH OFFICER III J/G ‘H’ (1 POST)

Duties and Responsibilities

- (i) Mobilizing, sensitizing and advising communities on matters related to environmental health;
- (ii) Referring health cases to relevant health facilities;
- (iii) Carrying out immunization;
- (iv) Identifying environmental health issues at community level;
- (v) Organizing community health days to advise communities on common public health issues;
- (vi) Collecting and maintaining up to date records of services rendered;
- (vii) Implementing vector, vermin and rodent control measures;

- (viii) Implementing integrated mosquito control strategies; and
- (ix) Any other duties assigned by the supervisor.

Requirements for appointment

- (i) Diploma in either Environmental Health Science, Public Health Inspection or equivalent qualification from a recognized institution;
- (ii) Member to the relevant professional body; and
- (iii) Certificate in computer application skills.

V/NO. 028/2023: PUBLIC HEALTH ASSISTANT III J/G 'G' (5 POSTS)

Duties and Responsibilities

- (i) Mobilizing, sensitizing and advising communities on matters related to environmental health;
- (ii) Referring health cases to relevant health facilities;
- (iii) Carrying out immunization;
- (iv) Identifying environmental health issues at household level;
- (v) Organizing community health days to advise communities on common public health issues;
- (vi) Collecting and maintaining up to date records of services rendered; and
- (vii) Any other duties assigned by the supervisor.

Requirements for appointment

- (i) Certificate in either Environmental Health Science, Public Health from a recognized institution;
- (ii) Certificate in computer application skills.

V/NO. 029/2023: MEDICAL LABORATORY TECHNOLOGIST III J/G 'H' (7 POSTS)

Duties and Responsibilities

- (i) Decontaminating working benches, surfaces and equipment;
- (ii) Documenting, receiving and scrutinizing laboratory requisition forms and specimens;
- (iii) Disaggregating specimens for processing and analyses;
- (iv) Preparing laboratory reagents;
- (v) Examining specimens and recording of results;
- (vi) Dispatching the results for use in clinical management;
- (vii) Preparing stains;
- (viii) Performing blood grouping;
- (ix) Issuing blood and blood products to peripheral health facilities;
- (x) Storing blood products according to their requirements; and
- (xi) Any other duties assigned by the supervisor.

Requirements for Appointment

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

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification;
- (ii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- (iii) Valid practicing license from Kenya Medical Laboratory Technician and Technologists Board; and

- (iv) Certificate in computer application skills.

**V/NO. 030/2023: HEALTH RECORDS AND INFORMATION MANAGEMENT
ASSISTANT III J/G 'G' (1 POST)**

Duties and Responsibilities

- i) Receiving and registering patients at hospital reception;
- ii) Booking appointment for patients to specialty and consultants' clinics;
- iii) Storing and retrieving medical records and documents;
- iv) Preparing clinics;
- v) Updating bed bureaus;
- vi) Capturing data from service points;
- vii) Maintaining record safety and confidentiality;
- viii) Directing patients to relevant clinics;
- ix) Coding and indexing of diseases and procedures; and
- x) Any other duties assigned by the supervisor.

Requirements for Appointment

- (i) Certificate in Health Records and Information lasting not less than two (2) years or its equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);
- (iii) Valid practicing license from Health Records and Information Board (HRIMB); and
- (iv) Certificate in computer application skills.

V/NO. 031/2023: MORTICIAN II J/G 'C' (2 POSTS)

Duties and responsibilities: -

- i) Picking bodies from wards;
- ii) Admission of bodies to mortuary;
- iii) Recording and documenting data;
- iv) Identifying medico-legal cases;
- v) Preparing bodies for burial including embalming;
- vi) Body reconstruction;
- vii) Body cleaning and dressing;
- viii) Beautification-shaving, cosmetic/make-ups and plaiting;
- ix) Assisting pathologist in Autopsy/post-mortems;
- x) Cleaning of mortuary and equipment and instruments used in the mortuary;
- xi) Assisting relatives in the identification of unknown bodies;
- xii) Any other duties assigned by the supervisor.

Requirements for appointment: -

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

- i) KCSE Mean grade D plain or any other equivalent qualifications from a recognized institution
- ii) Certificate in Mortician Course lasting not less than six (6) months from a recognized institution;
- iii) Certificate in computer application skills; and

**V/NO. 032/2023: INSTRUCTOR III (HAIR DRESSING & BEAUTY THERAPY) J/G 'H'
(2 POSTS)**

Duties and responsibilities: -

- i) Theoretical and practical instruction in the area of specialization;
- ii) Preparing and maintaining scheme of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii) Carrying out trainee assessment;
- iv) Ensuring proper care and maintenance of tools and equipment;
- v) Conducting co-curricular activities;
- vi) Maintaining trainees' discipline;
- vii) Guiding and counselling trainees; and
- viii) Any other duties assigned by the supervisor.

Requirements for appointment: -

For appointment to this grade, candidates must: -

- i) Have a Diploma in Hair dressing and beauty therapy;
- ii) Certificate in computer applications from a recognized institution; and
- iii) Shown merit and ability as reflected in work performance and results.

**V/NO. 033/2023: INSTRUCTOR III (ELECTRICAL AND ELECTRONIC) J/G 'H'
(1 POST)**

Duties and responsibilities: -

- i) Maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- ii) Carrying out trainee assessment;
- iii) Ensuring proper care and maintenance of tools and equipment;
- iv) Conducting co-curricular activities;
- v) Maintaining trainees' discipline;
- vi) Guiding and counselling trainees; and
- vii) Any other duties assigned by the supervisor.

Requirements for appointment: -

For appointment to this grade, candidates must: - have

- i) Diploma in Electrical and Electronic engineering;
- ii) Certificate in computer applications from a recognized institution and
- iii) Shown merit and ability as reflected in work performance and results

V/NO. 034/2023: INSTRUCTOR III (MOTOR VEHICLE) J/G 'H' (1 POST)

Duties and responsibilities: -

- i) Theoretical and practical instruction in the area of specialization;
- ii) Preparing and maintaining scheme of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii) Carrying out trainee assessment;
- iv) Ensuring proper care and maintenance of tools and equipment;
- v) Conducting co-curricular activities;
- vi) Maintaining trainees' discipline;

- vii) Guiding and counselling trainees; and
- viii) Any other duties assigned by the supervisor.

Requirements for appointment: -

For appointment to this grade, candidates must have: -

- i) Diploma in mechanical Engineering;
- ii) Certificate in computer applications from a recognized institution and
- iii) Shown merit and ability as reflected in work performance and results

V/NO. 035/2023: INSTRUCTOR III (LEATHER WORK) J/G 'H' (1 POST)

Duties and responsibilities: -

- i) Theoretical and practical instruction in the area of specialization;
- ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii) Carrying out trainee assessment;
- iv) Ensuring proper care and maintenance of tools and equipment;
- v) Conducting co-curricular activities;
- vi) Maintaining trainees' discipline;
- vii) Guiding and counselling trainees; and
- viii) Any other duties assigned by the supervisor.

Requirements for appointment: -

For appointment to this grade, candidates must have: -

- i) Diploma in leather technology/foot ware
- ii) Certificate in computer applications from a recognized institution, and
- iii) Shown merit and ability as reflected in work performance and results.

V/NO. 036/2023: ECDE TEACHER III J/G 'H' (19 POSTS)

Duties and responsibilities: -

- i) Class teaching
- ii) Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play.
- iii) Developing relevant play /learning materials for all learners.
- iv) Preparing and developing schemes of work, lesson plans and daily programs of activities, assessment and evaluation of learners' progress and keeping professional records.

Requirements for appointment: -

For appointment to this grade, candidates must have: -

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade C (plain), or its approved equivalent.
- ii) Diploma in Early Childhood Development Education offered by KNEC or its approved equivalent.
- iii) Registered by the teachers Service Commission.
- iv) A Certificate in Computer proficiency.
- v) A certificate of Good Conduct.

V/NO. 037/2023: ASSISTANT ECDE TEACHER III J/G 'F' (60 POSTS)

Duties and responsibilities

- i) Class teaching;
- ii) Organizing and facilitating play/learning activities for the learners;
- iii) Carrying out nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development);
- iv) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily program of activities, attendance register etc.) and ensuring learners safety and security;
- v) Preparing and developing play /learning materials; - and
- vi) Any other duties assigned by the supervisor.

Requirements for appointment: -

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

- i) Kenya certificate of secondary education (KCSE) minimum grade D+(plus) or KCE division iv at 'O' Level.
- ii) Certificate in early childhood development education offered by KNEC/Ministry of Education or its approved equivalent.
- iii) A certificate in computer proficiency
- iv) Registered by the teacher's service commission
- v) Certificate of good conduct

V/NO. 038/2023: AGRICULTURAL OFFICER J/G 'K' (1 POST)**Duties and Responsibilities**

- (i) Collecting, collating agriculture information and inputting into the database;
- (ii) Collecting and packaging of new and existing agricultural technologies for dissemination;
- (iii) Preparing draft crop production and national food security reports.

Requirements for Appointment

- (i) Bachelors of Science degree in any of the following disciplines:-Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural 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;
- (ii) Certificate of membership to a professional body from a recognized institution; and
- (iii) Certificate in computer application skills.

V/NO. 0039/2023: ASSISTANT AGRICULTURAL OFFICER III, J/G 'H' (1 POST)**Duties and responsibilities: -**

- (i) Training and advising farmers on matters related to crop production, land development, planning and management of demonstration plots at ward level;
- (ii) To implement agricultural community-based action plans; and
- (iii) Any other duties assigned by the supervisor.

Requirements for appointment: -

- (i) KCSE mean grade C plain or its equivalent;
- (ii) Diploma in any of the following fields; agriculture, food technology, agriculture and home economics, agricultural education, horticulture or any other relevant and qualification from a recognized institution;
- (iii) Certificate in computer application from a recognized institution.

V/NO. 040/2023: CHIEF LIVESTOCK PRODUCTION ASSISTANT I (DAIRY) J/G 'K' (2 POSTS)

Duties and responsibilities: -

- i) Carrying out practical demonstrations and training farmers on livestock production technologies and techniques;
- ii) Preparing and participating in field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structure, clean milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on farm feed formulation;
- iii) Collating and analyzing livestock data;
- iv) Carrying out practical demonstrations;
- v) Participating in collaborative research activities;
- vi) Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys fodder production and conservation;
- vii) Value addition to livestock products;
- viii) Apiculture and emerging livestock;
- ix) Compiling reports relating to area of specialization;
- x) Supervising Livestock Production Assistants; and
- xi) Any other duties assigned by the supervisor.

Requirements for appointment: -

- i) Served in the grade of Senior Livestock Production Assistant for a minimum period of three (3) years;
- ii) Certificate in any of the following disciplines: - Animal Health and Production, Dairy Technology, Animal Science, Apiculture or Range Management from a recognized institution;
- iii) Certificate in computer application from a recognized institution; and
- iv) Demonstrated merit and shown ability as reflected in work performance and results.

V/NO. 041/2023: ASSISTANT LIVESTOCK PRODUCTION OFFICER II (APICULTURE) J/G 'J' (4 POSTS)

Duties and responsibilities: -

- i) Carrying out practical demonstrations relating to livestock production;
- ii) Accompanying extension teams during farm visits and farmer training;
- iii) Collecting and collating livestock data and information for gross margins, market access and planning;
- iv) Participating in collaborative research activities;
- v) Collecting livestock inputs and products samples for analysis;
- vi) Advising farmers on group formation, construction of farm structures and equipment;

- vii) Preparing field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on-farm feed formulation;
- viii) Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and
- ix) Any other duties assigned by the supervisor.

Requirements for appointment: -

- i) Served in the grade of Assistant Livestock Production Officer III for a minimum period of three (3) years;
- ii) 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 from a recognized institution;
- iii) Certificate in computer applications from a recognized institution; and
- iv) Demonstrated merit and shown ability as reflected in work performance and results.

V/NO. 042/2023: ASSISTANT LIVESTOCK PRODUCTION OFFICER III J/G 'H' (3 POSTS)

Duties and responsibilities: -

- i) Carrying out practical demonstrations relating to livestock production;
- ii) Accompanying extension teams during farm visits and farm visits and farmer training;
- iii) Participating in field days and agricultural shows to disseminate livestock production technologies and information;
- iv) Collecting and collating livestock data and information for gross margins, marked access and planning;
- v) Participating in collaborative research activities;
- vi) Collecting livestock inputs and products samples for analysis;
- vii) Advising farmers on group formation, construction of farm structures and equipments; and
- viii) Any other duties assigned by the supervisor.

Requirements for appointment: -

- 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 from a recognized institution; and
- ii) Certificate in computer application from a recognized institution.

V/NO. 043/2023: ANIMAL HEALTH ASSISTANT II J/G 'G' (1 POST)

Duties and responsibilities: -

- i) Carrying out simple treatment of animals;
- ii) Participating in disease search and reporting;

- iii) Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- iv) Carrying out vaccination;
- v) Undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming; and
- vi) Any other duties assigned by the supervisor.

Requirements for appointment: -

- i) Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health Environmental Health, Animal Health and Production from a recognized institution;
- ii) Be registered by the Kenya Veterinary Board; and
- iii) Certificate in computer applications from a recognised institution.

V/NO. 044/2023: ENVIRONMENT & MANAGEMENT OFFICER II J/G 'J' (3 POSTS)

Duties and responsibilities: -

Duties and responsibilities will entail:

- i) Implementing environmental management plans;
- ii) Participating in environmental audits and following up implementation of the recommendations;
- iii) Maintaining register on compliance to environmental legislation, propose corrective actions and follow up on implementation;
- iv) Complying with occupational health and safety programs;
- v) Inspecting waste generation and disposal;
- vi) Complying with the county's environment management policy; and
- vii) Any other duties assigned by the supervisor.

Requirements for appointment: -

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

V/NO. 045/2023: OFFICE ADMINISTRATIVE ASSISTANT I J/G 'J'(1 POST)

Duties and Responsibilities

- i) Taking oral dictation;
- ii) Word and data processing;
- iii) Operating office equipment;
- iv) Ensuring security of office equipment, documents and records;
- v) Attending to visitors/clients;
- vi) Handling telephone calls and appointments;
- vii) Maintaining an up to date filing system in the office;
- viii) Supervision of office cleanliness;
- ix) Managing office petty cash; and
- x) Undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of office Administrative Assistant II for a minimum period of three (3) years;

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

- (a) Typewriting III (minimum 50 w.p.m)/Computerised Document processing III;
- (b) Business English III/Communications II;
- (c) Office practice II;
- (d) Commerce II;
- (e) Secretarial Duties II;
- (f) Office Management III/Office Administration and Management III;

OR

Craft Certificate in secretarial studies from the Kenya National Examinations Council.

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

V/NO. 046/2023: CLERICAL OFFICER II J/G 'F' (7 POSTS)

Duties and responsibilities

Specific duties will include: -

- (i) Compiling statistical records;
- (ii) Sorting, filing and dispatching letters;
- (iii) Maintaining an efficient filing system;
- (iv) Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- (v) Computation of financial or statistical records based on routine or special sources of information;
- (vi) Preparing payment vouchers;
- (vii) Compiling data and drafting simple letters; and
- (viii) Any other duties assigned by the supervisor.

Requirement for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C-(minus) or its approved equivalent; and
- (ii) Proficiency in computer applications.

V/NO. 047/2023: SUPPORT STAFF III / SANITARY CLEANER III J/G 'C' (20 POSTS)

Duties and Responsibilities

- (i) Carrying out office cleanliness
- (ii) Maintaining an up to date filing system in the office,
- (iii) Attending to visitors and clients
- (iv) Ensuring security of office equipment

Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D- Minus or equivalent qualification from a recognized institution;
- (ii) Certificate in computer application skills;

V/NO. 048/2023: DRIVER III J/G 'D' (6 POSTS)

Duties and Responsibilities

- i) Driving a motor-vehicle as authorized;
- ii) Carrying out minor mechanical repairs;
- iii) Recognizing and reporting abnormal operations of the vehicle;
- iv) Security of the vehicle on and off the road;
- v) Safety of passengers and /or goods therein;
- vi) Maintaining cleanliness of the assigned vehicles;
- vii) Carrying out routine checks on the vehicle's Cooling, oil, electrical and brake systems, tyre pressure, detecting;
- viii) Reporting malfunctioning of vehicle systems, carrying out minor repairs including oiling and greasing; and maintenance of work tickets for vehicles assigned; and
- ix) Any other duties assigned by the supervisor.

Requirements for Appointment

- i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from recognition institution.
- ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- iii) Passed the Occupational Trade Test Grade I;
- iv) Refresher course for drivers lasting not less than one (1) week every three (3) years from a recognized institution;
- v) Valid Certificate of Good Conduct from the Kenya Police;
- vi) Certificate in computer application skills;
- vii) Attended a First Aid Certificate course lasting not less than one (1) week from a recognized institution; and
- viii) Defensive Driving Certificate from a recognized and valid driving institution.

How to apply

Qualified and interested applicants should visit our portal: www.jobs.tanarivercpsb.go.ke for online job application and submission. Applicants should also upload their applications with updated CV, a copy of National Identity Card, copies of academic and professional certificates, names and contacts of three (3) referees, and other relevant testimonials to:

The Board Secretary / C.E.O.
Tana River County Public Service Board
P.O. Box 181 – 70101
HOLA

Applications should be received on or before **28th April, 2023 at 12:00am**. All applicants **MUST** comply with the requirements of Chapter six (6) of the Constitution i.e. be in possession of valid clearance certificates from **HELB, KRA, EACC, DCI (Certificate of Good Conduct) & Credit Reference Bureau (CRB)**.

Kindly note that only shortlisted and successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Tana River County Public Service Board is a credible government institution and therefore all its recruitments are devoid of any payments. You are hereby advised not to entertain fraudsters purporting to be employees of the Board promising to assist you have your appointment letter processed at a fee.

The County Government of Tana River is an Equal Opportunity Employer; Women, the Marginalized and Persons with Disabilities (PWDs) are encouraged to apply.