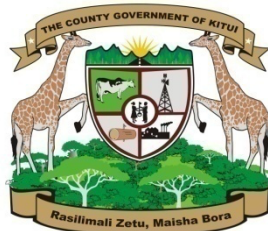


COUNTY GOVERNMENT OF KITUI

Tel: 0711 398 522
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Kitui County Public Service Board
Along Kwa Ngindu Road
P.O BOX 33 – 90200
KITUI

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KITUI COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES IN THE KITUI COUNTY PUBLIC SERVICE

Kitui County Public Service Board (CPSB) is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being *“appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.”*

Pursuant to the above constitutional and legal provision, Kitui CPSB invites applications from qualified persons to be considered for the positions below in various County Ministries and Departments within Kitui County Public Service:

1. OFFICE OF THE GOVERNOR

A. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND GENERAL ADMINISTRATION

1) ASSISTANT DIRECTOR, ENFORCEMENT SERVICES, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have: -

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Principal Enforcement Officer for a minimum period of three (3) years or in a comparable and relevant position in the public service or private sector;
- iii. Bachelor’s Degree in any the following disciplines: - Security Management and Police Studies, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;

- iv. Master's Degree in any of the following disciplines: - Security Management and Police Studies, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- v. Certificate in Senior Management/management Course lasting not less than Four (4) weeks from a recognized institution;
- vi. A Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- vii. Been Physically fit and possess a fitness medical certificate from a Government hospital;
- viii. Certificate of Good Conduct from the Directorate of Criminal Investigation;
- ix. Certificate in computer applications; and
- x. Demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing County enforcement policies, strategies, standards and guidelines;
- ii. Ensuring that staff have uniforms and the necessary tools of work;
- iii. Ensuring that drills and parade matters are coordinated;
- iv. Coordinating implementation of County Laws and other relevant Acts;
- v. Overseeing regular patrols in the parking areas to ensure orderly parking and traffic management;
- vi. Maintaining sanity and order in the market and other business premises;
- vii. Supervising traffic marshals;
- viii. Overseeing cleanliness and orderliness of station of duty;
- ix. Giving evidence in court where the County has interest in traffic matters;
- x. Appraising officers under him/her;
- xi. Making recommendations on intelligence reports; and
- xii. Giving evidence in court on behalf of the County Government; and
- xiii. Perform any other lawful related duties assigned by supervisor.

**2) ASSISTANT DIRECTOR OF RECORDS MANAGEMENT, JOB GROUP ‘CPSB 05’
(P), ONE (1) POST**

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have:

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Principal Records Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. a Bachelor’s degree in Information Science/Records Management or in any of the Social Sciences from a recognized institution;
- iv. a Master’s degree in Information Science/Records Management or equivalent qualifications from a recognized institution; and
- v. Shown outstanding professional competence and administrative ability in the management of the records function.

Duties and Responsibilities

- i. Initiation, development, interpretation and implementation of records management policies, guidelines and procedures;
- ii. Training and career development of Records Management Staff and their deployment and utilization;
- iii. Efficient and effective management of registry services;
- iv. Preparation and submission of budget estimates for registries;
- v. Initiation and disposal of files, documents and other records in accordance with Government regulations; and
- vi. Supervision, guidance and development of staff working under him/her.

3) PRINCIPAL ENFORCEMENT OFFICER, JOB GROUP ‘CPSB 06’ (N), ONE (1) POST

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have:

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Chief Enforcement Officer for a minimum period of three (3) years or in a relevant and comparable position in the Public Service or Private Sector;
- iii. Bachelor’s Degree in any of the following disciplines: Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- iv. Certificate in Senior Management/Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Been Physically fit and possess a fitness medical certificate from a Government hospital;
- vi. Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- vii. Certificate of Good Conduct from the Directorate of Criminal Investigations;
- viii. Certificate in computer applications; and
- ix. Demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

- i. Enforcing various county laws and other relevant Acts;
- ii. Participating in 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. Performing the duties of traffic marshals;
- v. Overseeing cleanliness and orderliness of station of duty;
- vi. Receiving and scrutinizing charge sheets from investigation officers;
- vii. Giving evidence in Court where the County has interest in traffic matters;
- viii. Organizing enforcement activities;

- ix. Developing and implementing enforcement programmes in the area of jurisdiction;
- x. Analysing and submitting intelligence reports;
- xi. Liaising with relevant security agencies in maintaining discipline among his/her subordinates; and
- xii. Perform any other lawful related duties assigned by Supervisor.

4) CHIEF RECORDS MANAGEMENT OFFICER, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have:

- i. Be a Citizen of Kenya;
- ii. Be in possession of a Bachelor’s degree in Information Science/Records Management or in any of the Social Sciences from a recognized institution;
- iii. Served in the grade of Senior Records Management Officer or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- iv. Attended a Senior Management course lasting not less than four (4) weeks from a recognised institution; and
- v. Demonstrated professional competence and administrative ability in handling records management work.

Duties and Responsibilities

- i. Supervision of various registries;
- ii. Planning appropriate office accommodation for registries; and
- i. Initiating appraisal and disposal of files, documents and other records in registries.

5) RECORDS MANAGEMENT OFFICER II, JOB GROUP ‘CPSB 10’ (J), THREE, (3) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have:

- i. Be a Kenyan Citizen; and
- ii. Be in possession of a Bachelor’s degree in Information Science/Records Management or in any of the Social Sciences from a recognized institution.

Duties and Responsibilities

- i. Ensuring security of files and documents;
- ii. Renewing file covers;
- iii. Ensuring proper handling of documents, pending correspondence and bring-ups;
- iv. Receiving and dispatching letters and maintaining related registers;
- v. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

6) HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, JOB GROUP ‘CPSB 10’ (J), TWO (2) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in any of the following Social Sciences: Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Verifying information relating to recruitment, appointments, promotions, transfers, and human resource management information systems;

- ii. Implementing human resource management decisions within existing rules, regulations, and procedures;
- iii. Collecting and collating data for assessing training needs;
- iv. Preparing training projections; and
- v. Preparing agenda and minutes for Human Resource Advisory Committee.

7) ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP ‘CPSB 11’ (H), THREE (3) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. 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;
- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

OR

- iv. Business Education Single and Group Certificates (BES &GC) from the Kenya National Examinations Council in the following subject:
 - (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;
- v. Certificate in computer applications from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Managing e-office;
- iv. Ensuring security of office records, documents and equipment;

- v. Maintaining an up to date filing system in the office;
- vi. Operating office equipment;
- vii. Managing office protocol;
- viii. Managing office petty cash;
- ix. Handling telephone calls and appointments;
- x. Supervising office cleanliness; and
- xi. Undertaking any other office administrative services duties that may be assigned.

8) SENIOR SUPPORT STAFF, JOB GROUP ‘CPSB 15’ (D), THREE (3) POSTS

Salary Scale: Ksh. 16,870 x 550 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution; and
- iii. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Ensuring general office cleanliness;
- ii. Collecting and dispatching mails;
- iii. Preparing and serving beverages;
- iv. Operating basic office equipment; and
- v. Ensuring safe custody of the office facilities.

B. DEPARTMENT OF GOVERNOR’S SERVICE DELIVERY UNIT, SEKEB & INTERGOVERNMENTAL RELATIONS

1) DEPUTY DIRECTOR OF PUBLIC COMMUNICATIONS, JOB GROUP ‘CPSB 04’ (Q), ONE (1) POST

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;

- ii. Served in the grade of Assistant Director of Public Communications or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have a Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- iv. Have a Master's Degree in any of the following disciplines: Communications studies, Mass Communications, Journalism, Public Relations, Information Science, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- v. Possess good oral and written communication skills in both English and Kiswahili;
- vi. Be a person of high integrity, motivated and a team player;
- vii. Possess advanced Computer Application Skills; and
- viii. Have demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Identifying County Government events in a specific sectoral area that requires packaging for dissemination to the media and the public;
- ii. Preparing and organizing for a where County Government policies, programmes and projects can be propagated and promoted;
- iii. Gathering information on policies, programmes, significant events and how they impact on customers and disseminating the same to the public/media;
- iv. Ensuring proper projection of corporate image of the entity;
- v. Carrying out research based on both local and international press on possible causes of negative publicity on Government and developing appropriate interventions;
- vi. Liaise with the Public Communications Office on cross cutting issues that require harmonization and dissemination centrally;
- vii. Liaise with the media in undertaking general public relations work including direct question and answer questions on various topical issues;
- viii. Maintaining an effective and updated Ministry/Department website; and
- ix. Facilitating printing of publicity materials for the Ministry/Department.

2) LEGAL OFFICER, JOB GROUP 'CPSB 09' (K), TWO (2) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade a candidate must have: -

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

Duties and Responsibilities

- 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; and
- ix. Providing legal risk reviews.

3) CHIEF ADMINISTRATIVE OFFICER (PROTOCOL), JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade a candidate must have: -

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Senior Administration Officer for a minimum period of three (3) years;
- iii. Bachelor’s Degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;

OR

Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science **plus** a Supervisory Management Course or equivalent from a recognized institution;

- iv. Administrative Officers Examination (PCSK);
- v. Certificate in computer application from a recognized Institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Organizing and coordinating official events;
- ii. Verifying guest lists and seating arrangements;
- iii. Coordinating arrangements for press coverage of official functions;
- iv. Facilitating linkage with other institutions and organizations;
- v. Ensuring efficient and effective communication with stakeholders and visitors to the office of the Governor and/or County Government;
- vi. Ensuring proper etiquette for official engagements; and
- vii. Any other duties as may be assigned from time to time.

4) ADMINISTRATION OFFICER II (PROTOCOL), JOB GROUP ‘CPSB 10’ (J), ONE (1) POST

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent

Requirements for Appointment

For appointment to this grade a candidate must have: -

- i. Be a Citizen of Kenya;
- ii. Diploma in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Sciences from a recognized institution;
- iii. Certificate in Computer application from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Preparing guests list and seating arrangements;
- ii. Assisting in arranging travels for Senior County Officers; and
- iii. Scheduling events, preparing agendas, and setting up event venues.

5) PRINCIPAL DRIVER, JOB GROUP ‘CPSB 10’ (J), ONE (1) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- iii. Passed Occupational Trade Test I for Drivers;
- iv. A Valid driving license free from any current endorsements (s) for class(es) of vehicle(s) the officer is required to drive;
- v. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- vi. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vii. A valid certificate of Good Conduct from the Kenya Police;
- viii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- ix. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break systems, etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

6) PUBLIC COMMUNICATIONS OFFICER III, JOB GROUP ‘CPSB 11’ (H), ONE, (1) POST

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 × 1,300 – 34,000 × 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have:

- i. Be a Kenyan Citizen; and
- ii. Have Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with a minimum of C+ (Plus) in English and Kiswahili and C (Plain) in any other relevant subjects or its approved equivalent qualification;
- iii. Have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution;
- iv. Be proficient in computer applications.

Duties and Responsibilities

- i. Information gathering on topical issues within the Ministry/Department, verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a Senior Officer.

7) GRAPHIC DESIGN ASSISTANT II, JOB GROUP ‘CPSB 10’ (J), TWO, (2) POSTS

Salary Scale: Ksh. 32,700 × 1,300 – 34,000 × 1,380 – 35,380 × 1,390 – 36,770 × 1,460 – 38,230 × 1,470 – 39,700 × 1,470 – 41,170 × 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, one must have:

- i. Be a Kenyan Citizen; and
- ii. Served in the grade of Graphic Design Assistant III or in a comparable position in the Public Service for at least three (3) years;
- iii. Diploma in Graphic Design or its approved equivalent qualification from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Interpretation of designers rough sketches and turning them into finished drawings under guidance and supervision of a senior officer;
- ii. Typography setting;
- iii. Pasting drawings, layout of artistic drawings and sketches;
- iv. Drawing illustrations; and
- v. Cover designs of booklets, magazines and printing works.

C. DEPARTMENT OF DECENTRALIZED UNITS

1) DEPUTY SUBCOUNTY ADMINISTRATOR, JOB GROUP ‘CPSB 05’ (P), FIVE (5) POSTS

- i. Mwingi Central Sub County;
- ii. Mwingi West Sub County;
- iii. Kitui Rural Sub County;
- iv. Kitui East Sub County; and
- v. Kitui South Sub County

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent

Requirement for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Principal Administration Office/ Principal Ward Administrator for a minimum period of three (3) years or in a comparable and relevant position in the public service or private sector;
- iii. Bachelor’s degree in any of the following disciplines: Public Administration, Business Administration/ Management, Community Development or any other Social Science from a recognized institution;
- iv. Master’s degree in any of the following disciplines: Public Administration, Business Administration/ Management, Community Development or any other Social Science from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated administrative and professional competence in work performance and results.

Duties and Responsibilities

- i. Overseeing service delivering in the area of jurisdiction;
- ii. Developing programmes and projects to empower the community;

- iii. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- iv. Facilitating inter-governmental relations and conflict resolutions;
- v. Overseeing safe custody of County Government assets in the area of jurisdiction;
- vi. Coordinating and liaising with other directorates and departments in the area of jurisdiction;
- vii. Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- viii. Liaising with relevant stake holders to organize public fora on development review of policies, strategies and guidelines;
- ix. Ensuring compliance with national values and principles of good governance;
- x. Enhancing administrative capacity for effective functions and governance at the local level;
- xi. Identifying development projects;
- xii. Disseminating information to the public; and
- xiii. Providing linkage between the office and the community.

**2) PRINCIPAL WARD ADMINISTRATOR, JOB GROUP ‘CPSB 06’ (N), THREE
(3) POSTS**

- i. Mui Ward;
- ii. Kithumula/Kwa Mutonga Ward; and
- iii. Kyangwithya West Ward.

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Served in the grade of Chief Administration Officer/Chief Ward Administrator for minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social **PLUS** a Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution;

OR

- Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Sciences **PLUS** a Supervisory Management course or equivalent qualification from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and

- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Overseeing effective service delivering in the area of jurisdiction;
- ii. Developing programmes and projects to empower the community;
- iii. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- iv. Facilitating inter-governmental relations and conflicts resolutions;
- v. Overseeing safe custody of county government assets in the area of jurisdiction;
- vi. Coordinating and liaising with other directorates and departments in the area of jurisdiction;
- vii. Ensuring compliance with legal, statutory and regulatory requirements;
- viii. Ensuring compliance with national values and principles of good governance;
- ix. Coordinating citizen participation in governance in the area of jurisdiction;
- x. Enhancing administrative capacity for effective functions and governance at the local level;
- xi. Identifying development project;
- xii. Disseminating information to the Public; and
- xiii. Providing linkages between the office and the community.

3) VILLAGE ADMINISTRATOR III, JOB GROUP ‘CPSB 11’ (H), ELEVEN (11) POSTS

- i. Kaivirya/Ngongoni Village;
- ii. Maseki Village;
- iii. Kasaini Village;
- iv. Mbusyani Village;
- v. Ndetani Village;
- vi. Kandae Village;
- vii. Mutune Village;
- viii. Kathuma Village;
- ix. Kathungu Village;
- x. Kitoo Village; and
- xi. Kauma Village.

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 × 1,300 – 34,000 × 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirement for Appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution; and

- iii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

Reporting to the Ward Administrator, the Village Administrator will be responsible for;

- i. Coordinating, managing and supervising the general administrative functions in the village unit;
- ii. Generating proposals to assist in developing policies and plans;
- iii. Ensuring effective service delivery;
- iv. Coordinating development activities to empower the community;
- v. Providing and maintaining infrastructure and facilities of public service
- vi. Facilitating and coordinating citizen participation in the development of policies and service delivery;
- vii. Providing input in organizing public participation awareness at the local level; and
- viii. Performing any other duty as may be assigned from time to time.

2. COUNTY MINISTRY OF FINANCE, ECONOMIC PLANNING AND REVENUE MANAGEMENT

A. DEPARTMENT OF FINANCE, REVENUE MANAGEMENT AND ACCOUNTING

1) DIRECTOR – REVENUE MANAGEMENT, JOB GROUP ‘CPSB 03’ (R), ONE (1) POST

Salary Scale: Ksh. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

Terms of Service: Contract

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Deputy Director, Revenue Management, or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- iii. Bachelor’s Degree in any of the following disciplines:- Accounting, Finance, Business Administration, Commerce, Economics, Statistics or their equivalent from a recognized institution;
- iv. Master’s Degree in any of the following disciplines:- Accounting, Finance, Business Administration, Commerce, Economics, Statistics or their equivalent from a recognized institution;
- v. Passed Part III of Certified Public Accountants (CPA) Examination, Association of Chartered Certified Accountants (ACCA) or Institute of Chartered Financial Analysts (ICFA) or its recognized equivalent;
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK), Association of Chartered Certified Accountants (ACCA) or Institute of Chartered Financial Analysts (ICFA) or any other relevant professional body and in good standing;

- vii. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- viii. Have at least ten (10) years of post-qualification experience, three (3) of which must be in a senior management position in a busy commercial or public financial accounting and treasury environment.

Duties and Responsibilities

- i. Planning, formulating strategies and identifying sources of revenue;
- ii. Design effective, efficient and secure revenue management systems of collecting revenue, managing data and providing reports;
- iii. Monitoring data management of revenue management in both RMS and IFMIS;
- iv. Providing advisory services to the Departmental Chief Officer and other Heads of Divisions on all revenue matters in the County;
- v. Formulate revenue raising measures;
- vi. Developing and implementing plans to operationalize County revenue to enhance efficient revenue collection and growth;
- vii. Supervision, training, development and placement of staff in the Division according to their skills and capabilities to ensure efficient use of the human capital;
- viii. Oversight and monitoring of performance management systems in the Department;
- ix. Overseeing the revenue inspectorate unit to minimize fraudulent activities;
- x. Providing a link between the County, Commission on Revenue Allocation, National Treasury, Controller of Budget and other stakeholders on matters related to revenue reporting;
- xi. Setting up and projecting regular revenue trends for planning and decision making in the County;
- xii. Management, coordination and implementation of County Government revenue related plans and policies;
- xiii. Ensure all revenue from devolved functions is banked in the County revenue collection account and reported accordingly;
- xiv. The day to day running of the Revenue Mobilization Division;
- xv. Implementing County policies and regulations for revenue;
- xvi. Prepare and submit regular revenue reports to the County Assembly, Controller of Budget, National Treasury, Office of the Auditor General, and the Commission on Revenue Allocation as required by the Public Finance Management Act, 2012;

- xvii. Prepare and submit to the County Assembly a report on all persons granted waivers by the County Executive Committee Member for Finance, the respective amounts and the reasons thereof;
- xviii. Developing guidelines for County revenue staffing level and training to ensure technical competences;
- xix. Carrying out regular performance appraisals for staff in the Division and advise the departmental Human Resource Committee on appropriate actions as a result of the appraisals;
- xx. Overseeing the implementation of Revenue Management System for compliance;
- xxi. Ensuring compliance of revenue legislations;
- xxii. Maintain revenue data management in both IFMIS and RMS;
- xxiii. Reviewing the applications of RMS and recommend changes and improvements;
- xxiv. Maintain an up to date tax payer register; and
- xxv. Any other duties as may be assigned by a competent authority.

**2) SENIOR ASSISTANT ACCOUNTANT GENERAL, JOB GROUP ‘CPSB 04’ (Q),
TWO (2) POSTS**

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Assistant Accountant General, Job Group ‘P’ or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- iii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Bachelor’s degree in Commerce (Accounting or Finance option) from a recognized institution;
- v. Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- vii. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit;
- ii. Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- iii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures;
- iv. Provision of quality and timely accounting services in the accounting unit including maintenance of accurate accounting records and preparation of management and statutory financial reports;
- v. Participating in advising in all Ministerial committees especially tender, planning, audit, training etc;
- vi. Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories;
- vii. Authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate;
- viii. Ensuring all statutory reports are prepared as per the required law;
- ix. Attending Public Accounts Committee hearings;
- x. Safeguarding Government assets and records in the Accounting Unit; and
- xi. Supervision, training, development and deployment of Accounts staff.

3) ASSISTANT ACCOUNTANT GENERAL JOB GROUP ‘CPSB 05’ (P), TWO (2) POSTS

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Principal Accountant, Job Group ‘N’ or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- iii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Bachelor’s degree in Commerce (Accounting or Finance option) from a recognized institution;

- v. Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB); and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in the Ministry;
- ii. Preparation of management and statutory reports including final accounts;
- iii. Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- iv. Overseeing the processing of funding arrangements to districts in the ministry and ensuring compliance with Treasury regulations and procedures;
- v. Authorization of payments and signing of cheques subject to set limits;
- vi. Supervision, training, development and deployment of accounts staff in the accounting unit;
- vii. Handling disciplinary matters for the head of accounting unit; and
- viii. Any other relevant duties assigned by the head of accounting unit.

4) ACCOUNTANT II, JOB GROUP 'CPSB 10' (J), THREE (3) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

Duties and Responsibilities

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.; and

- ii. Responsible for safe custody of records and assets under him /her.

**5) SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP ‘CPSB 10’ (J),
THREE (3) POSTS**

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Be a Kenyan Citizen; and
- ii. Bachelor’s Degree in any of the following:- Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution.

Duties and Responsibilities

- i. Warehousing;
- ii. Distribution Management;
- iii. Fleet Management;
- iv. Disposal of stores and equipment;
- v. Procurement;
- vi. Market surveys and research; and
- vii. Inventory and stock control in accordance with the laid down regulations and procedures.

**6) SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP ‘CPSB 11’ (H),
TWO (2) POSTS**

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) with a minimum of C- (Minus) in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution; and
- iii. A Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Issuing and receiving stores;
- ii. Assisting in stock taking, reconciliation, preparation and maintenance of stores records.

7) CLERICAL OFFICER II, JOB GROUP ‘CPSB 13’ (F), NINE (9) POSTS

Salary Scale: Ksh. 19,220 x 680 – 19,900 x 700 – 20,600 x 780 – 21,380 x 800 – 22,180 x 950 – 23,130 p.m.

Terms of Service: Permanent & Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification; and
- iii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Collecting statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, filing and dispatching correspondence;
- v. Preparing Pay Change Advices (PCAs);
- vi. Preparing initial documents for issuance of stores;
- vii. Photocopying and scanning documents;
- viii. Indexing of documents and records;
- ix. Checking general office cleaning; and
- x. Keeping safe custody of equipment, documents and records.

8) SENIOR SUPPORT STAFF, JOB GROUP ‘CPSB 15’ (D), FOUR (4) POSTS

Salary Scale: Ksh. 16,870 x 550 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or equivalent qualification from a recognized institution; and
- iii. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Ensuring general office cleanliness;
- ii. Collecting and dispatching mails;
- iii. Preparing and serving beverages;
- iv. Operating basic office equipment; and
- v. Ensuring safe custody of the office facilities.

B. DEPARTMENT OF ECONOMIC PLANNING AND BUDGETING

2) DIRECTOR, MONITORING AND EVALUATION, JOB GROUP ‘CPSB 03’ (R), ONE (1) POST

Salary Scale: Ksh. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

Terms of Service: Contract

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Bachelor’s Degree in Economics, Statistics, Mathematics, Actuarial Science, or any Social Science with a Diploma/Training in Monitoring and Evaluation or its equivalent from a recognized institution;
- iii. Master’s Degree in Economics, Business Administration, Project Planning & Management or any other related field from a recognized institution;
- iv. Knowledge and relevant work experience of not less than ten (10) years and has at least six (6) years’ experience at management level;
- v. Senior Management Course of not less than four (4) weeks from a recognized institution;
- vi. Strategic Leadership Training Programme from a recognized government institution lasting not less than six (6) weeks;
- vii. Good Analytical skills and Organizational skill; and
- viii. Have demonstrated managerial, administrative and professional competence in work performance and results.

Duties and Responsibilities

- i. Coordinate county-level M&E programs, strategies, and policies in line with the County Integrated Development Plan (CIDP) and Annual Development Plans (ADPs);
- ii. Develop and implement M&E frameworks that align with national standards like the County Integrated Monitoring and Evaluation System (CIMES) and the Public Investment Management System (PIMS);
- iii. Advise the Chief Officer on planning, policy issues, and performance improvements based on M&E findings;
- iv. Coordinate the operationalization and implementation of County Integrated Monitoring and Evaluation System (CIMES) as well as e-CIMES;
- v. Maintain a database/stock-taking of all programs and projects undertaken by various sectors and funded by the County Government and other development agencies;

- vi. Develop M&E and performance Monitoring and Evaluation plans and tools;
- vii. Coordinate County M&E function including designing, conducting and analysing county qualitative and quantitative research;
- viii. Oversee data collection and analysis to monitor progress on county projects and service delivery;
- ix. Prepare quarterly, biannual, and annual reports for internal and public dissemination;
- x. Coordinate the annual preparation and updating of county statistical Abstract;
- xi. Coordinate with departmental heads to ensure integration of M&E across sectors;
- xii. Engage with citizens and civil society to promote transparency and feedback loops;
- xiii. Represent the county in intergovernmental forums on performance management and evaluation;
- xiv. Appraise staff performance and set accountability targets for the M&E directorate; and
- xv. Support budgeting and work plan development for M&E activities.

3. COUNTY MINISTRY OF CULTURE, GENDER, YOUTH, ICT, SPORTS AND SOCIAL SERVICES

A. DEPARTMENT OF YOUTH, SPORTS AND ICT

1) CHIEF YOUTH DEVELOPMENT OFFICER, JOB GROUP ‘M’ ONE (1) POST

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Senior Youth Development Officer for a minimum period of three (3) years;
- iii. Bachelor’s degree in Social Sciences from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating implementation of youth programmes and projects;
- ii. Sensitizing youth on health, employment youth empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation/leisure and community service;
- iii. Liaising with stakeholders to undertake surveys and disseminate information on absorption of youth into employment, entrepreneurship, internship, volunteerism, environmental conservation, leisure, recreation and community service;

- iv. Participating in the establishment of youth empowerment centres; and
- v. Coordinating and monitoring the preparation of annual work plans and reports on youth activities.

2) SENIOR YOUTH DEVELOPMENT OFFICER, JOB GROUP ‘CPSB 08’ (L), TWO (2) POSTS

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Youth Development Officer 1 for a minimum period of three (3) years;
- iii. Bachelor’s degree in Social Sciences from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating implementation of youth programmes and projects;
- ii. Sensitizing youth on health, employment youth empowerment and participation, enterprise development, gender mainstreaming, drug abuse, crime, special needs, recreation/leisure and community services;
- iii. Liaising with stakeholders to undertake surveys and disseminate information on youth development issues concerning youth employment and participation, health, crime, drugs, entrepreneurship, internship and volunteerism, environmental conservation, leisure, recreation and community service;
- iv. Participating in the establishment of youth empowerment centres; and
- v. Coordinating and monitoring the preparation of annual work plans and reports on youth activities.

3) CHIEF SPORTS OFFICER, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Senior Sports Officer for a minimum period of three (3) years;
- iii. Bachelor's degree in any of the following discipline: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

OR

- Bachelor's degree in Social Sciences with a Post-Graduate Diploma in Sports Administration and Management equivalent qualification from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
 - v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Participating in articulating sports policy initiatives, programmes and activities;
- ii. Liaising with sub-branches of Sports Federations, clubs and teams in conducting clinics on the set sports standards;
- iii. Preparing and organizing teams for matches and championships;
- iv. Coordinating coaching of teams, clubs, coaches, trainers, and sports administrators
- v. Identifying and developing sports talent;
- vi. Officiating in sports competitions;
- vii. Sensitizing teams and clubs on cross cutting issues such as HIV/AIDS;
- viii. Coordinating maintenance of inventory of sports tools, equipment and facilities;
- ix. Addressing staff welfare matters;
- x. Participating in preparation of budget, work plans and sports highlights; and
- xi. Monitoring and evaluating sports programmes and activities.

4) SENIOR SPORTS OFFICER, JOB GROUP 'CPSB 08' (L), ONE (1) POST

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Sports Officer for a minimum period of three (3) years;

- iii. Bachelor's degree in any of the following discipline: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

OR

Bachelor's degree in Social Sciences with a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution;

- iv. Certificate in Computer Applications from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Identifying and developing sports talent;
- ii. Preparing teams for sports competitions;
- iii. Advising on use and development of local sports facilities and equipment;
- iv. Liaising with Sports Federations in organizing and officiating sports competitions;
- v. Preparing reports on sports programmes;
- vi. Coordinate training for coaches, referees, trainers, umpires, team managers, team doctors and federation officials; and
- vii. Coordinate maintenance of inventory of sports tools, equipment and facilities.

5) SPORTS OFFICER, JOB GROUP 'CPSB 09' (K), TWO (2) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Bachelor's degree in any of the following discipline: Physical Education, Sports Science, Leisure and Recreation Management or any other relevant and equivalent qualification from a recognized institution;

OR

Bachelor's degree in Social Sciences with a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years from a recognized institution; and

- iii. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Developing and promoting sports activities;
- ii. Identifying sports talents;
- iii. Mobilizing and sensitizing local community to participate in sports;
- iv. Organizing matches;
- v. Liaising with volunteers to support sports programmes; and
- vi. Collecting data and preparing reports on sports functions and competitions.

6) INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP 'CPSB 11' (H), TWO (2) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education mean grade C plain with at least a C- (Minus) in Mathematics and English/Kiswahili or its approved equivalent; and
- iii. Diploma in any of the following fields: Computer Science, Electrical/Electronics Engineering or its equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Assisting in the implementation of the computer systems;
- iii. Providing user support and training of users;
- iv. Repairs and maintenance of ICT equipment and associated peripherals;
- v. Monitoring the performance of ICT equipment; and
- vi. Reporting any faults for further action

B. DEPARTMENT OF CULTURE, GENDER AND SOCIAL SERVICES**1) DEPUTY DIRECTOR, COMMUNITY DEVELOPMENT, JOB GROUP 'CPSB 04' (Q), ONE (1) POST**

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Assistant Director, Community Development, for a minimum period of three (3) years;
- iii. Bachelor's degree in Community Development, Sociology, Public Administration or related field from a recognized institution;
- iv. Master's degree in Community Development, Sociology, Public Administration, or related field from a recognized institution; and
- v. Proven leadership and program management skills.

Duties and Responsibilities

- i. Provide strategic leadership and oversight of all community development programs;
- ii. Formulate policies and guidelines to support community empowerment;
- iii. Supervise subordinate officers and ensure effective program delivery;
- iv. Mobilize resources and foster partnerships with development stakeholders;
- v. Monitor implementation of social development projects and assess impact; and
- vi. Prepare departmental work plans, budgets, and performance reports.

2) CURATOR I, JOB GROUP 'CPSB 09' (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent

Requirements for Appointment

- i. Be a Citizen of Kenya;
- i. Bachelor's degree in Museum Studies, Anthropology, History, or a related field from a recognized institution;
- ii. Experience in heritage management and artifact preservation; and
- iii. Strong organizational and research skills.

Duties and Responsibilities:

- i. Oversee the preservation, cataloguing, and exhibition of cultural artifacts;
- ii. Coordinate research and documentation of local cultural heritage;
- iii. Design and manage public education programs and cultural exhibitions;
- iv. Ensure proper storage, security, and conservation of museum items;

- v. Develop partnerships with heritage institutions and stakeholders; and
- vi. Manage daily operations of the South Eastern Heritage Centre.

**3) COMMUNITY DEVELOPMENT OFFICER II, JOB GROUP ‘CPSB 10’ (J),
FOUR (4) POSTS**

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this position, a candidate must:

- i. Be a Citizen of Kenya;
- ii. Bachelor’s degree in Social Work, Community Development, or related field from a recognized institution;
- iii. Certificate in Computer Applications from a recognized institution; and
- iv. Strong interpersonal and communication skills.

Duties and Responsibilities

- i. Mobilize and organize community groups for participation in development programs;
- ii. Facilitate implementation of social and economic empowerment projects;
- iii. Collect data and compile community development reports;
- iv. Support training and capacity-building initiatives targeting local communities;
- v. Monitor and evaluate progress of grassroots social development programs; and
- vi. Liaise with stakeholders and NGOs for coordinated community outreach.

4. COUNTY MINISTRY OF WATER AND IRRIGATION

A. DEPARTMENT OF WATER

**1) ASSISTANT ENGINEER I (WATER & SEWERAGE), JOB GROUP ‘CPSB 08’
(L), TWO (2) POSTS**

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this position, a candidate must:

- i. Be a Citizen of Kenya;
- ii. Have served in the grade of Assistant Engineer II (Water and Sewerage) for a minimum period of three (3) years;
- iii. Have a Bachelor’s Degree in Civil Engineering from recognized Institution;

- iv. Be registered by the Engineers Board of Kenya as a Graduate Engineer;
- v. Have a certificate in computer applications from a recognized institution; and
- vi. Have demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

- i. Carrying out feasibility studies;
- ii. Planning and designing water supply and sewerage infrastructures;
- iii. Carrying out research activities in various aspects of water, sewerage and hydraulic systems; and
- iv. Ensuring professional standards and undertaking quality control during construction of water supply and sewerage infrastructure.

2) ASSISTANT GEOLOGIST (WATER), JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this position, a candidate must:

- i. Be a Citizen of Kenya; and
- ii. Bachelor’s Degree in any of the following disciplines:- Geology, Engineering Geology, Geophysics, Geochemistry or equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. The officer will be involved in hydrogeological, geophysical, geotechnical, borehole drilling and groundwater development programmes under close supervision of an experienced officer; and
- ii. Carrying out detailed hydrogeological, geophysical, hydro geochemical, geotechnical and borehole drilling projects.

3) ASSISTANT ENGINEER II (WATER & SEWERAGE), JOB GROUP ‘CPSB 09’ (K), THREE (3) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this position, a candidate must:

- i. Be a Citizen of Kenya;
- ii. Have a Bachelor’s Degree in Civil Engineering from recognized Institution;
- iii. Be registered by the Engineers Board of Kenya as a Graduate Engineer; and

- iv. Have a certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Carrying out feasibility studies;
- ii. Planning and designing water supply and sewerage infrastructures; and
- iii. Carrying out research activities in various aspects of water, sewerage and hydraulic systems.

B. DEPARTMENT OF IRRIGATION

6) DEPUTY DIRECTOR OF IRRIGATION, JOB GROUP ‘CPSB 04’ (Q), ONE (1) POST

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Superintending Engineer (Irrigation) or in Irrigation sector for a minimum period of three (3) years;
- iii. Bachelor’s Degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil and Water Engineering, Soil, Water and Environmental Engineering, Environmental and Bio-systems Engineering from a recognized institution;
- iv. Master’s Degree in any of the following disciplines: - Irrigation Engineering, Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resources Engineering or its equivalent qualification from a recognized institution will be an added advantage;
- v. Registration by the Engineers Board of Kenya (EBK) as an Engineer;
- vi. Have current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- vii. Be a member of the Institution of Engineers of Kenya (IEK);
- viii. Have a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- ix. Certificate in computer application skills; and

- x. Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of irrigation development programmes and projects.

Duties and Responsibilities

Specific duties and responsibilities at this level entail: -

- i. Coordinating domestication and implementation of national policies, strategies and frameworks on irrigation at the county level;
- ii. Coordinating implementation and review of county specific policies, strategies, guidelines and frameworks in line with national policies on irrigation;
- iii. Coordinating identification and mapping of areas ideal for irrigation schemes in collaboration with national government;
- iv. Coordinating development, implementation, monitoring and review of county irrigation development programmes and projects including water harvesting and storage for irrigation;
- v. Mainstreaming adaptation and mitigation to climate change in irrigation development and management;
- vi. Facilitating provision of technical support services such as feasibility studies and designs;
- vii. Coordinating design of irrigation schemes, preparation of tender documents and supervision of construction of irrigation and drainage infrastructure
- viii. Approving irrigation scheme designs;
- ix. Coordinating negotiation for wayleaves for irrigation water conveyance in collaboration with other stakeholders;
- x. Coordinating development and review of operation and maintenance manuals for the different irrigation systems for small scale irrigation schemes and county public or strategic irrigation schemes;
- xi. Coordinating development of programmes, materials and tools for provision of capacity building to farmers, and farmer organizations;
- xii. Coordinating mainstreaming of irrigation related statutory obligations such as those that relate to the environment, water and health in the development and management of small scale irrigation schemes and county public or strategic irrigation schemes;
- xiii. Monitoring performance of enlisted irrigation service providers and preparing reports;
- xiv. Coordinating monitoring of irrigation schemes and projects for compliance;
- xv. Overseeing the assessment of status of irrigation sector development and management in the county and provide technical briefs;

- xvi. Coordinating development, implementation and review of the Unit's strategic plan;
- xvii. Ensuring development, implementation and review of annual work plans and budgets;
- xviii. Coordinating Irrigation Unit performance contracts;
- xix. Managing and developing irrigation staff; and
- xx. Any other duty as maybe assigned by the Director of Irrigation.

7) CHIEF SUPERINTENDING ENGINEER (IRRIGATION), JOB GROUP 'CPSB 05' (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Be a citizen of Kenya;
- ii. Served in the grade of Senior Superintending Engineer (Irrigation) for a minimum period of three (3) years;
- iii. Bachelor's Degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil and Water Engineering, Soil, Water and Environmental Engineering, Environmental and Bio-systems Engineering, or its equivalent qualification from a recognized institution;
- iv. Master's Degree in any of the following disciplines: - Irrigation Engineering, Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resources Engineering or its equivalent qualification from a recognized institution will be an added advantage;
- v. Be registered by the Engineers Board of Kenya as an Engineer;
- vi. Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Be a member of the Institute of Engineers of Kenya (IEK);
- viii. Certificate in computer application skills; and
- ix. Have demonstrated general administrative capability required for direction, control and coordination of irrigation engineering development programmes and projects.

Duties and Responsibilities

- i. Implementing and reviewing county specific policies, strategies, guidelines and frameworks in line with national policies on irrigation;
- ii. Approving irrigation scheme designs;
- iii. Supervising preparations of irrigation tender documents;
- iv. Coordinating development of training programmes, materials and tools on irrigation development technologies and environmental management;
- v. Coordinating socio-economic and environmental impact assessment studies on irrigation development projects and preparation of assessment reports in collaboration with other stakeholders;
- vi. Identifying and undertaking research on trends and emerging issues on irrigation technologies and innovations in collaboration with other stakeholders;
- vii. Coordinating development and maintenance of irrigation management information systems;
- viii. Carrying out monitoring and evaluation of programmes and projects;
- ix. Monitoring and reviewing socio-economic and environmental impact assessments on irrigation development projects in collaboration with other stakeholders;
- x. Coordinating the verification of applications for eligibility for licensing irrigation schemes;
- xi. Coordinating monitoring of irrigation schemes and projects for compliance to licensing conditions;
- xii. Preparing irrigation development reports;
- xiii. Developing strategic/work plans and budgets;
- xiv. Training and developing staff working under the officer; and
- xv. Any other duties as may be assigned by the Deputy Director.

8) ASSISTANT ENGINEER II (IRRIGATION), JOB GROUP ‘CPSB 09’ (K), FOUR (4) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade a candidate must have: -

- i. Be a Citizen of Kenya;
- ii. Bachelor’s Degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil and Water Engineering, Soil, Water and

Environmental Engineering, Environmental and Bio-systems Engineering, or any other equivalent qualification from a recognized institution;

- iii. Registered graduate Engineer by Engineers Board of Kenya as a Graduate Engineer; and
- iv. Certificate in computer application skills.

Duties and Responsibilities

- i. Identifying irrigation schemes for development;
- ii. Collecting and compiling data for irrigation scheme planning;
- iii. Undertaking preliminary investigations and feasibility studies for irrigation scheme development;
- iv. Carrying out designs for irrigation and water harvesting structures;
- v. Supervision of construction of irrigation and water harvesting structures;
- vi. Mobilizing farmers for participatory irrigation development;
- vii. Setting up of demonstration plots;
- viii. Implementing irrigation action plans; and
- ix. Carrying out repairs and maintenance of irrigation infrastructure.

9) WATER MANAGEMENT OFFICER I, JOB GROUP ‘CPSB 09’ (K), TWO (2) POSTS

Requirements for Appointment

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

- i. Be a Citizen of Kenya;
- ii. Bachelor’s degree in any of the following disciplines: - Agriculture, Horticulture, Agronomy, Agricultural Economics, Agricultural Education and Extension, Agricultural Resource Management, Dryland Agriculture, Soil Environment and Land Use Management or any other equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills.

Duties and Responsibilities

- i. Mobilizing farmers for irrigation scheme development;
- ii. Updating the irrigation water users’ associations’ inventory;
- iii. Collecting and compiling data for irrigation planning;
- iv. Identifying and compiling inventory on relevant stakeholders in irrigation scheme development and management;
- v. Setting up demonstrations of on-farm irrigation technologies;
- vi. Preparing training materials;

- vii. Training of irrigation farmers, farmer organizations and irrigation water users' associations; and
- viii. Disseminating information on irrigation scheme management, supply and optimum use of water and management of irrigated enterprises at scheme level.

10) PRINCIPAL DRIVER, JOB GROUP 'CPSB 10' (J), THREE (3) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Chief Driver, Job Group 'H' for a minimum of three (3) years;
- iii. Passed Occupational Trade Test I for Drivers;
- iv. A Valid driving license free from any current endorsements (s) for class(es) of vehicle(s) the officer is required to drive;
- v. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- vi. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vii. A valid certificate of Good Conduct from the Kenya Police;
- viii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- ix. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and break systems, etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;

- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

11) CLEANING SUPERVISOR IIB/SUPPORT STAFF SUPERVISOR, JOB GROUP

‘CPSB 14’ (E), ONE (1) POST

Salary Scale: Ksh. 18,000 x 580 – 18,580 x 640 – 19,220 x 680 – 19,800 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills;
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Supervising other staff under the officer;
- ii. Assigning work to other support staff personnel;
- iii. Developing duty roaster; and
- iv. Supervising cleanliness of offices and office environment.

5. OFFICE OF THE DEPUTY GOVERNOR

A. DEPARTMENT OF TOURISM, HOSPITALITY AND GAME RESERVES

1) CURATOR I, JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. a Bachelor’s degree in Wildlife Management, Environmental Science, Ranch Management, and other related fields from a recognized institution; and
- iii. Experience in wildlife conservation with a reputable institution will be an added advantage.

Duties and Responsibilities

- i. Overseeing Physical maintenance of the park;
- ii. Supervise staff under him/her;
- iii. Ensure conservation/preservation/management of animals on exhibition;
- iv. Ensuring the welfare of the captive animals and associated facilities/infrastructure including visitor management;
- v. Researching, compiling and preparing written information about catalogues;
- vi. Presenting/displaying reptile and related artistic collections; and
- vii. Collaborating with other similar institutions.

2) CURATOR II, JOB GROUP ‘CPSB 10’ (J), ONE (1) POST

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. a Bachelor’s degree in Wildlife Management, Environmental Science, Ranch Management and other related fields from a recognized institution; and
- iii. Knowledge on handling reptiles.

Duties and Responsibilities

- i. Proper management of the park cleanliness and welfare of the captive animals;
- ii. Ensuring that visitors do not tamper with objects and exhibits;
- iii. Maintain internal security of exhibits;
- iv. Receive and assist visitors in the park; and
- v. Maintain good public relations.

3) CURATORIAL ASSISTANT III, JOB GROUP ‘CPSB 11’ (H), ONE (1) POST

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. a Diploma in Wildlife Management, Environmental Science, Ranch Management, Tourism and other related fields from a recognized institution; and
- iii. Knowledge on handling of various species of reptiles.

Duties and Responsibilities

- i. Implement animal welfare and care issues;
- ii. Provide broad enrichment regimes including physical and food enrichment;
- iii. Maintain sanitation, clean animal facilities and provide food and water;
- iv. Carry out regular observation on ill or distressed animals;
- v. Control lights and humidity in animal facilities;
- vi. Train, relocate and transfer animals when need arises;
- vii. Be able to train/guide others and students about animals;
- viii. Adhere/follow an established manual or standard operating procedure;
- ix. Carry out routine health checks as per the established SOP and with the guidance of a supervisor;
- x. Rescue endangered reptile species; and
- xi. Maintaining records and catalogues.

B. DEPARTMENT OF PERFORMANCE CONTRACTING, DISASTER AND EMERGENCY SERVICES

1) CHIEF SUPERINTENDING FIRE OFFICER, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a citizen of Kenya;
- ii. Served in the grade of Senior Superintending Fire Officer or a comparable and relevant position in the Public Service for at least three (3) years;
- iii. Bachelor’s Degree in any of the following disciplines: Electrical/ Mechanical/Chemical/ Mechatronics Engineering or its equivalent qualification from a recognized institution;
- iv. Be registered by the Engineers Registration Board of Kenya;
- v. Current Valid Annual Practicing Licence from the Engineers’ Registration Board of Kenya;
- vi. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vii. Attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized Institution;
- viii. Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- ix. Attended a Strategic Leadership Course lasting not less than six (6) weeks from a recognized institution;
- x. A valid First Aid Certificate from St. John’s Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution; and
- xi. Demonstrated general administrative ability required for direction, control and implementation of fire services programmes.

Duties and Responsibilities

- i. Coordination of Designs of Fire Services/Systems in Government Buildings and Construction Works;
- ii. Enforcement of fire safety standards;
- iii. Coordination of public sensitization, training and awareness programmes;
- iv. Overseeing fire investigations;
- v. Inspection and Certification of Public Buildings for fire safety compliance;

- vi. Advice on provision of adequate means of escape, firefighting, fire alarm, fire detection systems and other general fire precautions;
- vii. Planning and budgeting for resources for disaster management;
- viii. Monitoring the compliance of fire safety standards and identification of training needs and making recommendations; and
- ix. Supervision of staff working under him/her.

2) SUPERINTENDENT (FIRE SERVICES), JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a citizen of Kenya;
- ii. Served in the grade of Senior Inspector (Fire Services) or in a comparable and relevant position in the public service for at least three (3) years;
- iii. Diploma in Mechanical/Electrical/Chemical Engineering or equivalent and relevant qualification from a recognized institution;
- iv. 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; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific Duties will involve:

- i. Ensuring compliance with fire safety standards;
- ii. Preparation of estimates related to fire installations;
- iii. Inspection of buildings to assess fire hazards and risks;
- iv. Supervision of installation, repair and maintenance of fire equipment in public buildings, hospitals, conference centres and institutions;
- v. Conducting fire investigations and compiling reports; and
- vi. Supervision of staff working under him/her.

3) INSPECTOR (FIRE SERVICES), JOB GROUP ‘CPSB 11’ (H), TWO (2) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a citizen of Kenya;
- ii. Diploma in Mechanical/Electrical/Chemical Engineering or equivalent and relevant qualification from a recognized institution; and
- 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.

Duties and Responsibilities

Specific Duties will involve:

- i. Inspection, repair and maintenance of fire installations in public buildings, hospitals and institutions.

4) FIREMAN II, JOB GROUP ‘CPSB 13’ (F), ONE (1) POST

Salary Scale: Ksh. 19,220 x 680 – 19,900 x 700 – 20,600 x 780 – 21,380 x 800 – 22,180 x 950 – 23,130 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Fireman III or a comparable grade in the public service for at least three (3) years;
- 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. Fireman II Certificate from a recognized Fire Service Training School/Institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Inspection and maintenance of firefighting appliances;
- ii. Assisting in rescue operations during emergency; and
- iii. Operating appliances and communication equipment.

6) MINISTRY OF ROADS, PUBLIC WORKS AND TRANSPORT

A. DEPARTMENT OF ROADS AND PUBLIC WORKS

1) CHIEF SUPERINTENDING ENGINEER (ROADS), JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A Bachelor’s degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Been Registered by the Engineers Registration Board of Kenya (ERB);
- iv. a current valid annual Practicing license from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vi. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- vii. Demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes including supervision of professional and technical staff; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Planning, controlling and coordinating of designs, construction supervision, repair and maintenance of roads;
- ii. Checking and recommending for approval of engineering consultants designs including evaluation, certifying and recommending fees submitted by consultants and contractors;
- iii. Co-ordination of improvements of roads services;
- iv. Supervision of Construction, rehabilitation and maintenance of classified and unclassified roads;
- v. Preparation of tender documents;
- vi. Monitoring the execution of roads development projects and supervision and training of engineers and technical staff; and
- vii. Any other duty assigned from time to time.

2) CHIEF SUPERINTENDING ARCHITECT, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Served in the grade of Senior Superintending Architect or in a comparable and relevant position in the Public Service for at least three (3) years;
- iii. Bachelor’s Degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- iv. Been registered by the Board of Registration of Architects and Quantity Surveyors;
- v. Corporate membership with the Architectural Association of Kenya (AAK);
- vi. attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
- vii. attended a Management Course lasting not less than four (4) weeks from recognized Institution;
- viii. attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- ix. Demonstrated general administrative ability required for direction, control and implementation of building programs.

Duties and Responsibilities

- i. Management and Coordination of work in the preparation of scheme designs and production drawings of Projects in the Annual Works Programme;
- ii. Controlling of activities on site;
- iii. Supervision of projects during construction and maintenance;
- iv. Monitoring of expenditure;
- v. Liaising with client Ministries/Departments on matters relating to design briefs and expenditure;
- vi. Manage and coordinate field surveys and user reaction investigations;
- vii. Analysis of data from field surveys and establishment of space standards and better architectural detailing;

- viii. Monitor and evaluate sketch/scheme designs done by consultants for necessary recommendations for approval;
- ix. Evaluation of consultants fees and make recommendations for payment;
- x. Assessment of training needs in the Units;
- xi. Design and supervision of construction and maintenance of public buildings, civil and other public works; and
- xii. Research activities, administration and supervision of all staff working under him/her.

3) ASSISTANT ARCHITECT, JOB GROUP ‘CPSB 08’ (L), ONE (1) POST

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A Bachelor’s Degree in Architecture or an equivalent and relevant qualification from a recognized institution; and
- iii. Graduate membership with the Architectural Association of Kenya.

Duties and Responsibilities

- i. Preparation of sketch/scheme designs and production drawings;
- ii. Interpretation of client’s requirements; and
- iii. Post contract administration.

4) ASSISTANT ENGINEER I (ROADS), JOB GROUP ‘CPSB 08’ (L), ONE (1) POST

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A Bachelor’s Degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Been registered by the Engineers Registration Board of Kenya as a Graduate Engineer; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Detailed design and supervision of construction;
- ii. Maintenance of classified and unclassified roads;

- iii. Design of small span drainage structures; and
- iv. Any other duty assigned from time to time.

5) ASSISTANT QUANTITY SURVEYOR I, JOB GROUP ‘CPSB 08’ (L), ONE (1) POST

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Assistant Quantity Surveyor II or comparable and relevant position in the Public Service for at least three (3) years;
- iii. A Bachelor’s Degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution;
- iv. Be a registered Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Preparation of cost estimates, bills of quantities, monthly valuations on site and site re-measurements; and
- ii. Preparation of variation orders and final accounts.

6) ASSISTANT QUANTITY SURVEYOR II, JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A Bachelor’s Degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution; and
- iii. Been registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya.

Duties and Responsibilities

- i. Preparation of cost estimates, bills of quantities, monthly valuations on site and site re-measurements; and
- ii. Preparation of variation orders.

7) ASSISTANT ENGINEER II (ELECTRICAL), JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

- i. Must be a Kenyan Citizen
- ii. Be in possession of a Bachelor’s degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution; and
- iii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer.

Duties and Responsibilities

- i. Design of Electrical/ electronic engineering services in government buildings and construction works; and
- ii. Repair and maintenance of electrical/ electronic installations in water works, offices, workshops, conference complexes and other government facilities.

8) ASSISTANT ENGINEER I (ELECTRICAL), JOB GROUP ‘CPSB 08’ (L), ONE (1) POST

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Be in possession of a Bachelor’s degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution;
- iii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Design of electrical/electronic engineering services in government buildings and construction works;
- ii. Repair and maintenance of electrical/electronic installations in water works, offices, workshops, conference complexes and other government facilities;
- iii. Undertaking projects;
- iv. Preparation of specifications for new equipment; and
- v. Processing of tenders for electrical/electronic installation work.

9) LAND SURVEY ASSISTANT II, JOB GROUP ‘CPSB 10’ (J), ONE (1) POST

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Land Survey Assistant III or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- iii. Diploma in Land Surveying from a recognized institution;
- iv. Certificate in Computer Applications; and
- v. Demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

- i. Carrying out angular and distance measurements and computation for small density topographical;
- ii. Site Engineering;
- iii. General Boundary; and
- iv. Photo control surveys.

10) LAND SURVEY ASSISTANT III, JOB GROUP ‘CPSB 11’ (H), ONE (1) POST

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in Land Surveying from a recognized institution; and
- iii. Certificate in Computer Applications.

Duties and Responsibilities

- i. Carrying out angular and distance measurements and computation for small density topographical;
- ii. Site Engineering;
- iii. General Boundary; and
- iv. Photo control surveys.

11. INSPECTOR [MECHANICAL (BS)], JOB GROUP ‘CPSB 11’ (H), ONE (1) POST

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 × 1,300 – 34,000 × 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Inspection, repair and maintenance of mechanical installations including power generating engines, firefighting equipment, refrigeration and air conditioning plants in public buildings, hospitals and institutions.

B. DEPARTMENT OF TRANSPORT AND BODABODA

1) ASSISTANT DIRECTOR, FLEET MANAGEMENT, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 × 3,220 – 93,420 × 4,520 – 97,940 × 4,920 – 102,860 × 5,070 – 107,930 × 5,300 – 113,230 × 5,560 – 118,790 × 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

- i. Be a Citizen of Kenya;
- ii. Have a Bachelor degree in any of the following disciplines: - Social Sciences, Economics, Public Administration; Business Management, Finance, Statistics, Entrepreneurship, Engineering or any other equivalent and relevant qualification from a recognized institution;
- iii. Have relevant knowledge and experience of not less than five (5) years in a related area within the Public Service, two (2) of which should be at supervisory or managerial level;

- iv. Have a certificate in computer application skills from a recognized institution; and
- v. Possession of a Master's degree in the relevant discipline will be an added advantage.

Duties and Responsibilities

- i. Develop and implement strategies, policies and programmes for effectively and efficiently managing county fleet;
- ii. Provide guidance for the proper use and safe operations of motor vehicles and plant;
- iii. Establish and maintain fleet management records for utilization of all motor vehicles and plant; prepare annual fleet operating budget, strategic and operational plans;
- iv. Designate and review vehicle and plant assignments in consultation with relevant departmental accounting officers;
- v. Ensure accurate maintenance of work tickets;
- vi. Ensure overall cleanliness of vehicles and plant;
- vii. Establish and implement maintenance schedules for vehicles and plant;
- viii. Ensure that all vehicles and plant are insured;
- ix. Initiate and implement fleet administration operating standards;
- x. Initiating and directing fleet risk management training on safety and accident prevention programmes for drivers and plant operators; and
- xi. Effective and efficient management of drivers and plant operators and ensuring that fleet and logistic procedures are implemented and adhered to.

2) ASSISTANT ENGINEER II [MECHANICAL (BS)], JOB GROUP 'CPSB 09' (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Be in possession of a Bachelor's Degree in Mechanical Engineering or equivalent and relevant qualification from a recognized institution; and
- iii. Be Registered by Engineers Registration Board of Kenya as a Graduate Engineer.

Duties and Responsibilities

- i. Design of mechanical services in government buildings and construction works; and
- ii. Repair and maintenance of mechanical installations in waterworks, offices, workshops, conference complexes and other government facilities.

3) TRANSPORT ASSISTANT IV, JOB GROUP ‘CPSB 12’ (G), ONE (1) POST

Salary Scale: Ksh. 23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Have a Certificate in any of the following disciplines: - Social Sciences, Economics, Public Administration; Business Management, Finance, Statistics, Entrepreneurship, Engineering or any other equivalent and relevant qualification from a recognized institution; and
- iii. Have a certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Assist in Providing guidance for the proper use and safe operations of motor vehicles and plant;
- ii. Establish and maintain fleet management records for utilization of all motor vehicles and plant;
- iii. Ensure accurate maintenance of work tickets;
- iv. Ensure overall cleanliness of vehicles and plant;
- v. Establish and implement maintenance schedules for vehicles and plant;
- vi. Ensure that all vehicles and plant are insured;
- vii. Assist in implementing fleet administration operating standards; and
- viii. Assist in initiating and directing fleet risk management training on safety and accident prevention programmes for drivers and plant operators.

4) INSPECTOR (MECHANICAL - MVP), JOB GROUP ‘CPSB 11’ (H), ONE (1) POST

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A Diploma (Automotive) or other approved equivalent qualification from a recognized institution; and
- iii. A Valid Driving License.

Duties and Responsibilities

- i. The officer will be supervised by a senior officer in the repair and maintenance of motor vehicles and plant;
- ii. Inspection and test vehicles and equipment before and after repairs; and
- iii. Conduct proficiency test for drivers.

5) PLANT OPERATOR III, JOB GROUP ‘CPSB 15’ (D), ONE (1) POST

Salary Scale: Ksh. 16,870 x 550 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Have a Kenya Certificate of Secondary Education (KCSE) mean grade ‘D’ plain or equivalent qualification from a recognized institution;
- iii. Have passed a Suitability test for Plant Operators Grade III;
- iv. Possess a valid Practicing 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;
- vi. Attended a First Aid Certificate Course lasting not less than one week from St. John Ambulance or the Kenya Institute of highway and Building technology or any other recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Operating Machines of ‘difficult rating’ C;
- ii. Assisting machine attendants in identifying possible breakdowns;
- iii. Liaising with Mechanics for servicing;
- iv. Making daily and weekly oil checks; and
- v. Maintaining the cleanliness of the plants.

6) CHIEF DRIVER, JOB GROUP ‘CPSB 11’ (H), FOUR (4) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Be a Citizen of Kenya;

- ii. Served in the grade of Senior Driver for a minimum period of three (3) years;
- iii. Passed Occupational Trade Test I for drivers;
- iv. A valid driving licence free from any current endorsement (s) for class(es) of vehicle(s) the officer is required to drive;
- v. Defensive Driving Certificate from Automobile Association (AA) of Kenya or its equivalent from a recognized institution;
- vi. Attended a Refresher Course for drivers lasting not less than One (1) week within every three (3) years from Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vii. A valid certificate of Good Conduct from the Kenya Police;
- viii. Attended a First - Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- ix. Demonstrated outstanding professional competence and integrity in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring safety and security of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and/or goods therein; and
- vii. Maintaining cleanliness of the vehicle.

7) DRIVER III, JOB GROUP 'CPSB 15' (D), ONE (1) POST

Salary Scale: Ksh. 16,870 x 550 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education mean grade D plain or equivalent qualification from a recognized institution;
- iii. A valid Driving License free from any endorsement(s) for class(es) of vehicle(s) an officer is required to drive;

- iv. Attended a First Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- v. Passed Suitability test for Driver Grade III;
- vi. Passed Practical Test for Drivers conducted by the respective Ministry/Department;
- vii. Valid Certificate of Good Conduct from the Kenya Police; and
- viii. At least two (2) years driving experience.

Duties and Responsibilities

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, tyre pressure etc;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring safety and security of the vehicle on and off the road;
- vi. Safety of the passengers and/or goods therein; and
- vii. Maintaining cleanliness of the vehicle.

8) SENIOR SUPPORT STAFF, JOB GROUP 'CPSB 15' (D), ONE (1) POST

Salary Scale: Ksh. 16,870 x 550 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution; and
- iii. Certificate in Computer Applications from a recognized institution.

Duties and Responsibilities

- i. Ensuring general office cleanliness;
- ii. Collecting and dispatching mails;
- iii. Preparing and serving beverages;
- iv. Operating basic office equipment; and
- v. Ensuring safe custody of the office facilities.

7. MINISTRY OF AGRICULTURE AND LIVESTOCK

A. DEPARTMENT OF AGRICULTURE AND FISHERIES

1) AGRICULTURAL OFFICER, JOB GROUP ‘CPSB 09’ (K), SIX (6) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya; and
- ii. Be in possession of Bachelor of Science (B.Sc.) degree in any of the following fields; Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Coordinate activities in one of the following areas; Crop Production, Land Development, agricultural extension and Project management; and
- ii. Management of information desks within the division.

2) ASSISTANT AGRICULTURAL OFFICER III, JOB GROUP ‘CPSB 11’ (H), THIRTY-FOUR (34) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate for Secondary Education [KCSE] mean grade C or its equivalent; and
- iii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification.

Duties and Responsibilities

Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

3) ENGINEER II (AGRICULTURE), JOB GROUP ‘CPSB 09’ (K), TWO (2) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya; and
- ii. Be in possession of Bachelor’s Degree in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures or any other relevant and equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Implementation of programmes in soil and water conservation, mechanization extension and agro-processing.

4) INSPECTOR (AGRICULTURE), JOB GROUP ‘CPSB 11’ (H), FOUR (4) POSTS

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35, 380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya; and
- ii. Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures or any other relevant and equivalent qualification from a recognized institution.

Duties and Responsibilities

Specific duties will involve provision of agricultural engineering works, services and mechanization extension.

5) CHIEF PLANT OPERATOR, JOB GROUP ‘CPSB 11’ (H), FOUR (4) POSTS

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35, 380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Senior Plant Operator for a minimum period of three (3) years;
- iii. a valid driving license free from current endorsements for relevant class(es) of plants;
- iv. passed occupational trade test I for Plant Operators;

- v. Ability to operate two (2) plants of ‘difficult rating’ A and two (2) plants of ‘difficult rating’ B;
- vi. Attended a refresher course for plant operators lasting not less than one (1) week within a period of three (3) years at the Kenya Institute of highway and Building Technology (KIHBT) or any other recognized institution;
- vii. Attended a First Aid Certificate Course lasting not less than one week from St. John Ambulance or the Kenya Institute of highway and Building technology or any other recognized institution; and
- viii. Demonstrated outstanding professional competence and ability in work performance and results.

Duties and Responsibilities

- i. Operating heavy plants of ‘difficult rating’ A and B;
- ii. Keeping records of inventory of all plants in a project/unit;
- iii. Formulating and administering working techniques;
- iv. Assisting in costing and evaluating small roads and accesses;
- v. Preparing maintenance schedules for servicing of machines;
- vi. Organizing, managing and controlling operators and equipments on a given construction project and unit;
- vii. Carrying out filter and oil changes and simple adjustments not requiring special tools;
- viii. Assisting in training of plant operators; and
- ix. Assist in managing staff in implementing programmes approved by the maintenance unit.

6) FISHERIES OFFICER, JOB GROUP ‘CPSB 09’ (K), TWO (2) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have the following:

- i. Be a Citizen of Kenya; and
- ii. Bachelor 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

- iii. Certificate in Computer Application Skills from a recognized institution.

Duties and Responsibilities

- i. Receiving and compiling fisheries related statistical data from field officers;
- ii. Analysing fisheries data and preparing reports;
- iii. Assisting in monitoring, control and surveillance of the fisheries resources;
- iv. Undertaking fisheries extension activities;
- v. Maintaining of ponds at fish farms and hatcheries;
- vi. Inspecting fish and fish handling facilities at fish landing sites, markets and farms; and
- vii. Assisting in the promotion of fish marketing and value addition.

7) ASSISTANT FISHERIES OFFICER III, JOB GROUP ‘CPSB 11’ (H), TWO (2) POSTS

Salary Scale: Ksh. 26,900 × 1,110 – 28,010 × 1,120 – 29,130 × 1,150 – 30,280 × 1,170 – 31,450 × 1,250 – 32,700 × 1,300 – 34,000 × 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment in this grade, an officer must have:

- i. Be a Citizen of Kenya;
- ii. Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- iii. Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

- i. Assisting in delivering fish extension services including conducting field days and training fishers;
- ii. Collecting and compiling fisheries statistical data;
- iii. Participating in fish quality assurance activities and marketing; and
- iv. Value addition.

B. DEPARTMENT OF LIVESTOCK AND APICULTURE

1) VETERINARY OFFICER, JOB GROUP ‘CPSB 08’ (L), ONE (1) POST

Salary Scale: Ksh. 44,400 × 1,920 – 46,320 × 2,000 – 48,320 × 2,290 – 50,610 × 2,350 – 52,960 × 2,550 – 55,510 × 2,850 – 58,360 × 2,750 – 61,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a university recognized in Kenya;
- iii. Be registered by the Kenya Veterinary Board;
- iv. Have a certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii. Participating in the training of stakeholders in vector control programs;
- iii. Treating sick animals;
- iv. Advising on good veterinary practices;
- v. Collecting data and preparing reports on animal health, products and markets;
- vi. Providing advice on animal breeding and welfare; and
- vii. Undertaking post-mortem examination and other diagnostic tests.

2) LIVESTOCK PRODUCTION OFFICER, JOB GROUP ‘CPSB 09’ (K), EIGHT (8) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Bachelor’s degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and extension from a recognized institution; and
- iii. Certificate in computer proficiency and application.

Duties and Responsibilities

- i. Preparing livestock technical information;
- ii. Providing technical advice in animal production, livestock marketing, range management, apiculture and ranching;
- iii. Promoting economic livestock farming;
- iv. Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;

- v. Participating in collaborative research activities;
- vi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis and on-farm feed formulation;
- vii. 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
- viii. Capturing, maintaining and storing livestock data.

3) LEATHER DEVELOPMENT OFFICER, JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Bachelor’s Degree either in Leather Technology/Science/Manufacture or its equivalent from a recognized institution; and
- iii. Have a certificate in computer proficiency applications.

Duties and Responsibilities

- i. Promoting production of quality hides and skins;
- ii. Carrying out sensitization on standards on leather products;
- iii. Carrying out training needs assessment in leather value chain;
- iv. Identification/recruitment of MSMEs to be trained in production of leather and leather products;
- v. Leather sector data collection; and
- vi. Promotion of appropriate environmental management in the leather sector.

4) ASSISTANT LIVESTOCK PRODUCTION OFFICER III, JOB GROUP ‘CPSB 11’ (H), EIGHT (8) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirement for Appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in any of the following fields: - Animal Production, Dairy Science and Technology, Animal Science, Agribusiness, Animal Health and Production, Farm Management, Apiculture or Range/Natural Resource Management from a recognized institution; and
- iii. Certificate in computer application.

Duties and Responsibilities

- i. Carrying out practical demonstrations relating to livestock production;
- ii. Accompanying extension teams during 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, market access and planning;
- v. Participating in collaborative research activities;
- vi. Collecting livestock inputs and products samples for analysis; and
- vii. Advising farmers on group formation, construction of farm structures and equipments.

5) ANIMAL HEALTH ASSISTANT II, JOB GROUP ‘CPSB 12’ (G), TWENTY-FOUR (24) POSTS

Salary Scale: Ksh. 23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

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; and

- v. Undertaking closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming.

6) LEATHER DEVELOPMENT ASSISTANT IV, JOB GROUP ‘CPSB 12’ (G), TWO (2) POSTS

Salary Scale: Ksh. 23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a two-year Certificate in either Hides and Skins Improvement or Leather Technology from a recognized institution; and
- iii. Have a certificate in Computer applications from a recognized institution

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under guidance of a more experienced officer. Duties and responsibilities will involve;

- i. Demonstrating to traders and skins flayers on the appropriate methods of flaying;
- ii. Cleaning, curing and storage of hides and skins;
- iii. Ensuring that the hides and skins are delivered to the curing premises immediately after flaying; and
- iv. Collecting hides and skins data on production, grading and defects and issuing dispatch notes to facilitate movement of hides and skins as a disease control measure.

7) PRINCIPAL ADMINISTRATION OFFICER, JOB GROUP ‘CPSB 06’ (N), ONE (1) POST

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- i. Served in the grade of Chief Administration Officer for minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social PLUS a Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution;

OR

Diploma in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Sciences **PLUS** a Supervisory Management course or equivalent qualification from a recognized institution;

- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Initiating and implementing administrative policies, strategies, procedures and programmes;
- ii. Managing and supervising the general administrative functions;
- iii. Facilitating maintenance of infrastructure and facilities;
- iv. Overseeing transport management; and
- v. Demonstrated merit and ability as reflected in work performance and results.

8. COUNTY MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT

**1) DIRECTOR, LANDS AND PHYSICAL PLANNING, JOB GROUP ‘CPSB 03’ (R),
ONE (1) POST**

Salary Scale: Ksh. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

Terms of Service: Contract

Requirement for Appointment

For appointment to this grade, a candidate must:

- i. Be a citizen of Kenya;
- ii. Have a Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii. Have a Master's degree in Urban and Regional Planning, Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iv. Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- v. Be registered by the Physical Planners Registration Board;
- vi. Have a certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution;
- vii. Have a Certificate in computer application skills from a recognized institution; and

- viii. Demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to the Physical Planning function.

Duties and Responsibilities

- i. Advising the county government on physical and land use planning matters that impact the county;
- ii. Formulating county physical and land use planning policies, guidelines and standards;
- iii. Preparation of local physical and land use development plans;
- iv. Participating in the preparation of inter-county physical and land use development plans;
- v. Undertaking research on matters relating to physical and land use development planning at the county level;
- vi. Recommending to the county government the establishment of planning units as may be necessary;
- vii. Maintaining a land information system to guide physical and land use planning;
- viii. Communicating decisions of the county government development applications; and
- ix. Issuance of development permission and other development control instruments as provided for in the Physical and Land Use Planning Act with the approval of the county executive committee member.

2) PHYSICAL PLANNER, JOB GROUP ‘CPSB 09’ (K), TWO (2) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor’s Degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii. Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and
- iv. Have a Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

- i. Undertaking feasibility studies on physical, social, economic and environmental characteristics;
- ii. Implementing physical plans for national, regional, urban areas and cities;

- iii. Processing development applications; and
- iv. Maintaining physical planning records.

3) ASSISTANT ENGINEER II (ELECTRICAL), JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Be in possession of a Bachelor’s degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution; and
- iii. Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer.

Duties and Responsibilities

- i. Design of electrical/electronic engineering services in government buildings and construction works; and
- ii. Repair and maintenance of electrical/electronic installations in water works, offices, workshops, conference complexes and other government facilities.

4) PHYSICAL PLANNING ASSISTANT III, JOB GROUP CPSB 11’ (H), ONE (1) POST

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in any of the following areas: Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo- informatics, Geographic Information Systems (GIS) from a recognized institution; and
- iii. Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

- i. Carrying out drawing tasks;
- ii. Collecting and analysing geographical data for preparation;

- iii. Digitizing physical development plans;
- iv. Drawing physical development plans of small centers from sketches; and
- v. Updating plans; and
- vi. Conducting site inspections.

9. COUNTY MINISTRY OF HEALTH AND SANITATION

1) NURSING OFFICER, JOB GROUP ‘CPSB 09’ (K), SEVEN (7) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practising license from the Nursing Council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

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 patient 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.

2) REGISTERED NURSE III, JOB GROUP ‘CPSB 11’ (H), FIFTY (50) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare services including Integrated Management of Childhood Illness (IMCI);
- iii. Immunization;
- iv. Prevention of Mother-To -Child Transmission (PMTCT);
- v. Ante-natal care and delivery;
- vi. Providing health education and counselling to patients/clients and community on identified health needs;
- vii. Referring patients and clients appropriately;
- viii. Facilitating patients' admission and initiating discharge plans;
- ix. Maintaining records on patient's/client's health condition and care;
- x. Ensuring a tidy and safe clinical environment; and
- xi. Collecting and compiling data.

3) ENROLLED NURSE III, JOB GROUP 'CPSB 12' (G), FIFTY (50) POSTS

Salary Scale: Ksh. 23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;

- ii. 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;
- iii. Enrolled Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

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, referring patients and clients appropriately;
- iv. Evaluating healthcare outcomes on patients/clients preparing individualised reports;
- v. Making appropriate discharge plan for patients;
- vi. Conducting assessment of school health needs;
- vii. 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; ensuring safe custody for in-patients' belongings;
- x. Conducting home visits, following up discharged patients/clients and providing continuity of care; and treating minor ailments.

4) REGISTERED CLINICAL OFFICER II, JOB GROUP 'CPSB 10' (J), TEN (10) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- iii. Certificate of Registration from Clinical Officers' Council;
- iv. Valid Professional Practice License from the Clinical Officers' Council;
- v. Proficiency in computer applications.

Duties and Responsibilities

- i. Taking history, examining, diagnosing, ordering laboratory and imaging investigations;
- ii. Interpreting laboratory and imaging results;
- iii. Treating patients' common ailments at an outpatient or health facility;
- iv. Providing community health care services in liaison with other health workers;
- v. Guiding and counseling patients, clients, and staff on health issues;
- vi. Sensitizing patients and clients on preventive and promotive health;
- vii. Carrying out surgical procedures as per training and skill;
- viii. Collecting and compiling clinical data;
- ix. Preparing medico-legal briefs on clinical services; and
- x. Referring patients and clients to appropriate health facilities.

5) CLINICAL OFFICER, JOB GROUP 'CPSB 09' (K), TWO (2) POSTS

Salary Scale: Ksh. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

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

- i. Be a Citizen of Kenya;
- ii. Bachelor's Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

OR

Bachelor's Degree in any of the following disciplines: Community Health and Development, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized Institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized Institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced 21 Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Valid Professional Practice License from the Clinical Officers' Council; and
- v. Proficiency in computer applications.

Duties and Responsibilities at this level will include: -

- i. Taking history of the patient; examining, diagnosing, and treating patient's common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counseling patients; clients and staff on health issues;
- iii. Organizing health management teams and convening health management committee meetings at level 2 health facilities
- iv. Referring patients and clients to appropriate health facilities;
- v. Preparing medico-legal briefs on clinical services
- vi. Coaching and mentoring students on attachment;
- vii. Carrying out surgical procedures as per scope of training
- viii. Organizing health management teams and convening health management committee meetings; and
- ix. Collecting and compiling data for research on clinical services issues.

**6) MEDICAL SPECIALIST I - GENERAL SURGEON, JOB GROUP, CPSB 04' (Q),
TWO (2) POSTS**

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Served as Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- iii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

- v. Certificate of registration by the Medical Practitioners and Dentists Board;
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- viii. Certificate in computer application skills from a recognized institution; and
- ix. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Undertaking general diagnosis, care treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programmes;
- x. Maintaining up-to-date health information systems;
- xi. Monitoring provision of health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

7) MEDICAL SPECIALIST I - PHYSICIAN, JOB GROUP ‘CPSB 04’ (Q), ONE (1) POST

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Served as Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- iii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master’s degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and

- Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- v. Certificate of registration by the Medical Practitioners and Dentists Board;
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- viii. Certificate in computer application skills from a recognized institution; and
- ix. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Undertaking general diagnosis, care treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programmes;
- x. Maintaining up-to-date health information systems;
- xi. Monitoring provision of health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

8) MEDICAL SPECIALIST I - EAR, NOSE, AND THROAT (ENT) SURGEON, JOB GROUP 'CPSB 04' (Q), ONE (1) POST

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Served as Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- iii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and

Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

- v. Certificate of registration by the Medical Practitioners and Dentists Board;
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- viii. Certificate in computer application skills from a recognized institution; and
- ix. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Undertaking general diagnosis, care treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programmes;
- x. Maintaining up-to-date health information systems;
- xi. Monitoring provision of health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

9) MEDICAL OFFICER, JOB GROUP ‘CPSB 07’ (M), SEVEN (7) POSTS

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;

- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. Successfully completed one (1) year internship from a recognized institution;
- iv. Registration license from the Medical Practitioners and Dentists Board; and
- v. Certificate in computer application skills from a recognized institution.

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; and
- ix. Preparing requisite documents for registration.

10) PHARMACIST, JOB GROUP ‘CPSB 07’ (M), FOUR (4) POSTS

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- iii. Successfully completed one (1) year Internship from a recognized institution;
- iv. Registration Certificate by the Pharmacy and Poisons Board; and
- v. Certificate in Computer Application Skills from a recognized institution

Duties and Responsibilities

- i. Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience;
- ii. Preparing and dispensing medicines according to Good Dispensing Practices and counseling patients on use of medicines;
- iii. Making extemporaneous preparations;
- iv. Participating in ward rounds;

- v. Identifying medicinal gaps and challenges;
- vi. Maintaining a daily activity log book for recording all activities undertaken;
- vii. Recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals; and
- viii. Making entries into the relevant inventory management records and registers.

11) DENTAL OFFICER, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, the candidate must have:

- i. Be a Citizen of Kenya;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. Successfully completed one (1) year Internship from a recognized institution;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board; and
- v. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

Providing dental care including:

- i. Diagnosing common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery;
- iii. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;
- iv. Collecting information on dental health information system;
- v. Organizing discharge summaries and follow-up of patients; and
- vi. Acting as the first on-call on duty.

12) PHARMACEUTICAL TECHNOLOGIST III, JOB GROUP ‘CPSB 11’ (H), SEVEN (7) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Receiving, interpreting, and processing of prescriptions;
- ii. Recording prescriptions in a pharmacy unit;
- iii. Pre-packing, repacking and writing instructions on the labels;
- iv. Counseling patients on usage of drugs in a pharmacy unit;
- v. Maintaining drug registers/books; and
- vi. Stock-taking of drugs and medicinal devices on a monthly basis.

13) ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP ‘CPSB 11’ (H), SEVEN (7) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in either environmental health science or public health inspection from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

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. Assessing health needs of the community;
- viii. Implementing vector, vermin and rodent control measures; and
- ix. Implementing integrated mosquito control strategies.

**14) ORTHOPEDIC TRAUMA TECHNOLOGIST III, JOB GROUP ‘CPSB 11’
(H), FOUR (4) POSTS**

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in Orthopaedic Plaster Technology from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution

Duties and Responsibilities

- i. Manipulating and reducing fractures and dislocations;
- ii. Fixing and removing casts, bandages and tractions to and from patients;
- iii. Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iv. Counseling patients/clients on issues regarding orthopaedic trauma;
- v. Cleaning and treating simple wounds resulting from orthopaedic trauma;
- vi. Documenting orthopedic and trauma case; and
- vii. Assessing and referring patients with musculoskeletal conditions.

**15) MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP ‘CPSB 11’
(H), FOUR (4) POSTS**

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);

- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board; and
- v. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Decontaminating working benches;
- ii. Receiving and scrutinizing laboratory requisition forms and specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labeling and registering of specimens;
- v. Disaggregating specimens for processing and analyses;
- vi. Preparing reagents;
- vii. Examining specimens;
- viii. Writing and recording of results;
- ix. Dispatching the results for use in clinical management;
- x. Preparing stains;
- xi. Performing blood grouping;
- xii. Issuing blood and blood products to peripheral health facilities; and
- xiii. Storing blood products according to their requirements.

16) MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP ‘CPSB 11’

(H), THREE (3) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Undertaking routine maintenance of repairs of basic medical equipment, plants and utilities in a health facility;
- ii. Collecting information for research;

- iii. Collecting information on medical engineering services for input into integrated Health information management system; and
- iv. Implementing medical engineering programmes and projects.

17) MEDICAL SOCIAL WORKER III, JOB GROUP ‘CPSB 11’ (H), TWO (2) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- iii. Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health or its equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Addressing the psychosocial effects as related to patient's diagnosis, prognosis and future resettlement; and
- ii. Counseling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc.

18) RADIOGRAPHER III, JOB GROUP ‘CPSB 11’ (H), THREE (3) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- (Minus) in Mathematics; and
- iii. Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

Duties and Responsibilities

- i. Providing radiographic services to the patients;
- ii. Processing, verifying and maintaining information relating to patients; and
- iii. Ordering and maintaining records of radiographic and photographic supplies.

19) COMMUNITY ORAL HEALTH OFFICER III, JOB GROUP ‘CPSB 11’ (H), THREE (3) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and grade C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences;
- iii. Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution; and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- ii. Collecting data for flouride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- iii. Diagnosis and treatment of common dental conditions;
- iv. Temporary and permanent dental restorations;
- v. Temporary and permanent dental restorations;
- vi. Reducing simple fractures of jaws;
- vii. Extractions and disimpactions;
- viii. Drainage of dental abscess;
- ix. Suturing to stop bleeding; and
- x. Prescription of analgesics and anti-biotics.

20) MORTUARY TECHNICIAN III, JOB GROUP ‘CPSB 12’ (G), SIX (6) POSTS

Salary Scale: Ksh. 23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Certificate in Mortuary Sciences from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Knowledge of relevant legislation.

Duties and Responsibilities

- i. Ensure that the mortuary equipment and other machinery are functioning properly and in the right condition;
- ii. Provide proper record keeping of documentation at the mortuary;
- iii. Receive, prepare, preserve and tagging of bodies for proper identification;
- iv. Prepare bodies for burial by cleaning and embalming them before release to family members;
- v. Maintain proper cleanliness, hygiene, and sanitation of the mortuary; and
- vi. Assist in autopsy procedures under the supervision of a pathologist.

21) HEALTH ADMINISTRATIVE OFFICER II, JOB GROUP ‘CPSB 10’ (J), TWO (2) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Kenyan Citizen; and
- ii. Bachelor's degree in any of the following Social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Health Economics or equivalent qualification from a recognized institution.

Duties and Responsibilities

- i. Undertaking various administrative duties namely procurement, provision, and maintenance of facilities;
- ii. Preparation of budgets;

- iii. Overseeing the welfare of staff and patients and ensuring their security; and
- iv. General upkeep of the hospital.

22) INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GROUP 'CPSB 10' (J), TWO (2) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A 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 from a recognized Institution; or
- iii. A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution.

Duties and Responsibilities

- i. Analyzing, designing, coding, testing, implementing computer programs providing user support;
- ii. Maintaining support systems and training of users;
- iii. Repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- iv. Receiving, installing and certifying of Information Communication Technology equipment; and
- v. Configuring of new Information Communication Technology equipment

23) PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'CPSB 06' (N), TWO (2) POSTS

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;

- ii. Served in the grade of Chief Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- iii. A 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 from a recognized Institution; or
- iv. A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution;
- v. Attended a Management Course lasting not less than four (4) weeks; and
- vi. Demonstrated professional ability, initiative, and competence in organizing and directing work.

Duties and Responsibilities

- i. Systems development, implementation and allocation;
- ii. Coordinating systems development, implementation and maintenance;
- iii. Carrying out feasibility studies;
- iv. Preparing progress reports of the systems development;
- v. Evaluating systems and ensuring adherence to established ICT standards;
- vi. Training and preparing staff performance reports;
- vii. Planning, monitoring and evaluating program/activities within an information communication technology division/unit;
- viii. Ensuring adherence to information communication technology standards;
- ix. Liaising with user departments to ensure effective maintenance of information communication technology equipment; and
- x. Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

24) ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP 'CPSB 05' (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;

- ii. Served in the grade of Principal Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- iii. A Master's degree in Computer Science or any other/ICT related discipline from a recognized Institution;
- iv. A 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 from a recognized Institution; or
- v. A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution;
- vi. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution; and
- vii. Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities

- i. Planning, monitoring and evaluating program activities;
- ii. Ensuring ICT goals and objectives are met;
- iii. Approving of ICT standards for application;
- iv. Liaising with users to ensure that information processing needs are met;
- v. Reviewing and evaluating feasibility studies and reports for implementation;
- vi. Management and coordination of the unit;
- vii. Supervising ICT officers;
- viii. Providing assistance in the development of ICT strategic plans;
- ix. Ensuring that ICT projects are completed within the planned time and budget;
- x. Ensuring that procedures and standards are adhered to;
- xi. Liaising with heads of Department in the Ministries/Departments in developing and implementing change management initiatives;
- xii. Ensuring that officers are adequately trained;
- xiii. Drawing up the budget for the ICT unit; and
- xiv. Procurement of ICT equipment and services.

25) HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II, JOB GROUP 'CPSB 10' (J), TWO (2) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Bachelor's degree in any of the following Social Sciences: Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Verifying information relating to recruitment, appointments, promotions, transfers, and human resource management information systems;
- ii. Implementing human resource management decisions within existing rules, regulations, and procedures;
- iii. Collecting and collating data for assessing training needs;
- iv. Preparing training projections; and
- v. Preparing agenda and minutes for Human Resource Advisory Committee.

26) PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'CPSB 06' (N), THREE (3) POSTS

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Chief Human Resource Management and Development Officer for a minimum period of three (3) years;
- iii. Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology, or any other relevant Social Science from a recognized institution;

- iv. Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership to a relevant professional body;
- vii. Certificate in computer applications skills from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating Human Resource Services in such areas as appointment, promotion, payroll management, discipline, pensions, establishment and complement control;
- ii. Analyzing the staffing levels and making proposals for succession planning;
- iii. Analyzing utilization of human resources and advising on proper deployment;
- iv. Analyzing staff progression and making proposals for career Development;
- v. Ensuring the correct interpretation and implementation of Human Resource Management and Development regulations, Labour Laws and other statutes;
- vi. Managing the Human Resource Information Systems;
- vii. Preparing and compiling reports on the implementation of Performance Management Systems Including Performance Appraisal Systems;
- viii. Developing training projections and plans;
- ix. Coordinating the preparation and processing of cases for the Ministerial Human Resource Management Advisory Committee or County Human Resource Advisory Committee;
- x. Organizing, coordinating, monitoring and evaluating training programmes;
- xi. Facilitating the nomination of officers for scholarships;
- xii. Taking Custody of Human Resource Development Records; and
- xiii. Supervising Training Needs Assessment and Development.

27) ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;

- ii. Served in the grade of Principal Human Resource Management and Development Officer, Job Group 'N' for a minimum period of three (3) years;
- iii. Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- iv. Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating human resource services in such areas as appointment, promotion, payroll management;
- ii. Discipline, pensions, establishment and complement control;
- iii. Analyzing staffing levels and making proposals for succession planning;
- iv. Analyzing utilization of human resources and advising on proper deployment;
- v. Analyzing staff career progression and making proposals for career development;
- vi. Ensuring the correct interpretation and implementation of human resource management and development regulations;
- vii. Preparing reports on the implementation of Performance Management and Performance Appraisal System;
- viii. Preparing reports on the administration and management of the Human Resource Information System;
- ix. Coordinating and implementing technical assistance training programmes;
- x. Undertaking training needs assessment;
- xi. Developing training plans and training programmes on performance and service delivery;
- xii. Monitoring implementation of human resource management and development policies, rules and regulations;

- xiii. Preparing and submitting reports on human resource management and development; and
- xiv. Validation and authentication of academic and professional certificates in liaison with the relevant authorities.

28) SENIOR ECONOMIST I/SENIOR STATISTICIAN I, JOB GROUP ‘CPSB 06’ (N), TWO (2) POSTS

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served at the level of Senior Economist II/Senior Statistician II, Job Group ‘M’ for a minimum period of three (3) years;
- iii. Bachelor’s degree in Economics or Economics and Mathematics or Economics and Statistics from a recognized institution;
- iv. Demonstrated administrative and professional competence in executing work at this level; and
- v. Attained qualifications in Economics or Statistics of at least Master of Arts (MA), Master of Science (MSc) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

Duties and Responsibilities

- i. Supervision of several Economists I/Statisticians I;
- ii. Assisting in formulation of economic and statistical policies; and
- iii. Initiation, implementation and appraisal of national, rural or urban development strategies and projects.

29) ACCOUNTANT II, JOB GROUP ‘CPSB 10’ (J), TWO (2) POSTS

Salary Scale: Ksh. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. A pass in part II of the Certified Public Accountants (CPA) Examination or it’s recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

Duties and Responsibilities

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.; and
- ii. Responsible for safe custody of records and assets under him /her.

30) PRINCIPAL ACCOUNTANT, JOB GROUP 'CPSB 06' (N), TWO (2) POSTS

Salary Scale: Ksh. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Chief Accountant, Job Group 'M' or in a Comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. A 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 Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB); and
 - v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her and setting targets for the division;
- ii. Undertaking ad hoc assignments relating to accounting services;
- iii. Assisting in the preparation of final accounts;
- iv. Ensuring safe custody of government assets and records under him/her;
- v. Authorizing payments and signing of cheques subject to limit set for him/her;

- vi. Ensuring timely and accurate preparation of quality management report that fall under his division; and
- vii. Guiding officers under him/her to achieve the desired results.

31) ASSISTANT ACCOUNTANT GENERAL, JOB GROUP ‘CPSB 05’ (P), ONE (1) POST

Salary Scale: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the grade of Principal Accountant, Job Group ‘N’ or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- iii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Bachelor’s degree in Commerce (Accounting or Finance option) from a recognized institution;
- v. Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;
- vi. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB); and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in the Ministry;
- ii. Preparation of management and statutory reports including final accounts;
- iii. Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- iv. Overseeing the processing of funding arrangements to districts in the ministry and ensuring compliance with Treasury regulations and procedures;
- v. Authorization of payments and signing of cheques subject to set limits;
- vi. Supervision, training, development and deployment of accounts staff in the accounting unit;
- vii. Handling disciplinary matters for the head of accounting unit; and
- viii. Any other relevant duties assigned by the head of accounting unit.

32) DENTAL TECHNOLOGIST III, JOB GROUP ‘CPSB 11’ (H), THREE (3) POSTS

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in Dental Technology or relevant and equivalent qualification from a recognized institution; and
- iii. Have successfully completed at least one year of pre-service training.

Duties and Responsibilities

- i. Preparation of appliances required in dentistry in health institutions;
- ii. Assess patients’ needs, verify and maintain information relating to patients; and
- iii. Order and maintain records of supplies as well as guiding, supervising and counselling staff working under him.

33) CLERICAL OFFICER II, JOB GROUP ‘CPSB 13’ (F), FIVE (5) POSTS

Salary Scale: Ksh. 19,220 x 680 – 19,900 x 700 – 20,600 x 780 – 21,380 x 800 – 22,180 x 950 – 23,130 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification; and
- iii. Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Collecting statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, filing and dispatching correspondence;
- v. Preparing Pay Change Advices (PCAs);
- vi. Preparing initial documents for issuance of stores;
- vii. Photocopying and scanning documents;
- viii. Indexing of documents and records;

- ix. Checking general office cleaning; and
- x. Keeping safe custody of equipment, documents and records.

10. COUNTY MINISTRY OF ENERGY, ENVIRONMENT, CLIMATE CHANGE, FORESTRY, NATURAL AND MINERAL RESOURCES

A. DEPARTMENT OF ENERGY, NATURAL AND MINERAL RESOURCES

1) DIRECTOR, NATURAL AND MINERAL RESOURCES, JOB GROUP ‘CPSB 03’ (R), ONE (1) POST

Salary Scale: Ksh. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

Terms of Service: Contract

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Served in the position of Deputy Director, Natural and Mineral Resources in the Public Sector in the Public Service or Private Sector for at least five (5) years;
- iii. Bachelor’s degree in any of the following disciplines:- Natural Resource Management, Environmental Science, Water Resources, Geology, Mining or relevant and equivalent qualification from a recognized institution;
- iv. Master’s degree in any of the following disciplines:- Natural Resource Management, Environmental Science, Water Resources, Geology, Mining or relevant and equivalent from a recognized institution;
- v. Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of National and County goals, policies, objectives and ability to relate them to proper management of natural resource function;
- vi. Be a member of a professional body and in good standing where applicable, is an added advantage; and
- vii. Have a certificate in computer applications from a recognized institution.

Duties and Responsibilities

- i. Supervising programs, controlling and coordinating functions in the Natural Resource section;
- ii. Coordination, development and implementation of Mineral and Natural Resource policies, legislations and related laws;
- iii. Ensuring compliance and enforcement of environmental legislations within the County;
- iv. Mitigating the risks associated with the unregulated sand utilization;

- v. Coordinating vetting and approval for licensing and registration of all person(s)/ institutions/ vessels/ premises to engage in the sand value chain and other minerals and maintaining such registers as may be necessary;
- vi. Planning and coordination of capacity building and training programmes for the Sand and artisanal mining for Cooperative Societies and the community members in general;
- vii. Supervising the preparation and submission of monthly, quarterly, and annual reports by the River Basins Based Societies;
- viii. Preparing and submission of monthly, quarterly, semi-annually and annual status reports to the Chief officer in charge of Natural and Mineral Resources;
- ix. Serving as Secretary to the River Basins Utilization and Conservation Committee; and
- x. Ensure that relevant support is given to staff development and training and any other duties as may be assigned by the Chief Officer in charge of natural and mineral resources.

11. MINISTRY OF EDUCATION, TRAINING AND SKILLS DEVELOPMENT

A. DEPARTMENT OF POLYTECHNICS, VOCATIONAL CENTRES AND HOMECRAFT CENTRES

1) YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP ‘CPSB 11’ (H), SIXTEEN (16) POSTS

S.NO	TRADE/AREA OF SPECIALIZATION	NO. OF VACANCIES
1	Building and Construction Technology/Masonry	3
2	Metal Processing Technology	4
3	Hair Dressing & Beauty Therapy	6
4	Information Communication Technology	1
5	Food & Beverage Technology	2

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Permanent and Pensionable

Requirements for Appointment

- i. Be a Citizen of Kenya;
- ii. Diploma in any of the following disciplines: Computer Studies/Science, Information and Communication Technology, Electronics Engineering, Telecommunications Engineering, Electrical Engineering, Mechanical Engineering, Automotive Engineering, Instrumentation and Control Engineering, Industrial/Construction Plant Engineering, Civil Engineering, Building and Construction, Refrigeration and Air Conditioning, Agriculture, Leather Technology/Foot Ware, Animal Science, Hair Dressing and Beauty Therapy, Clothing, Fashion Design and Textile Technology, Food Technology, Institutional Management, Catering and Housekeeping, Carpentry and Joinery, General Education (Physics, Chemistry,

Biology, Mathematics, Languages) and Entrepreneurship or its equivalent qualification from a recognized institution; and

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

Duties and Responsibilities

Working under the supervision of a Senior Youth Polytechnic Instructor, duties and responsibilities will involve:

- 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; and
- vii. Guiding and counselling trainees.

12. KITUI MUNICIPALITY

1) MUNICIPAL MANAGER, JOB GROUP ‘CPSB 04’ (Q), ONE (1) POST

Salary Scale: Ksh. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.

Terms of Service: Contract

Requirements for Appointment

A person shall qualify to be appointed as the Municipal Manager if the Person:

- i. Is a citizen of Kenya;
- ii. holds a Bachelor’s Degree from a university recognised in Kenya or its equivalent;
- iii. has proven experience of not less than ten years in administration or management either in the public or private sector; and
- iv. satisfies the requirements of Chapter six of the Constitution.

Duties and Responsibilities

- i. Ensuring the execution of the decisions of the Board;
- ii. Prepare and present for approval to the Board, an annual estimate of revenue and expenditure;
- iii. Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the Civil society, private sector and community-based organizations;

- iv. Prepare and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality;
- v. Act as the Secretary (ex-officio member) of the Board and all her committees;
- vi. Exercise supervision over all departments and agencies of the Municipality and coordination of its activities on daily basis;
- vii. Administer and enforce all Municipality By-Laws, resolutions, franchises, leases, contracts, permits and other Municipality decisions;
- viii. Prepare and administer the annual Municipality budget;
- ix. Administer Municipality utilities and property;
- x. Encourage and support regional and intergovernmental cooperation;
- xi. Promote cooperation among the Board, staff and citizens in developing Municipality policies and building a sense of community; and
- xii. Any other duties as may be assigned by the Board.

NOTE: Other benefits will be as advised by the Salaries and Remuneration Commission (SRC)

How to Apply:

Interested and qualified candidates are requested to make their applications **ONLINE** through the Kitui County Government website: www.kitui.go.ke

Candidates should complete one KCPSB 2 Employment form. The completed KCPSB 2 Employment form, together with copies of applicant's National Identity Card, professional certificates, academic certificates and transcripts, should be submitted to the Kitui County Public Service Board jobs portal on or before **Wednesday 11th February, 2026**.

Please Note:

- i. The KCPSB 2 Employment form is available in the County Government website.
- ii. Applicants should provide all the details requested for in the advertisement. It is an offense to include incorrect information in the application. Details not obtained by closure of the advertisement will not be considered.
- iii. Only short listed and successful candidates will be contacted.
- iv. Short listed candidates shall be required to produce originals of their national identity card, academic certificates and transcripts.
- v. It is a criminal offence to present **fake** certificates/documents.
- vi. Canvassing in any form will lead to automatic disqualification.

The County Government of Kitui is committed to zero tolerance to corruption. Candidates are cautioned against fraudsters and impersonators soliciting for money to influence the temporary workers' engagement process. The person giving bribes and the person receiving will be treated equally as criminals and reported to the relevant law enforcement agencies.

Qualified youth, women, persons with disability and those from minority and marginalized groups are encouraged to apply.