



*Upholding veterinary standards*

## **CAREER OPPORTUNITIES**

Kenya Veterinary Board is a State Corporation established under the Veterinary Surgeon and Veterinary Paraprofessionals (VSVP) Act No.29 of 2011.

The Board is mandated to exercise general supervision and control over the training, business, practice and employment of Veterinary Surgeons and Veterinary Paraprofessionals in Kenya and advise the Government in all aspects thereof.

The Board seeks to recruit and fill the following positions for its head office in Nairobi and other positions in the regional offices: -

<b>S.NO</b>	<b>JOB REFERENCE</b>	<b>DESIGNATION</b>	<b>JOB GRADE</b>	<b>NO OF VACANCIES</b>
1.	KVB/MQA/01/2024	Manager Quality Assurance	KVB 2	1
2.	KVB/MCE/02/2024	Manager Compliance and Enforcement	KVB 2	1
3.	KVB/MFHRA/03/2024	Manager Finance, Human Resource and Administration	KVB 2	1
4.	KVB/VI/04/2024	Veterinary Inspector	KVB 6	11
5.	KVB/DR/05/2024	Driver	KVB 9	7
6.	KVB/OA/06/2024	Office Assistant	KVB 10	5

### **HOW TO APPLY**

Interested and qualified candidates are required to submit their application letter clearly indicating their relevant Job reference number for the position, detailed CV, Copies of academic and professional certificates, national identity card via post or hand delivery or email and fill an online KVB Employment form

[https://docs.google.com/forms/d/1Uit5NoWKBcmvG1IOZmWwC3DZOfZ7pY3\\_ffIKNwTNgcA/edit?usp=sharing\\_eil\\_se\\_dm&ts=65a8cc76](https://docs.google.com/forms/d/1Uit5NoWKBcmvG1IOZmWwC3DZOfZ7pY3_ffIKNwTNgcA/edit?usp=sharing_eil_se_dm&ts=65a8cc76) so as to reach the Board on **or before 12<sup>th</sup> February 2024 at**

**5.00pm to;**

**The Chief Executive Officer**  
**Kenya Veterinary Board**  
**P.O Box 513-00605, NAIROBI**  
**Email: [recruitment@kenyavetboard.or.ke](mailto:recruitment@kenyavetboard.or.ke)**

Detailed job description and specification for the above positions are available in our website [www.kenyavetboard.or.ke](http://www.kenyavetboard.or.ke)

Kenya Veterinary Board is an equal opportunity employer. Persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Successful candidates will be required to submit valid clearance certificates as per chapter six of the Constitution from;

- Kenya Revenue Authority (KRA);
- Higher Education Loans Board(HELB);
- Ethics and Anticorruption Commission(EACC);
- Credit Reference Bureau(CRB);
- Certificate of good conduct from directorate of criminal investigations (DCI).

**VACANCY 1: MANAGER QUALITY ASSURANCE GRADE KVB 2 (1) POSITION REF: KVB/MQA/01/2024**

**Terms of service:** 5 year contract renewable once subject to satisfactory performance.

**Salary scale:** 134,673 x 5,252 - 139,925 x 5,427 - 145,352 x5, 732 - 151,084 x 6,000 -157,084 x 6,389 - 163,473 x 6,540 - 170,013 x7, 240 -177,253.

**a) Job Specification**

An officer at this level will be responsible to the Secretary/Chief Executive Officer for efficient coordination of technical function of Kenya Veterinary Board.

Specific Job Specification will entail:-

- i. Coordinating the registration and retention of eligible veterinary surgeons and veterinary paraprofessionals;
- ii. Overseeing maintenance of an up to date annual register of all veterinary surgeons and veterinary paraprofessionals;
- iii. Coordinating registration of eligible institutions offering animal health services; Overseeing the development of standards for curricula for animal health training courses in the country;
- iv. Overseeing the setting, moderation, administration and marking of preregistration examinations of the Board;
- v. Ensuring enforcement of quality in the veterinary internship process; and
- vi. Overseeing the issuance of licenses to veterinary surgeons, veterinary paraprofessionals and institutions involved in veterinary practice. In addition, an officer at this level will be responsible for:-
- vii. Ensuring prudent utilization of resources within the Department;
- viii. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity within the Department; and
- ix. Ensuring performance management, capacity building and development of personnel

**Person specification**

For appointment to this grade, an officer must:-

- i. Have a Minimum of twelve (12) years relevant work experience with at least five (5) in a management Position;

**OR**

Served in the grade of either Assistant Manager Education, Licensing, or Registration for a minimum period of four (4) years;

- ii. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iii. Master's degree in relevant field from a recognized institution;
- iv. A valid Certificate of registration by Kenya Veterinary Board;
- v. Valid Certificate of Good Conduct;
- vi. Certificate in Strategic Leadership Development Programme or Corporate Management Course lasting not less than six (6) weeks from a recognized institution;
- vii. Met all the requirements of Chapter six (6) of the Constitution of Kenya;
- viii. Certificate in computer application skills; and
- ix. Demonstrated managerial and administrative skills as reflected in work performance and result

**VACANCY 2: MANAGER COMPLIANCE AND ENFORCEMENT GRADE KVB 2 (1)**  
**POSITION REF: KVB/MCE/02/2024**

**Terms of service:** 5 year contract renewable once subject to satisfactory performance

**Salary scale:** 134,673 x 5,252 - 139,925 x 5,427 - 145,352 x 5,732 - 151,084 x 6,000 -  
157,084 x 6,389 - 163,473 x 6,540 - 170,013 x 7,240 - 177,253

**(a) Job Specification**

An officer at this level will be responsible to the Secretary/Chief Executive Officer for efficient coordination of Compliance and Enforcement function of Kenya Veterinary Board.

Specific Job Specification will entail:-

- i. Overseeing inspection and licensing of private veterinary practices;
- ii. Overseeing inspection and approval of animal health training institutions and Non-Governmental Organizations (NGO's) handling animals;
- iii. Ensuring inspection of veterinary laboratories;
- iv. Overseeing the enforcement of animal welfare through proper handling and use of quality inputs;
- v. Ensuring enforcement of veterinary professional Code of Ethics;
- vi. Coordinating the implementation of the department's policies, legal frame work, strategies;
- vii. Ensuring inspection activities in the headquarters and regions;
- viii. Overseeing enforcement of veterinary standards in animal welfare and veterinary inputs; ensuring investigation of cases of malpractices and misconduct; and
- ix. Overseeing inspection and approval of animal health training institutions and Non-Governmental Organizations (NGO's) with animal health and welfare. In addition, an officer at this level will be responsible for:-
- x. Ensuring prudent utilization of resources within the Department;
- xi. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity within the Department; and
- xii. Ensuring performance management, capacity building and development of personnel working in the Inspection and Compliance Department.

**(b) Person specification**

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

- i. Have a Minimum of twelve (12) years relevant work experience with at least five (5) in a management Position;

**OR**

Served in the grade of Assistant Manager Inspection or Compliance for a minimum period of four (4) years;

- ii. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iii. Master's degree in relevant field from a recognized institution;
- iv. A valid Certificate of registration by Kenya Veterinary Board;
- v. Valid Certificate of Good Conduct
- vi. Certificate in Strategic Leadership Development Programme or Corporate Management Course lasting not less than six (6) weeks from a recognized institution;
- vii. Met all the requirements of Chapter six (6) of the Constitution of Kenya;
  - i. Certificate in computer application skills; and
  - ii. Demonstrated managerial and administrative skills as reflected in work performance and results.

**VACANCY 3: MANAGER FINANCE HUMAN RESOURCE AND ADMINISTRATION  
GRADE KVB 2 (1) POSITION REF: KVB/MFHRA/03/2024**

**Terms of service:** 5 year contract renewable once subject to satisfactory performance

**Salary scale:** 134,673 x 5,252 - 139,925 x 5,427 - 145,352 x5, 732 - 151,084 x 6,000 -  
157,084 x 6,389 - 163,473 x 6,540 - 170,013 x7, 240 -177,253

**(a) Job Specification**

Duties and responsibilities at this level will entail:

The functions of the Manager Finance, Human Resource and Administration entail:-

- i. Oversee the Human Resource and Administration, Corporate Communications and Information Communication Technology management in the Board;
- ii. Formulate, interpret and implementation of human resource, corporate communications and information communication technology policies, strategies, and programmes;
- iii. Responsible for the prudent management and utilization of all the resources

- under the above departments;
- iv. Responsible for the development of a master strategy and business continuity management of the Directorate;
  - v. Responsible for the implementation of the Board's resolutions on matters affecting the departments under his or her oversight role;
  - vi. Responsible for the consolidation of the departmental procurement plans and budgets;
  - vii. Responsible for team work and collaboration among the various departments under his or her supervision;
  - viii. Coordinating the preparation of respective board papers for Finance and Human Resource Board committees;
  - ix. Ensuring efficient, effective, professional and sustainable human resource and administrative systems within the Board; and
  - x. Responsible for the development and implementation of the strategies of the respective departments.

**b) Person specification**

For appointment to this grade, a candidate must-:

- i. Have a Minimum of twelve (12) years relevant work experience with at least five (5) in a management Position;
- ii. Have Bachelor's Degree in any of the following: Commerce, Accounting, Business Administration, Finance or equivalent qualification from a recognized institution;
- iii. Have Master's Degree in any of the following: Commerce, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iv. Be a member of a relevant professional body;
- v. Have a certificate in Leadership Course from a recognized institution;
- vi. Be proficient in computer applications;
- vii. Valid Certificate of Good Conduct
- viii. Fulfill the requirements of Chapter Six of the Constitution; and

- ix. Demonstrated managerial and administrative skills as reflected in work performance and results.

**VACANCY 4: VETERINARY INSPECTOR GRADE KVB 6 (11) POSITIONS REF: KVB/VI/04/2024 (TO BE DEPLOYED TO REGIONAL OFFICES)**

**Terms of service:** Permanent and pensionable

**Salary scale:** 49,952 x 2,067 - 52,019 x 2,147 - 54,166 x 2,224 - 56,390 x 2,431 - 58,821  
x 2,512 - 61,333 x 2,538 - 63,871 x 2,916 - 66,787.

**(a) Job Specification**

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

Job Specification will entail:-

- i. Inspecting private veterinary practices, veterinary laboratories, animal health training institutions and Non-Governmental Organizations (NGO's) handling animals; and
- ii. Enforcing veterinary standards in animal welfare and veterinary inputs. In addition, duties will entail:-
- iii. Sensitizing practitioners on Veterinary Surgeons and Veterinary Para-professionals (VSVP) Act, Regulations & Code of Ethics;
- iv. Attending court cases to give evidence as witnesses in veterinary malpractices;
- v. Initiating legal proceedings against those violating the Veterinary Act and Regulations; and closing down illegal veterinary practices.

**(b) Person specification**

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

- i. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- ii. A Valid Certificate of registration by Kenya Veterinary Board;
- iii. Valid Certificate of Good Conduct; and
- iv. Certificate in computer application skills.

**VACANCY 5: DRIVER GRADE KVB 9 (7) POSITIONS REF: KVB/DR/05/2024 ((TO BE DEPLOYED TO REGIONAL OFFICES))**

**Terms of service:** Permanent and pensionable

**Salary scale:** 31,698 x 1,815 - 33,513 x 1,869 - 35,382 x 1,925 - 37,307 x 1,965 - 39,272 x 2,035 - 41,307 x 2,115 - 43,422 x 2,185 - 45,607 x 2,271 - 47,878.

**(a) Job Specification**

This is the entry for this cadre. An officer at this level will work under the guidance of senior officer. Duties and responsibilities at this level will entail:-

- i. Driving vehicles and detecting common mechanical faults;
- ii. Carrying out minor repairs;
- iii. Maintaining work tickets for vehicles assigned;
- iv. Ensuring safety of the vehicle on and off the road; ensuring safety of passengers and goods; and
- v. Maintaining cleanliness of the assigned vehicle.

**(b) Person specification**

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;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iii. Passed the Suitability Test for Drivers Grade II;
- iv. First-Aid Certificate Course lasting not less than one (1) week from a recognized institution;
- v. Valid Certificate of Good Conduct;
- vi. Minimum period of four (4) years active driving experience; and
- vii. Adequate knowledge of the Highway Code.

**VACANCY 6: OFFICE ASSISTANT GRADE KVB 10 (5) POSITIONS REF: KVB/OA/06/2024 (TO BE DEPLOYED TO REGIONAL OFFICES))**

**Terms of service:** Permanent and pensionable

**Salary scale:** 27,961 x 889 - 28,850 x 944 - 29,794 x 1,001 - 30,795 x 1,071 - 31,866 x 1,150 - 33,016 x 1,211 - 34,227 x 1,271 - 35,498 x 1,311 - 36,809 x 1,401 - 38,210 x 1,497 - 39,707.



**(a) Job Specification**

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

- i. Cleaning offices, machines/equipment/apparatus;
- ii. Maintaining general cleanliness around the offices by collection and disposal of litter;
- iii. Collecting and disposing waste including papers and ensure general proper sanitation;
- iv. Dusting the office and ensuring habitable office conditions;
- v. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- vi. Dispatching letters and files; and
- vii. Performing general gardening including landscaping, lawn scarping, cutting grass, weeding, and pruning.

**(b) Person specification**

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D+.
- ii. Fulfill the requirement of Chapter Six (6) of the Constitution.
- iii. Proficiency in computer applications