

COUNTY GOVERNMENT OF NANDI

Telephone: 0781848494

Email: cpsb@nandi.go.ke

Website: www.nandi.go.ke



Nandi County Public Service Board
P.O Box 802 – 30300
Kapsabet

NANDI COUNTY PUBLIC SERVICE BOARD

Advert No: CGN/NCPSB/04/2024

16th October, 2024

DECLARATION OF VACANCIES IN THE COUNTY PUBLIC SERVICE

Pursuant to the County Governments Act, 2012, Nandi County Public Service Board invites applications from suitably qualified, motivated and pro-active individuals to fill the following vacant positions on permanent and pensionable terms in the following departments;

1. DEPARTMENT OF HEALTH AND SANITATION

1. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III JOB GROUP 'H' 48 POSTS

Requirements for Appointment:

For appointment to this grade, an officer must have:

- Diploma in Health Records and Information Technology from a recognized institution;
- Must be registered by Association of Medical Records Officers (AMRO); and
- Certificate in computer application skills for 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 over senior officer and experience officer.

Duties and responsibilities at this level will entail;

- Receiving and documenting patients at hospital reception, registering and booking appointments for patients to the clinic and consultants;
- Storing and retrieved retrieving medical records documents;
- Preparing clinics then: updating bed bureau;
- Anything of patient case records; gathering data from different sources; capturing data from service point; maintaining record safety and confidentiality; Storing and retrieving medical records; balancing daily bed return; creating and maintaining master index; updating patient master index; directing patients to relevant clinic;
- Scheduling of patients to the consultants and specialty clinics;
- Assigning codes to diseases and procedures according to the international classification of disease and procedures in medicine; and
- Preparing health records and reports.

2. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III, JOB GROUP 'G' 18 POSTS

Requirements for Appointment

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

- a) Certificate in Health Records and Information Technology from a recognized institution;
- b) Must be registered by Association of Medical Records Officers (AMRO); and
- c) Certificate in computer application skills 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 the guidance of a more senior officer.

Duties and responsibilities will entail: -

- a) Receiving and registering patients at hospital reception;
- b) Booking appointment for patients to specialty and consultants' clinics;
- c) Storing and retrieving medical records and documents;
- d) Preparing clinics;
- e) Updating bed bureaus;
- f) Capturing data from service points;
- g) Maintaining record safety and confidentiality; and
- h) Directing patients to relevant clinics.

3. HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'K' 4 POSTS

Requirements for Appointment

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

- a) Bachelor's degree in Health Records and Information Management from a recognized institution;
- b) Certificate in computer application skills from a recognized institution; and
- c) Must be registered by Association of Medical Records Officers (AMRO)

Duties and Responsibilities

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

Duties and responsibilities at this level will entail:

- a) Storing and retrieving medical records and documents;
- b) Preparing clinics; updating bed bureau; editing patient case records;

- c) Capturing data from service points;
- d) Maintaining record safety and confidentiality;
- e) Balancing daily bed returns;
- f) Maintaining patient Master Index;
- g) Scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- h) Compiling medical reports; sharing of health information with other stakeholders;
- i) Analyzing data;
- j) Compiling bio data; and
- k) Preparing medical records and reports.

4. ASSISTANT OCCUPATIONAL THERAPIST III JOB GROUP 'H' 3 POSTS

Requirements for appointment

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

- a) Diploma in occupational therapy from a recognized institution; and
- b) Certificate in computer application skills from recognized institution.

Duties and responsibilities

This will be integrated into Occupational Therapist Cadre. An officer at this level will work under the guidance of a senior officer.

Specifically, Duties and responsibilities will involve;

- a) Assessing and formulating patient's treatment plan;
- b) Maintaining records and data relating to patients;
- c) Collecting data for occupational research;
- d) Sensitizing the community on occupational therapy issues; and
- e) Preparing periodic reports.

5. ASSISTANT PHYSIOTHERAPIST III JOB GROUP 'H' 22 POSTS

Requirements for appointment;

For appointment to this grade an officer must have:

- a) Diploma in Physiotherapy from a recognized institution;
- b) Certificate of registration from the Physiotherapy Council of Kenya (PCK); and
- c) Current certificate of practice from physiotherapy Council of Kenya.

Duties and responsibilities.

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

Specific duties and responsibilities will involve:

- a) Providing physiotherapy services to in patients and out patients at an outpatient unit/ward/health distribution;
- b) Assessing patients' needs including rehabilitation;
- c) Verifying and maintaining information and records relating to patients;
- d) Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients, clients formulated treatment plan;
- e) Collecting data for operational research;
- f) Sensitizing the community on physiotherapy issues; and
- g) Preparing periodic reports.

6. COMMUNITY HEALTH ASSISTANT III, JOB GROUP 'G' 61 POSTS

Requirements for appointment.

- a) Certificate in any of the following disciplines: Community Health or Community Development from a recognized institution;
- b) Certificate in computer application skills from recognized institutions;
- c) Membership to professional body and
- d) Shown merits and ability as reflected in work performance.

Duties and responsibilities.

This will be the entry and training rate for this cadre. Duties and respond disabilities at this level will include:

- a) Visiting homes to determine health situation and dialogue with household members;
- b) Identifying and synthetizing communities on health intervention;
- c) Identifying common ailments and minor injuries at community level;
- d) Collecting data at the household level for analysis;
- e) Distributing Information Education Communication materials, mosquito nets and other commodities to households;
- f) Identifying defaulters of health interventions and other health cases and referring them to the health facilities; and
- g) Maintaining and updating health that are using health registers.

7. ASSISTANT COMMUNITY HEALTH OFFICER III, JOB GROUP 'H' 16 POSTS

Requirement for Appointment

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

- a) Diploma in any of the following disciplines; Community Health and Community Development from a recognized institution;
- b) Membership to professional body and
- c) Certificate in computer applications skills from a recognized institution.

Duties and responsibilities

This will be an entry and training grade for this cadre.

Duties and responsibilities at this level will include:

- a) Collecting health data at household level analysis;
- b) Maintaining and abbreviating community health unit registers and keeping records;
- c) Identifying common ailments and minor injuries at community level;
- d) Identifying and referring health cases to appropriate health facilities;
- e) Relating homes to determine the health situation and dialog with household members;
- f) Identifying and synthesizing communities on health interventions;
- g) Monitoring growth of children under the age of five years;
- h) Identifying defaulters of health interventions and referring them to the appropriate health facilities;
- i) Managing community health resource centres; and
- j) Convening and coordinating monthly community meetings and action days.

8. COMMUNITY HEALTH OFFICER I, GROUP 'K'-25 posts

Requirements for Appointment.

For appointment to this grade a candidate must have

- a) Bachelor's Degree in any of the following disciplines: Community Health, Community Development, Health Systems Management from a recognized institution;
- b) Membership to professional body and
- c) Certificates in computer application skills from recognizing institutions

Duties and responsibilities.

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

- a) Identifying common ailments and minor injuries at the community level for appropriate action;

- b) Identifying and referring health cases to the appropriate health facilities; coordinating community health activities;
- c) Collecting health data from household level for analysis;
- d) Sensitizing and disseminating health information to the community;
- e) Identifying defaulters of health interventions and referring them to the appropriate health facilities;
- f) Convening meetings for dialog and action days in collaboration with other stakeholders; and
- g) Requisitioning refills for the community health workers kits.

9. DENTAL TECHNOLOGIST III JG 'H' 2 POSTS

Requirements for Appointment.

For appointment to this grade, one must have:

- a) Diploma in Dental Technology from a recognized institution;
- b) Have successfully completed one-year mandatory internship;
- c) Registered by the Kenya Dental Technologists Association with a valid practice license; and
- d) Proficiency in computer application skills.

Duties and responsibilities

This is the entry grade into this cadre having successfully completed one-year mandatory internship; the officer is expected to work under supervision of his/her senior. Work assigned to this officer should be of limited scope and complexity and should mainly involve;

- a) Pouring of working and study casts
- b) Fabrication of simple dental prostheses and appliances,
- c) Ensure proper infection prevention and control measures,
- d) Receive and record all patient work,
- e) Interpret patient prescription,
- f) Make work plans and implementation,
- g) Participate in oral/dental health promotion.

10. MEDICAL ENGINEERING TECHNOLOGIST I, JOB GROUP 'K' 1 POST

Requirements for appointments.

- a) Diploma in medical engineering or any other qualification from recognized institutions;
- b) Higher Diploma in Medical Engineering Technology in Dialysis; and
- c) Shown merits and ability as reflected in work performance

Duties and Responsibilities.

Duties and responsibilities at this level will entail: Specific duties and responsibilities will entail;

- a) Implementing medical engineering programs and projects;
- b) Providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
- c) Installing medical equipment and furniture for medium technology; providing specifications for spare parts and consumable;
- d) Maintaining inventory of hospital and medical equipment, furniture and plants;
- e) Processing of information for research; updating and maintaining information on medical engineering services for input into the integrated health information management system and synthesizing users on the use and maintenance of medical equipment.

11. MEDICAL ENGINEERING TECHNOLOGIST III JOB GROUP 'H' 10 POSTS

Requirements for appointment.

For appointment to this grade a candidate must have:

- a) Diploma in medical engineering or any other equivalent qualification from recognized institution;
- b) Membership to professional body and
- c) Certificate in computer application skills 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 supervision of senior officer.

Duties and responsibilities at this level will entail: specific duties and responsibilities will entail:

- a) Undertaking preventive maintenance and repairs of medical and hospital equipment, plants, instruments and furniture;
- b) Requisitioning for spare parts and consumables;
- c) Taking inventory of medical and hospital equipment, furniture and plants;
- d) Collecting information for research; collecting information on medical engineering services for input into the integrated health information modernity system;
- e) Carrying out minor repairs of health facilities and utilities; and
- f) Implementing medical engineering programs and projects.

12. MEDICAL ENGINEERING TECHNICIAN III JOB GROUP 'G' 4 POSTS

Requirements for appointment.

For appointment to this grade a candidate must have:

- a) Certificate in medical engineering or any other equivalent qualification from market recognized institution; and
- b) Certificate in computer application skills from a recognized institution.

Duties and responsibilities.

This is the entry and on the job training grade for certificate holders. An officer at this level will under guidance of senior officer. Specific duties and responsibilities will entail:

- a) Undertaking routine maintenance and repairs of basic equipment, Plants, Instruments and utilities in health facility;
- b) Collecting information for research;
- c) Collecting information on medical engineering services for inputs into the integrated health information management system; and
- d) Implementing medical engineering program and projects.

13. SENIOR MEDICAL LABORATORY TECHNOLOGIST JOB GROUP 'L' 2 POSTS

Requirements for appointments.

For appointment to this grade, an officer must have:

- a) Diploma in Medical Laboratory Science or any other equivalent qualifications from an institution recognized by the Kenya Medical Laboratory Technician and Technologist Board (KMLTB);
- b) Higher Diploma in Medical Laboratory in Microbiology, Histopathology/Cytopathology;
- c) Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board;
- d) A valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- e) Shown merit and ability has reflected in work performance and results.

Duties and responsibilities.

Duties and responsibilities at this level will entail:

- a) Receiving and scrutinizing laboratory requisition forms and specimens;
- b) Preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens;
- c) Disaggregating specimen for processing and analysis;
- d) Preparing reagents; supervising that disinfection, washing and sterilization of apparatus;
- e) Maintaining equipment and reagents for vector insecticides application, monitoring and evaluation; preparing media for culture and sensitivity testing;
- f) Examining specimen for quality;
- g) Writing and recording laboratory findings and results;

- h) Dispatching laboratory results for use in clinical management;
- i) Preparing stain;
- j) Preparing blood product;
- k) collecting and analyzing data;
- l) Processing the specimen according to the specific standard operating procedures (sop);
- m) Mentoring and coaching trainees on practical attachment; and
- n) Preparing periodic reports.

14. MEDICAL LABORATORY OFFICER, JOB GROUP 'K' 17 POSTS

Duties and responsibilities.

This is the entry and training grade for degree holders. An officer at this level will work under supervision and guidance over senior and experienced officer. Duties and responsibilities at this level will entail:

- a) Receiving and scrutinizing laboratory requisition forms and specimens;
- b) Preparing clients for collection of specimens;
- c) Receiving, collecting labelling and registering patient's specimen;
- d) Preparing laboratory reagents; examining specimens;
- e) Writing and recording results; preparing stains and reagents;
- f) Recruiting and preparing and bleeding of blood donors for transition services.

In addition, Duties and responsibilities will include:

- a) Performing blood grouping;
- b) Storing blood products according to their requirements;
- c) Screening for blood transfusion transmissible infections;
- d) Issuing blood and blood products to peripheral health facilities;
- e) Preparing blood products; collecting analyzing data;
- f) Processing of specimen according to their specified standard operating procedures;
- g) Supervising the disinfection, washing and sterilization of apparatus; and
- h) Mentoring and coaching trainees on practical attachments.

Requirements for appointment.

For appointment to this grade, a candidate must have

- a) Bachelor's Degree in Medical Laboratory Science or any other equivalent qualifications from an institution recognized by Kenya Medical Laboratory Technician and Technologist Board;
- b) Registration Certificate issued by Kenya Medical Laboratory Technician and Technologists Board;

- c) Valid practicing license from Kenya Medical Laboratory Technician and Technologist Board; and
- d) Certificate in computer application skills for a recognized institution.

15. MEDICAL SOCIAL WORKER 1, JOB GROUP 'K' 8 POSTS

Requirements for Appointment

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

- a) Bachelor's degree in any of the following disciplines: Medical Social Work, Mental Health, Psychology or equivalent qualification from a recognized institution;
- b) Membership to professional body and
- c) Computer proficiency.

Duties and Responsibilities

This will be the entry and training grade for professional degree holders. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level will include:

- a) Identifying needy clients for social medical support;
- b) Evaluating and assessing clients;
- c) Sensitizing and enrolling clients to social health authority and social health insurance fund;
- d) Counselling patients;
- e) Conducting home visits to discharged patients;
- f) Disseminating treatment literacy information, education and communication forming part of a health team in addressing psychosocial effects related to patients' diagnosis, prognosis and future resettlement;
- g) Counselling of patients particularly in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; and
- h) Facilitating psychosocial support groups at facility and community levels.

16. ASSISTANT MEDICAL SOCIAL WORKER III, JOB GROUP 'H' 16 POSTS

Requirements for Appointment

- a) Diploma in any of the following fields: Medical Social Work, Social Work, Sociology, Mental Health, Psychology or equivalent qualification from a recognized institution;
- b) Membership to professional body and
- c) Computer proficiency.

Duties and Responsibilities

This will be the entry grade for Diploma holders. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level will include:

- a) Assessing psycho-social history of patients/clients;
- b) Recording psycho-social history of patients/clients;
- c) Identifying needy clients for psycho- social support;
- d) Verifying supportive documents provided by patients/clients;
- e) Collecting patient/clients' biodata including relevant interventions; and
- f) Sensitizing and enabling enrolment of clients to social health authority and social health insurance fund or choice health insurance covers.

17. NUTRITION AND DIETETICS OFFICER, JOB GROUP 'K' 26 POSTS

Duties and Responsibilities

This will be the entry grade into this cadre. Duties and responsibilities at this level will include:

- a) Preparing and implementing therapeutic diets for outpatients and inpatients;
- b) Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions;
- c) Treating and counselling patients using specialized dietetic nutritionally modified products;
- d) Implementing the nutrition and dietetic process including screening;
- e) Assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- f) Providing nutrition support in patient management in health care facilities;
- g) Developing and disseminating nutrition behaviour change communication, information, education, and communication materials;
- h) Implementing nutrition health programmes; and
- i) Collecting and compiling nutrition and dietetic data.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution;
- b) Valid practice license from Kenya Nutritionists and Dieticians Institute (KNDI); and
- c) Certificate in Computer Application Skills from a recognized institution.

18. NUTRITION AND DIETETIC TECHNOLOGIST III, JOB GROUP 'H' 43POSTS

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- b) Certificate in Computer Application Skills from a recognized institution; and
- c) Valid practice license from Kenya Nutritionists and Dieticians Institute (KNDI).

Duties and Responsibilities

This is the entry and training grade into this cadre.

Duties and responsibilities at this level will include:

- a) Implementing nutrition programmes;
- b) Providing nutrition services in health care facilities;
- c) Conducting nutrition assessments;
- d) Collecting and compiling nutrition data;
- e) Providing nutrition health education and demonstrations;
- f) Counseling of patients with specific nutritional needs; monitoring preparation of therapeutic feeds;
- g) Implementing outpatient and inpatient supplementary and therapeutic feeding programmes;
- h) Promoting maternal, infant and young children feeding programmes; and
- i) Providing micronutrient supplementation.

19. NUTRITION AND DIETETICS TECHNICIAN III, JOB GROUP 'G' 4 POSTS

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Certificate in Community Nutrition from a recognized institution;
- b) Certificate in Computer Application Skills from a recognized institution; and
- c) Valid practice license from Kenya Nutritionists and Dieticians Institute (KNDI)

Duties and Responsibilities

This will be the entry and training grade for this cadre. Work at this level will be carried out under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will include:

- a) Assessing community nutrition needs;
- b) Following-up on discharge cases from hospitals;
- c) Screening for deficiency diseases and chronic illnesses related to nutrition in a community setting and referring them to various existing programs;
- d) Collecting data on nutrition and dietetics;
- e) Promoting baby friendly community initiatives;

- f) Conducting community growth, monitoring and promotion activities;
- g) Assisting in community interventions on diet and lifestyle disease prevention and control; promoting optimal infant and young child feeding programmes;
- h) Assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs; following up and counselling of patients in home-based disease management; and carrying out nutrition health education.

20. ORTHOPAEDIC TRAUMA TECHNICIAN III, JOB GROUP 'G' 6 POSTS

Requirements for appointment

For appointment to this grade a candidate must have

- a) Certificate in either orthopaedic plaster and traction technology or orthopaedic plaster technology from a recognized institution;
- b) Certificate in computer application skills 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 the guidance and supervision of an experienced officer.

Duties and responsibilities entail:

- a) Manipulating and reducing fractures and dislocation;
- b) Fixing and removing casts, bandages to and from patients;
- c) Correcting Congenital Talipes Equino-Virus (C.T.E.V);
- d) Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents;
- e) Sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and
- f) Counselling patients/clients on issues regarding orthopaedic trauma.

21. ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP 'H' 3 POSTS

Requirements for appointment.

For appointment to this grade a candidate must have:

- a) Diploma in orthopaedic plaster technology from a recognized institution; and
- b) Certificate in computer application skills 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 the guidance and supervision of an experienced officer. Duties and responsibilities will entail:

- a) Manipulating and reducing fractures;
- b) Fixing and removing casts, bandages and fractions to and from patients;
- c) Correcting Congenital Talipes Equino-Virus (C.T.E.V);

- d) Counselling patients and clients on issues regarding orthopaedic trauma;
- e) Cleaning and treating simple wounds resulting from orthopaedic trauma case; and
- f) Assessing and referring patients with musculoskeletal conditions.

22. ORTHOPAEDIC TECHNOLOGIST III, JOB GROUP 'H' – 2 POSTS

Requirements for appointment:

For appointment to this grade, a candidate must;

- a) Be in possession of a Diploma in Orthopaedic Technology or possess an equivalent qualification from any other recognized medical training institution.
- b) Certificate in computer application skills from 'a recognized institution.

Duties and Responsibilities:

This is the entry grade into the Orthopaedic Technologists Cadre. Work at this level is of limited scope and complexity and is carried out under the guidance of a more senior officer.

Duties and responsibilities involve provision of supportive services in orthopaedics which entail;

- a) Preparation and fitting of appliances that are required in orthopaedics in health institution
- b) Assessing patient needs, verify and maintain information relating to patients, order and
- c) maintaining records of supplies as well as
- d) Guiding, supervising and counselling of staff under him.

23. SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'L' – 1 POST

Requirements for appointment;

For appointment to this grade an officer must have:

- a) Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the pharmacy and poisons Board from a recognized institution;
- b) Higher Diploma in Clinical Pharmacy from a recognized medical training institution;
- c) Certificate of enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PBB) and valid practice license;
- d) Certificate in computer applications skills from a recognized institution; and
- e) Shown merit and ability in work performance and results.

Duties and Responsibilities.

Duties and responsibilities at this level will involve:

- a) Receiving, interpreting and processing of prescriptions, assessing and supervising interns and students on attachment,
- b) Evaluating training programmes and preparing reports, providing health education to patients on drug use, sampling and reporting findings for submitted specimens for quality control purposes, receiving complaints and

- c) Reporting adverse drug reaction, receiving and reporting poor quality medicine and guiding and counselling staff working under the officer.

24. PUBLIC HEALTH OFFICER JOB GROUP 'K' 8 POSTS

Requirements for appointment.

For Appointment to this grade academy must have

- a) Bachelor's degree in environmental health board public health from a recognized institution
- b) Certificates of competence from the association of public health officers; and
- c) Certificate in computer application skills from recognized institution.

Duties and responsibilities.

This will be the entry and training grade into this cadre. An officer at this level will provide environmental health extension services in the area of deployment, where specific duties and responsibilities will include:

- a) Identifying environmental issues at community level;
- b) Compiling and maintaining up to date records of services rendered;
- c) Accessing health needs of the community; implementing sanitation and hygiene standards in the community;
- d) Compiling and maintaining up to death records of services rendered;
- e) Assessing health needs of the community;
- f) Implementing sanitation ideal standards in the community;
- g) Sensitizing communities on food and water safety measures; and
- h) Compiling data on disease trends.

25. ASSISTANT PUBLIC HEALTH OFFICER III JOB GROUP 'H' 28 POSTS

Requirements for appointment.

For appointment to this grade, a candidate must have:

- a) Diploma in either environmental health science or public health inspection from a recognized institution;
- b) Membership to a professional body and
- c) Certificate in computer application skills from a recognized institution.

Duties and responsibilities.

This will be the entry and training grade for this cadre. An officer at this level will provide environmental health extension services in the area of deployment, where specific duties and responsibilities will include:

- a) Mobilizing, sensitizing and advising communities on matters related to environmental health;
- b) Referring health cases to relevant health facilities;
- c) Carrying out immunization; identifying environmental health issues at the community level;
- d) Organizing community health days to advise communities on common public health issues;
- e) Assessing health needs of the community; implementing vector, vermin and rodent control measures; and
- f) Implementing integrated mosquito control strategies.

26.SENIOR HEALTH ADMINISTRATIVE OFFICER II, JOB GROUP 'L' – 1 POST

Requirement for appointment

For appointment to this grade, an officer must have:

- a) Bachelor's degree in any one of the following social sciences: Public Administration and Health Systems Management from a recognized University;
- b) Demonstrable 5-year work experience in a busy hospital;
- c) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;
- d) Certificate in computer application skills from a recognized institution;
- e) Membership to Kenya Association of Health Administrators; and
- f) Shown merit and ability as reflected in work performance and results

Job Summary

An officer at this level will be deployed in a busy sub-County Hospital/health institution/ Health programme. He/She may also play a deputizing role in coordinating and overseeing provision of Health Administrative Services in a County. In a County hospital/health institution, the officer will be responsible for the day-to-day supervision and co-ordination of non-medical administrative services to support curative (hospital/health institution based) and preventive Health programmes activities; Specifically,

- a) Preparation and implementation of budgets;
- b) Development and maintenance of health facilities;
- c) Estate management of residential and non- residential;
- d) Co-ordination of revenue collection, coordination of catering and housekeeping services; overseeing requisition, transport management, utilization and management of stores & equipment, overseeing staff and patients' welfare by ensuring their security; management of the hospital/health institution mortuary;
- e) Providing secretarial and administrative services to various committees and; maintenance of health administrative service standards in hospital/health institution.

27. EMERGENCY MEDICAL TECHNICIAN - BASIC II. JOB GROUP 'H' 13 POSTS

Duties and responsibilities at this level entail:

- a) Working in a Basic Life Support unit as a patient attendant or an ambulance operator (driver);
- b) Assessing patients and establishing their emergency medical care needs;
- c) Planning and implementing care interventions;
- d) Administration of basic medication to provide better outcomes; and
- e) Ensuring a tidy and safe clinical environment and ensuring safe custody of patients' belongings.

Requirements for Appointment

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

- a) Served in the grade of Emergency Medical Technician - Basic III, for a minimum period of two (2) years;
- b) Certificate of completion in Emergency Medical Technician -Basic Course or any other equivalent qualification from a recognized training institution;
- c) Certificate in Emergency Vehicle Operations Course and a valid class BCE driver's license with Public Service Vehicle license;
- d) A valid practicing license / operating card from a recognized licensing institution;
- e) Certificate in Computer Application Skills from a recognized institution; and
- f) Shown merit and ability as reflected in work performance and results.

28. ASSISTANT CHEF JOB GROUP H 3 POSTS

Requirements for appointment.

For appointment to this grade, an officer must have:

- a) Diploma in Food & Beverage Production;
- b) Proficiency in computer applications;
- c) Two (2) years hands-on experience with planning menus and ordering ingredients;
- d) Knowledge of a wide range of recipes;
- e) Familiarity with kitchen sanitation and safety regulations;
- f) Ability to manage a team in a fast-paced work environment; and
- g) At least three (3) years working experience in hospital setting.

Job Summary

The Assistant Chef will be responsible to ensure hospital functions and events have their catering needs adequately addressed. Should work with nutritionists and doctors preparing standard menus for all patients and delivering meals on time according to hospital deadlines.

Duties and Responsibilities

- a) Work with the Kitchen Manager in creating standard weekly menu for patients based on instructions from nutritionist;

- b) Supervise kitchen staff to make sure that the kitchen was always clean;
- c) Supervise food preparation and cooking;
- d) Check food plating and temperature;
- e) Establish portion sizes;
- f) Schedule kitchen staff shifts;
- g) Order food supplies and kitchen equipment, as needed;
- h) Train kitchen staff on prep work and food plating techniques;
- i) Store food products in compliance with safety practices (e.g. in refrigerators);
- j) Keep weekly and monthly cost reports; and
- k) Maintain sanitation and safety standards in the kitchen area.

29. COOK 1 JOB GROUP G (6 POSTS)

Requirements for appointments.

For appointment to this grade, an officer must have:

- a) Certificate in Food and Beverage Production or its equivalent from a recognized institution;
- b) Food handler's certificate;
- c) At least five (5) years related experience in hospital setting;
- d) A positive attitude and commitment to providing nutritious meals and offer a range of choices including to those with specific dietary requirements;
- e) Familiarity with kitchen sanitation and safety regulations and knowledge of prevailing regulations on Hygiene; and
- f) Knowledge of a wide range of recipes.

Job Summary

A hospital cook works in the same capacity as any other cook in a hotel, restaurant or a café. The work of a hospital cook involves cooking nutritious meals for patients, according to their healthcare plans. This person will also attend to other hospital catering needs.

Duties and Responsibilities

- a) Look through each patients' diet plan and determine what ingredients will be required;
- b) Assist the hospital management in creating recipes, along with help from doctors and other healthcare professionals.
- c) Cook nutritious meals according to standardized protocols ensuring that cleanliness is given the highest priority;
- d) Perform portioning activities on trays or platters, by following set instructions, on a per-patient basis;
- e) Ensure that patients' meals are delivered to them promptly so that they can take their medicines on time;

- f) Oversee the cleanliness and sanitization of kitchen areas, such as counters, floors, and walls;
- g) Perform predictive, preventative, and regular maintenance on kitchen appliances such as stoves, ovens, grills, fridges, and freezers; and
- h) Timely perform food rotation activities so that food spoilage is kept in check.

30. OPTOMETRISTS TECHNOLOGISTS III 'H' 2 POSTS

Requirements for Appointment:

For appointment to this grade, a candidate must:

- a) Be in possession of a Diploma in Optometry or its equivalent qualification from a recognized training institution;
- b) Be in possession of a Certificate in Computer Application Skills from a recognized institution; and
- c) Be registered by the Kenya Council of Optometry.

Duties and Responsibilities

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

- a) Examinations of the eye for the purpose of detecting injuries, diseases or abnormality in the eye, refraction, fit contact lenses dispense optical appliances, including low vision devices and handling Ophthalmic equipment's. Work at this level will be carried out under the guidance and supervision of a senior officer.

31. MEDICAL OFFICER, JOB GROUP 'M' 2 POSTS

Requirements for Appointment.

For appointment to this grade a candidate must have:

- a) Bachelor of Medicine and Bachelor of Surgery (M.B, Ch.B.) degree from a recognized by Medical Practitioners and Dentists Board;
- b) Successfully completed one (I) year Internship from a recognized institution;
- c) Registration license from the Medical Practitioners and Dentists Board with a valid practising license; and
- d) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities.

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail:

- a) Diagnosing, caring and treating diseases;
- b) Performing medical and surgical procedures; preparing and responding to emergencies and disasters;

- c) Participating in management of medicines, medical instruments and equipment; providing health education;
- d) Maintaining medical records, health information and data;
- e) Counselling patients and their relatives on diagnoses and bereavement;
- f) Teaching and coaching medical students, nursing students and clinical officer interns; and
- g) Preparing requisite documents for registration.

32. PHARMACIST, JOB GROUP 'M' 1 POST

Requirements for Appointment

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

- a) Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- b) Successfully completed one (1) year Internship from a recognized institution; Registration Certificate by the Pharmacy and Poisons Board and valid practicing license; and
- c) Certificate in Computer Application Skills from a recognized institution.

Duties and Responsibilities

An officer at this level will work under supervision of a senior Pharmacist. Duties and responsibilities will include:

- a) Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience;
- b) Preparing and dispensing medicines according to good dispensing practices and counselling patients on use of medicines;
- c) Making extemporaneous preparations;
- d) Participating in ward rounds; identifying medicinal gaps and challenges;
- e) Maintaining a daily activity log book for recording all activities undertaken;
- f) Recommending over the counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals; and
- g) Making entries into the relevant inventory management records and registers.

An officer at this level may also be deployed in a manufacturing industry to: provide quality assurance and control services; register products; register and license premises; and providing warehousing and logistics.

2. DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

DIRECTORATE OF TRANSPORT

1. SUPERINTENDING ENGINEER (STRUCTURAL/CIVIL) JG M 1 POSITION

Duties and responsibilities

- a) Detailed design, supervision of construction and maintenance of classified and unclassified roads and designing of drainage structures.
- b) Supervision of Engineers and all staff working under him/her.
- c) Reporting to the director Transport and Infrastructure

Requirements for Appointment

- a) Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution
- b) Served in the grade of Engineer I (Civil and Bridges) or comparable and relevant position in the Public/Private Service for at least three (3) years;
- c) Have a current valid annual practicing license from the Engineers Registration Board of Kenya
- d) Possession of a Master's degree will be an added advantage.
- e) Must be registered by EBK or any other professional body recognized in Kenya as professional engineer;

2. ENGINEER I (CIVIL/STRUCTURAL) JG L 1 POSITIONS

Duties and Responsibilities.

- a) Design, preparation of bills of quantities and detailing of structural and civil works drawings for various structures such as roads, sewage, marine works, retaining walls and footbridges.
- b) Train and supervise staff; checking drawings and bending schedules prepared by staff working under him/her.
- c) Compiling work weekly output done by structural Assistants in the unit,
- d) Co-ordination of digitization of drawings and management of plans, records and storage; retrieval and construction of information.
- e) Reporting to the superintending engineer structural/civil

Requirements for Appointment

- a) A Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- b) Possession of a Master's degree will be an added advantage.
- c) Been registered by engineers' board of Kenya (EBK)/Institute of Engineers of Kenya (IEK) as a professional Engineer;
- d) Have a current valid annual practicing license from the Engineers Registration Board of Kenya
- e) Be a corporate member of Institute of Engineers of Kenya (IEK)
- f) Have relevant knowledge and experience of not less than three (3) years in the professional field

- g) Demonstrate competency and ability required to handle technical and administrative matters at this level
- h) Have a certificate in computer application

3. ENGINEER II (CIVIL/STRUCTURAL) JG K 2 POSITION

Duties and Responsibilities.

- a) Design, preparation of bills of quantities and detailing of structural and civil works drawings for various structures such as roads, sewage, marine works, retaining walls and footbridges.
- b) Train and supervise staff; checking drawings and bending schedules prepared by staff working under him/her.
- c) Compiling work weekly output done by structural Assistants in the unit,
- d) Co-ordination of digitization of drawings and management of plans, records and storage; retrieval and construction of information.
- e) Reporting to the superintending engineer structural/civil

Requirements for Appointment

- a) A Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution
- b) Must be a member of EBK or any other professional body recognized in Kenya
- c) Have relevant knowledge and experience of not less than three (3) years In the professional field
- d) Demonstrate competency and ability required to handle technical and administrative matters at this level
- e) Have a certificate in computer applications

4. CHAINMAN JG F 3 POSTS

Duties and responsibilities

- a) Direct and watch over a team of rodmen so that there is a smooth transfer of collected information.
- b) Handle different ways of communication to update the surveying team on the latest and relevant survey data.
- c) Identify and monitor on-site safety.
- d) Maintain safe usage of surveying tools.
- e) Note accurate area measurements to make sure conditions are suitable for the project.
- f) Plan daily work to keep a safe work environment.
- g) Record required data used in the construction project to help with accurate data collection.
- h) Use a meter to make sure that elevation is measured accurately. Use basic computer processes for data entry and analysis. Chainman Requirements
- i) Reporting to the superintending engineer structural/civil

Requirements for Appointment;

- a) Certificate in Survey and Mapping or a related course from a recognized institution
- b) Ability to read and comprehend survey plans.
- c) Ability to perform basic survey calculations.
- d) Ability to use survey instruments (GPS and total station)
- e) Ability to work in a team environment.
- f) Ability to work outdoors in a variety of weather conditions.

5. INSPECTORS (ROADS) JG H 6 POSTS

Duties and Responsibilities

- a) Carrying out regular road inspections and recommend maintenance activities where necessary
- b) Preparation of progress reports and status reports on road works
- c) Ensuring safety measures are being observed and potential risks at project sites mitigate
- d) Conducting annual road inventory and condition surveys (ARICS)
- e) Managing, directing and monitoring progress of projects
Inspecting the works at substantial completion in accordance with the conditions of the contract and record all the defects, imperfections or faults, if any, and have them rectified at the contractor's expense during the defect liability period before final possession by the client
- f) Preparation of daily reports
- g) Assisting in data collection on tender document preparation
- h) Reporting to the superintending engineer structural/civil

Requirements for appointment

- a) A Diploma in Civil Engineering or its equivalent from a recognized institution;
- b) Membership to any relevant professional body is an added advantage

b) DIVISION OF MECHANICAL PLANT AND AUTOMOTIVE

6. SUPERINTENDING MECHANICAL ENGINEER (PLANT AND AUTOMOTIVE) JOB GROUP M [1 POST]

Duties and Responsibilities

(A) TECHNICAL DESIGNING, PLANNING AND DEVELOPMENT

The duties and responsibilities entail:

- a) Preparation of development plans, proposals and designs for new improved workshop facilities;
- b) Implementation of workshop development programmes;
- c) Design of vehicle bodies, special purpose plant, vehicles, and plant modifications, and other items;
- d) Preparation of requirements for procurement and placement, overhaul, utilization, allocation and arrangement of the vehicle, plant, equipment and workshop tools;

- e) Building services, manpower development and training, preparation and submission of reports, and returns;
- f) Staff discipline and welfare;

(B) CENTRAL WORKSHOPS

The duties and responsibilities entail:

- a) Repair and maintenance of the mechanical machines and equipment;
- b) Provision of transport services, submission of regular reports, advising on spares;
- c) Enforcement of quality;
- d) Carrying out cost estimates of all repair work including work entrusted to Outside contractor;
- e) Submission of regular reports;
- f) Advising on spares holdings and all matters connected with maintenance and repairs of vehicles and plant
- g) Inspect and test vehicles and equipment before and after repairs;
- h) Conduct proficiency test for drivers
- i) Reporting to the Director of Transport and Infrastructure

Requirements for Appointment

- a) A Bachelor's degree in mechanical/automotive engineering or its equivalent and relevant qualification from a recognized institution;
- b) Possession of a Master's degree will be an added advantage.
- c) Been registered by engineers' board of Kenya (EBK)/Institute of Engineers of Kenya (IEK) as a professional Engineer;
- d) Have a current valid annual practicing license from the Engineers Registration Board of Kenya or any other relevant professional body
- e) Have relevant knowledge and experience of not less than three (3) years in professional field.
- f) Demonstrate competency and ability required to handle technical and administrative matters at this level
- g) Have a certificate in computer application

7. ARTISAN 1 (WELDING) – JG G 2 POSTS

Duties and Responsibilities

- a) Basic welding and maintenance of welding tools and cleaning of the workplace
- b) Reporting to the mechanical engineer

Requirements for appointment

- a) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution,
- b) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and

- c) Having NYS certificates will be an added advantage. Direct and watch over a team of rodmen so that there is a smooth transfer of collected information.

8. ARTISAN 1 (MECHANICAL) I JG G 6 POSTS

Requirements for appointment

- a) Craft certificate in Mechanical engineering, Artisan National Trade test certificate Grade III/ or its equivalent and relevant qualification from a recognized institution.
- b) Proficiency in Computer Applications.

Duties and Responsibilities: -

- a) Repair and maintain all types of vehicles, construction plants, body building that may involve interpretation of drawings, fitting, and use of manufacturing machines, bench work, and precision measuring tools.
- b) Clean machines and the workplace.
- c) Reporting to the mechanical engineer

9. ARTISAN 1 (ELECTRICAL) JG G 2 POSTS

Duties and Responsibilities

- a) Installing new vehicle wiring systems.
- b) Installing and troubleshooting immobilizer and alarm systems.
- c) Diagnosing electrical issues and proposing a course of action.
- d) Repairing and replacing faulty wiring or electrical systems.
- e) Servicing of electrical automotive parts
- f) Maintaining a clean working environment.
- g) Completing job reports and processing paperwork
- h) Reporting to the mechanical engineer

Requirements for appointment

- a) Government Trade Test Certificate Grade III in Electrical Technician
- b) KCSE mean grade of D+ or its equivalent
- c) Minimum two years' experience

c) DIVISION OF TRANSPORT, MOBILITY AND SAFETY

10. DRIVER II JG F 26 POSTS (TIPPER TRUCKS)

Duties and responsibilities

- a) Driving a motor vehicle as authorized;

- b) Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- c) Detecting and reporting malfunctioning of vehicle systems;
- d) Maintenance of work ticket for vehicle assigned;
- e) Ensuring security and safety for the vehicle on and off the road;
- f) Safety of the passengers and/or goods therein;
- g) Maintaining cleanliness of the vehicle.

Requirements for appointment

- a) Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- b) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- c) Passed Suitability Test for drivers Grade II;
- d) Passed occupational test for drivers grade II;
- e) A valid certificate of Good Conduct from the Kenya Police;
- f) Possession of a First Aid Certificate course from a recognized institution is an added advantage
- g) Must have at least three years' experience

11. PLANT OPERATORS JG G 27 POSITIONS

Duties and Responsibilities

- a) Undertake Heavy Equipment activities
- b) Ensure proper maintenance of Heavy Equipment
- c) Undertake routine maintenance of Heavy Equipment
- d) Ensure cleanliness of the Heavy Equipment
- e) Report to the Director Transport and Infrastructure

Requirements for appointment

- a) KCSE certificate of Grade D Plain or its equivalent
- b) Have passed the suitability test for plant operators
- c) Possess a valid driving license free from current endorsement for class of machines that one may be required to operate
- d) Mechanical course an added advantage

- e) Minimum Three (3) years relevant experience
- f) Possession of a First Aid Certificate course from a recognized institution is an added advantage

DIRECTORATE OF PUBLIC WORKS

12. ASSISTANT DIRECTOR_PUBLIC WORKS JG P (1) POST

Duties and responsibilities

- a) Formulating, implementing and reviewing buildings/construction development policies, strategies, procedures, plans, standards and guidelines;
- b) Initiating review and dissemination of appropriate legislation and regulations on buildings/constructions development;
- c) Facilitating designs, approval and implementation of buildings/construction development programmes
- d) Facilitating implementation of sustainable funding framework for the development of public works services;
- e) Facilitating proposals for technical support in the provision of public works services development in concurrence with both levels of governments;
- f) Spearheading research, innovation, best practices and use of modern technology in public works development and related issues;
- g) Monitoring, supervising, and training of junior engineers for professional development and other technical staff working under them.

Requirements for appointment

- a) A Bachelor's Degree in Architecture, Structural Engineering, Quantity Surveyor or equivalent qualifications from a recognized university;
- b) Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
- c) Attended a Senior Management course lasting not less than four (4) weeks from a recognized Institution;
- d) Must be registered with Engineers Board of Kenya/Board of Registration of Architects and quantity Surveyors or any other professional body
- e) Current valid annual practicing license from the relevant professional body
- f) Corporate membership with the relevant professional body
- g) Demonstrated high degree of professional competence, administrative capabilities required for effective planning, direction, control and coordination in line with your profession

- h) Thorough understanding of National goals, policies and programmes and the ability to translate them to your professional function;
- i) Master's degree from a university recognized in Kenya will be considered an added advantage.

13. SUPERINTENDING ARCHITECT JG L 1 POST.

Duties and Responsibilities.

- a) Management and coordination of work in the preparation of scheme designs
- b) Production of drawings for projects in the annual Works Program
- c) Controlling of activities on site
- d) Supervision of projects during construction and maintenance
- e) Monitoring of expenditure
- f) Liaising with client departments on matters relating to design briefs and expenditure
- g) Manage and coordinate field surveys and user reaction investigations
- h) Analysis of data from field surveys
- i) Establishment of space standards and better architectural detailing
- j) Monitor and evaluate sketch/scheme designs done by consultants for necessary recommendations for approval
- k) Evaluation of consultants' fees and make recommendations for payment
- l) Assessment of training needs in the units
- m) Design and supervision of construction and maintenance of public buildings, civil and other public works
- n) Responsible for research activities, administration, and supervision of all staff working under him/her

Requirements for appointment

- a) Possess bachelor's degree in architecture or equivalent qualification from recognized institution.
- b) Have proficiency in computer applications for preparation of BoQs and drawings (excel, ArchiCAD, auto card)
- c) Must be registered with Board of Registration of Architects and quantity Surveyors
- d) Cooperate membership with Architect Association of Kenya
- e) Attended a project development and management course lasting not less than one year.
- f) Experience of not less than three years in architect works
- g) Show administrative ability, wide experience in Architectural drawings

14. SUPERINTENDING ENGINEER STRUCTURAL/CIVIL JG L 1 POSITION

Duties and responsibilities

- a) Detailed design, supervision of construction and maintenance of classified and unclassified roads and design of small span drainage structures.
- b) Reporting to the superintending structural engineer/ architect

Requirements for Appointment

- a) Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution
- b) Served in the grade of Assistant Engineer I (Civil and Bridges) or comparable and relevant position in the Public/Private Service for at least three (3) years;
- c) Have a current valid annual practicing license
- d) Must be registered by EBK/IEK or any other professional body recognized in Kenya as professional engineer;
- e) Shown merit and ability as reflected in work performance and results

15. SUPERINTENDING QUANTITY SURVEYOR JG L I POSITION

Duties and responsibilities

- a) Evaluation and reporting on contractual claims from contractors, checking valuations for payments to contractors, resolution of disputes on cases requiring litigation or arbitration;
- b) Responsible for cost information services, control and implementation of tendering and procuring procedures for construction projects, preparation of cost hand books, handling correspondence, reports and papers on policy matters.
- c) Coordination, checking and recommending for approval of tender documents including Bill of Quantities prepared by Quantity Surveyors in the section to ensure professional standards and accuracy;
- d) Preparation of cost estimates, Bill of Quantities, monthly valuation on site, site measurements, preparation of variation orders and final accounts involving the implementation of development projects for various Departments;
- e) Preparation of variation orders and final accounts involving the implementation of development projects for various Departments.
- f) Supervise the Quantity Surveying services in the County and will be responsible for the administration and supervision of all staff working under him/her;
- g) Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works;
- h) Responsible for research activities;
- i) Supervise the quantity surveying services in the County and will be responsible for the administration and supervision of all staff working under him/her;
- j) Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveyors.
- k) Write descriptions of property boundary surveys for use in deeds, leases or other legal documents
- l) Reporting to the superintending structural engineer/ architect

Requirements for Appointment:

- a) Bachelor's degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution;
- b) Be Registered with the Board of Registration of Architects and Quantity Surveyors of Kenya or any other relevant professional body as Quantity Surveyor;
- c) Have a current valid annual practicing license
- d) Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or any other relevant professional body.
- e) Attended a Senior Management Course (SMC) lasting not less than four (4) weeks from a recognized Institution
- f) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function
- g) Proficiency in computer application skills.
- h) Shown merit and ability as reflected in work performance and results

16. QUANTITY SURVEYOR ASSISTANT II – 1 POST JG J

Duties and responsibilities

- a) Squaring dimensions and abstracting for the preparation of bills
- b) Preparation of specifications and site measurements,
- c) Preparation of payment certificates and final accounts;
- d) Compilation of tender and contract documentation;
- e) Staffing of functional units relating to fees and cost planning.
- f) Reporting to the superintending quantity surveyor

Requirements for Appointment

- a) Diploma or Technician Certificate Part III in any of the following fields: Quantity Survey, Building/Civil Engineering, or its equivalent and relevant qualification from a recognized institution;
- b) Served in the grade of Quantity Survey Assistant III or in a comparable and relevant position in the Public/Private Service for at least three (3) years;
- c) Shown merit and ability as reflected in work performance and results.

17. SUPERINTENDING MECHANICAL ENGINEER (BUILDING) JOB GROUP L [1 POST]

Duties and Responsibilities

- a) Planning, controlling and coordination of mechanical design aspects for building projects;
- b) Checking and recommending for approval of engineering consultants designs including: evaluation and recommending fees submitted by consultants and contractors
- c) Design, detailing and site supervision of mechanical engineering works

- d) Production of specifications, bills of quantities, estimates and tender documents for mechanical engineering works
- e) Liaison with Architects, Structural Engineers, local authorities and other departments on project development
- f) Checking and monitoring projects designed by consulting engineers
- g) Undertaking work programs in all the functional areas
- h) Training and development of staff under him/her
- i) Checking and monitoring projects designed by consultants
- j) Provide technical advice on safe designs and construction
- k) Obtain planning and/or building regulations approval
- l) Monitor and inspect all work undertaken by contractors to ensure mechanical soundness

Requirements for appointment

- a) Have a Bachelor's Degree in mechanical Engineering or its equivalent from a recognized institution.
- b) At least 3 years relevant working experience as a mechanical Engineer
- c) Registered with EBK/IEK or any other professional body as professional engineer
- d) Certificate in Computer applications from a recognized institution
- e) Be a good team player with exemplary leadership qualities, interpersonal skills, communication skills and collaborative skills

18. ARCHITECT ASSISTANT II JG J 1POST

Duties and Responsibilities

- a) Preparation of sketch/scheme designs
- b) Preparation of production drawings;
- c) Interpretation of project requirements;
- d) Post contract administration
- e) Reporting to the superintending architect

Requirements for Appointment

- a) Diploma in Architecture or its equivalent and relevant qualification from a recognized institution.
- b) A member of a recognized professional body

19. CHARGE HAND 1 (Electrical) (BUILDING) JG J (1) Post

Duties and responsibilities

- a) Carry out electrical works;
- b) Maintain and repair facilities/equipment;
- c) Produce basic tools/equipment; and
- d) Install and maintain electrical works.

Requirements for Appointment

- a) A Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or
- b) Equivalent qualification from a recognized institution;
- c) Passed the National Trade Test III certificate of the Directorate of Industrial
- d) Training or equivalent qualification from a recognized institution.
- e) Certificate in Computer application
- f) Reporting to the superintending electrical engineer

20. SUPERINTENDING ELECTRICAL ENGINEER JG L 1 POST

Duties and responsibilities

- a) Planning, controlling and coordination of electrical design aspects for building projects;
- b) Checking and recommending for approval of engineering consultants designs including: evaluation and recommending fees submitted by consultants and contractors
- c) Design, detailing and site supervision of electrical engineering works
- d) Production of specifications, bills of quantities, estimates and tender documents for electrical engineering works
- e) Liaison with Architects, Structural Engineers, local authorities and other Ministries on project development
- f) Checking and monitoring projects designed by consulting engineers
- g) Undertaking work programs in all the functional areas
- h) Training and development of staff under him/her
- i) Design, detailing, site supervision and maintenance of county streetlights and floodlights
- j) Checking and monitoring projects designed by consultants
- k) Provide technical advice on safe designs and construction
- l) Obtain planning and/or building regulations approval
- m) Monitor and inspect all work undertaken by contractors to ensure electrical soundness
- n) Reporting to the superintending structural engineer/ architect

Requirements for Appointment

- a) Have a Bachelor's Degree in Electrical & Electronics Engineering from a recognized institution.
- b) At least 3 years relevant working experience as an Electrical Engineer
- c) Registered with EBK/IEK or any other professional body as professional engineer

- d) Certificate in Computer applications from a recognized institution
- e) Be a good team player with exemplary leadership qualities, interpersonal skills, communication skills and collaborative skills

21. ELECTRICAL ENGINEER I JG K 1 POST.

Duties and responsibilities

- a) Planning, controlling and coordination of electrical design aspects for building projects;
- b) Checking and recommending for approval of engineering consultants designs including: evaluation and recommending fees submitted by consultants and contractors
- c) Design, detailing and site supervision of electrical engineering works
- d) Production of specifications, bills of quantities, estimates and tender documents for electrical engineering works
- e) Liaison with Architects, Structural Engineers, local authorities and other Ministries on project development
- f) Checking and monitoring projects designed by consulting engineers
- g) Undertaking work programs in all the functional areas
- h) Training and development of staff under him/her
- i) Design, detailing, site supervision and maintenance of county streetlights and floodlights
- j) Checking and monitoring projects designed by consultants
- k) Provide technical advice on safe designs and construction
- l) Obtain planning and/or building regulations approval
- m) Monitor and inspect all work undertaken by contractors to ensure electrical soundness
- n) Reporting to the superintending structural engineer/ architect

Requirements for Appointment

- a) Have a Bachelor's Degree in Electrical & Electronics Engineering from a recognized institution.
- b) At least 3 years relevant working experience as an Electrical Engineer
- c) Be registered with the IEK /EBK or any other professional
- d) Certificate in Computer applications from a recognized institution
- e) Be a good team player with exemplary leadership qualities, interpersonal skills, communication skills and collaborative skills

3. DEPARTMENT OF TRADE, TOURISM AND ENTERPRISE DEVELOPMENT

1. PRINCIPAL TRADE DEVELOPMENT OFFICER (JG N) (1 POST)

Duties and Responsibilities;

- a) Implement the County and National trade policy;
- b) Facilitating trade promotion activities
- c) Coordinate all trade business and development services in the county.
- d) Supervise and coordinate field services and projects.
- e) Oversee technical services policy formulation and development and enforce trade and business development services.
- f) Provide consultancy and technical guidance on trade issues.
- g) Develop training programs on trade issues.
- h) Provision and support in respect of market linkages and access to finance for the micro, small and medium industries;
- i) Coordination and development of the micro, small and medium enterprises (MSMEs) engaged in trade;
- j) Facilitation of the development and enforcement of market standards within the County in collaboration with the relevant institutions;

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Bachelor's degree in Business Management, Business Administration, Commerce, Entrepreneurship or its equivalent from a recognized institution.
- c) Master's Degree in the relevant field is an added advantage.
- d) At least 5 years of experience and knowledge in a technical position in public service/ private sector in the relevant field.

2. TRADE DEVELOPMENT OFFICER I (JG K) (1 POST)

Duties and Responsibilities;

- a) Facilitating trade promotion activities within and outside the County
- b) Undertaking market survey, profiling and market intelligence surveys for intra – county and inter-county trade development and partnerships
- c) Providing consultancy and extension services on trade issues
- d) Participating in the initial drafting of county trade development policies

- e) Assisting in drafting of trade agreements
- f) Responding to public complaints or customer care issues related to trade in the county
- g) Monitoring and analyzing trade practices within and outside the county
- h) Any other duties assigned for promotion of trade development.

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Bachelor's degree in Business Management, Business Administration, Commerce, Entrepreneurship or its equivalent from a recognized institution.
- c) Have relevant knowledge and experience in a technical position in public service/ private sector for at least two years in the relevant field.

3. TRADE DEVELOPMENT OFFICER II (JG J) (5 POSTS)

Duties and Responsibilities;

- a) Collecting and compiling economic and trade related data;
- b) Disseminating trade information;
- c) Facilitating trade promotion activities, programs; and product development
- d) Participating in the implementation of trade related development projects;
- e) Participating and organizing trade interactive forums and conducting business counseling sessions and trainings.

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Diploma certificate in Business Management, Business Administration, Commerce, Entrepreneurship or its equivalent from a recognized institution
- c) Have relevant knowledge and experience in public service/ private sector for at least two years in the relevant field.

4. ENTERPRISE DEVELOPMENT OFFICER 1 (JG K) (1 POST)

Duties and Responsibilities;

- a) Facilitating enterprise promotion activities within and outside the County
- b) Provision of Enterprise development services.
- c) Collecting and compiling economic and enterprise related data;
- d) Disseminating business information to the business community,
- e) Facilitating county enterprise development activities

- f) Implement the County Enterprise policy; and
- g) Any other duties assigned for promotion of enterprise development

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Bachelor's degree in Business Management, Entrepreneurship, Business Administration, Commerce or its equivalent from a recognized institution.
- c) Have relevant knowledge and experience in a technical position in public service/ private sector for at least two years in the relevant field.

5. ENTERPRISE DEVELOPMENT OFFICER II (JG J) (4 POSTS)

Duties and Responsibilities;

- a) Facilitating enterprise promotion activities within and outside the County
- b) Provision of Enterprise development services.
- c) Collecting and compiling economic and enterprise related data;
- d) Disseminating business information to the business community,
- e) Facilitating county enterprise development activities
- f) Implement the County Enterprise policy; and
- g) Any other duties assigned for promotion of enterprise development

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Diploma in Business Management, Entrepreneurship, Business Administration, Commerce or its equivalent from a recognized institution
- c) Have relevant knowledge and experience in public service/ private sector for at least two years in the relevant field.

6. WEIGHTS AND MEASURES OFFICER (JG K) (1 POST)

Duties and Responsibilities;

- a) Coordinate weights and measures services in the field to ensure effective service delivery and safe trade practices.
- b) Control or regulate the accuracy and manner of use of Weighing and Measuring equipment in use for trade;

- c) Develop a public sensitization schedule to ensure that the public sensitization forum is well coordinated and effectively carried out.
- d) Ensure that before verification and stamping program is commenced, the necessary legal obligations are compiled as provided in section 27 of the Weights and Measures Act.
- e) Receive and analyze all complaints under the weights and measures Act and ensure proper investigation
- f) Verify and stamp trader's weighing and measuring equipment to ensure accuracy of quantities delivered.
- g) Sensitize on standards so as to create awareness among members of the public and consumers as to the need of using accurate measures.
- h) Investigate all complaints and prosecution of cases involving weighing, quality and origin of goods.
- i) Carry out research in specific areas of legal metrology and consumer protection
- j) Test samples for research analysis and articles submitted by the stakeholders and interest groups
- k) Control or regulate the sale of goods in terms of quantity i.e. Weight, Measures, or number of such goods as laid down in the regulations;

Requirements for appointment

- a) Be a Kenyan Citizen
- b) Bachelor's degree in Mathematics, Physics, Metrology, Computer Science or any Other related degree from a recognized university.
- c) Be a Gazetted inspector of weights and measures.
- d) Have relevant knowledge and experience in legal metrology.

7. WEIGHTS AND MEASURES ASSISTANT (JG J) (2 POSTS)

Duties and Responsibilities;

- a) Develop a public sensitization schedule to ensure that the public sensitization forum is well coordinated and effectively carried out.
- b) Ensure that before verification and stamping program is commenced, the necessary legal obligations are compiled as provided in section 27 of the Weights and Measures Act.

- c) Receive and analyze all complaints under the weights and measures Act and ensure proper investigation
- d) Verify and stamp trader's weighing and measuring equipment to ensure accuracy of quantities delivered.
- e) Sensitize on standards so as to create awareness among members of the public and consumers as to the need of using accurate measures.
- f) Any other duties assigned for promotion of fair-trade practice and consumer protection.

Requirements for appointment;

- a) Be Kenyan Citizen
- b) Diploma in Mathematics, Physics, metrology, computer science or any other related diploma from a recognized institution.
- a) Have at least 3 years of experience and knowledge in the field of legal metrology.

8. TOURISM OFFICER I (JG K) (2 POSTS)

Duties and Responsibilities;

- a) Collect and compile tourism information and data in the county.
- b) Support the local tourism industry through providing promotional opportunities, devising and coordination of marketing campaigns.
- c) Develop e-tourism platforms including websites and constructing business data.
- d) Undertake research (market) with members on the public and visitors to particular.
- e) Develop spot check schedule to ensure compliance with the provisions of the tourism act and any other laws relating to tourism in the county.
- f) Organize special and seasonal events and festivals and setting up and attending exhibitions.
- g) Perform any other duties as may be assigned from time to time.

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Bachelor's Degree in Tourism Management, Hospitality Management or Tourism related field from a recognized institution
- c) Have relevant knowledge and experience in a technical position in public service or private sector for at least three years in the field of Tourism and Hospitality.

9. TOURISM OFFICER II (JG J) (3 POSTS)

Duties and Responsibilities;

- a) Collect and compile tourism information and data in the county.
- b) Support the local tourism industry through providing promotional opportunities, devising and coordination of marketing campaigns.
- c) Organize special and seasonal events and festivals and setting up and attending exhibitions.
- d) Perform any other duties as may be assigned from time to time.

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Diploma Certificate in Tourism Management, Hospitality Management or Tourism related field from a recognized institution.
- c) Have relevant knowledge and experience for at least three years in the field of Tourism and Hospitality.

10. WILDLIFE OFFICER (JG K) (1 POST)

Duties and Responsibilities;

- a) Establish and develop liaison between Kenya Wildlife Service, Conservation agencies and organization and the County government and promotes conservation through community engagement.
- b) Provide conservation education to the general public.
- c) Identify potential project ideas and activities in line with the wildlife section.
- d) Liaise with Kenya Wildlife Service and other conservation agencies on behalf of the County departments.
- e) Prepare and provide the management with reports statistics forecaster and other information necessary for effective planning and development.
- f) Coordinate compilation of information and data from the industry and maintain a data base.
- g) Identify community enterprise method to conservation.
- h) Promote community enterprise – income generating activities (IGAs)

Requirements for appointment;

- a) Be a Kenyan Citizen

- b) Bachelor's Degree in Wildlife Management, Natural Resources, Range Management or its equivalent from a recognized institution.
- c) Have relevant knowledge and experience in a technical position in public service or private sector for at least three years in the field Wildlife Management and Conservation.

11. WILDLIFE OFFICER II (JG J) (1 POST)

Duties and Responsibilities;

- a) Collect and compile wildlife information and data in the county.
- b) Provide conservation education to the general public.
- c) Identify potential project ideas and activities in line with the wildlife section.
- d) Liaise with Kenya Wildlife Service and other conservation agencies on behalf of the County departments.
- e) Assist in the compilation of information and data from the industry and maintain a data base.
- f) Identify community enterprise method to conservation.
- g) Promote community enterprise – income generating activities (IGAs)

Requirements for appointment;

- a) Be a Kenyan Citizen
- b) Diploma Certificate in Wildlife Management, Natural Resources, Range Management or its equivalent from a recognized institution.
- c) Have relevant knowledge and experience in a technical position in public service or private sector for at least three years in the field Wildlife Management and Conservation.

12. COMPLIANCE AND LICENSING OFFICER – ALCOHOLIC DRINKS CONTROL UNIT (JG K) (1 POST)

Duties and Responsibilities:

- a) Licensing Management: Oversee the issuance, renewal, and revocation of licenses for alcoholic drinks establishments.
- b) Enforcement of Laws: Ensure compliance with the Alcoholic Drinks Control Act and other relevant laws and regulations.
- c) Inspections and Audits: Conduct routine inspections of licensed premises to ensure adherence to licensing conditions and standards.

- d) Compliance Monitoring: Investigate reports of non-compliance and recommend appropriate action, including penalties or revocation of licenses.
- e) Public Awareness and Education: Provide guidance to stakeholders on the requirements for compliance with alcohol control laws.
- f) Report Preparation: Compile reports on licensing activities, compliance rates, and any enforcement actions taken.
- g) Collaboration: Work closely with law enforcement, public health officials, and local authorities in enforcing alcohol control laws.

Requirements for appointment:

- a) Be a Kenyan Citizen
- b) Bachelor's degree in Law, Public Administration, Business Administration, or a related field.
- c) Knowledge of the Alcoholic Drinks Control Act and other relevant Kenyan legislation is an added advantage
- d) Knowledge in regulatory compliance and licensing processes.
- e) Understanding of public health and safety regulations concerning alcohol.
- f) At least 3-5 years of relevant work experience in compliance, regulation, or licensing.
- g) Experience working with government regulatory bodies or in a law enforcement capacity is an advantage.
- h) Previous experience in alcohol control, public health, or related sectors is desirable.
- i) Strong understanding of Kenyan alcoholic drinks regulations.
- j) Excellent communication, negotiation, and problem-solving skills.
- k) Attention to detail and ability to enforce regulations fairly and impartially.
- l) Ability to work under pressure and handle sensitive cases with discretion.

**13. COMPLIANCE AND LICENSING OFFICER II- ALCOHOLIC DRINKS CONTROL UNIT (JG J)
(3 POSTS)**

Duties and Responsibilities:

- a) Licensing Management: Oversee the issuance, renewal, and revocation of licenses for alcoholic drinks establishments.
- b) Enforcement of Laws: Ensure compliance with the Alcoholic Drinks Control Act and other relevant laws and regulations.

- c) **Inspections and Audits:** Conduct routine inspections of licensed premises to ensure adherence to licensing conditions and standards.
- d) **Compliance Monitoring:** Investigate reports of non-compliance and recommend appropriate action, including penalties or revocation of licenses.
- e) **Public Awareness and Education:** Provide guidance to stakeholders on the requirements for compliance with alcohol control laws.
- f) **Report Preparation:** Compile reports on licensing activities, compliance rates, and any enforcement actions taken.
- g) **Collaboration:** Work closely with law enforcement, public health officials, and local authorities in enforcing alcohol control laws.

Requirements for appointment:

- a) Be a Kenyan Citizen
- b) Diploma Certificate in Public Administration, Business Administration, or a related field.
- c) Knowledge of the Alcoholic Drinks Control Act and other relevant Kenyan legislation is an added advantage
- d) Knowledge in regulatory compliance and licensing processes.
- e) Understanding of public health and safety regulations concerning alcohol.
- f) At least 3 years of relevant work experience in compliance, regulation, or licensing.
- g) Experience working with government regulatory bodies or in a law enforcement capacity is an advantage.
- h) Previous experience in alcohol control, public health, or related sectors is desirable.
- i) Strong understanding of Kenyan alcoholic drinks regulations.
- j) Excellent communication, negotiation, and problem-solving skills.
- k) Attention to detail and ability to enforce regulations fairly and impartially.
- l) Ability to work under pressure and handle sensitive cases with discretion.

4. DEPARTMENT OF AGRICULTURE AND COOPERATIVE DEVELOPMENT

A. DEPARTMENT OF AGRICULTURE

1. AGRICULTURAL OFFICER, JOB GROUP K (22) POSTS

Duties and Responsibilities

An officer at this level will be deployed in the sub county to coordinate activities in one of the following areas;

- a) Undertaking crop production,
- b) Assisting in land development,
- c) Undertaking agricultural extension and project management,
- d) Managing information desk within the sub county.
- e) Performing any other duty that may be assigned by the supervisor

Requirements for Appointment

- a) A Bachelor of science degree in any of the following fields; Food science, home economics, Agriculture, Horticulture, Agricultural extension and Education from a recognized institution
- b) Have excellent interpersonal skills

2. AGRICULTURAL ENGINEER II JOB GROUP K- (2) POSTS

Duties and Responsibilities

- a) To provide technical advice on design and use of farm machinery, farm power, structures and equipment
- b) Supervising construction of agricultural projects and structures
- c) Supervising soil and water conservation
- d) Advising on farm power and mechanization
- e) Advising on irrigation and drainage programmes
- f) Advising on Designing Agricultural machinery, plants structures, components and equipment
- g) Advising on installation and testing of agricultural machinery and equipment
- h) Advising on Designs food processing plants and operations
- i) Resource mobilization for the section
- j) Developing Bills of quantities and engineer's estimates for projects
- k) Coordinating Networking and creating partnerships with other stakeholders
- l) Preparing reports and briefs for projects status
- m) Participate in preparation of the Annual work plan and budget
- n) Ensuring projects implementation according to approved budgets and plans.

Requirement for Appointment.

- a) Must be a Kenyan citizen

- b) Hold a Bachelor of Science in Agricultural Engineering/ Bio systems or any other Engineering related field
- c) Be registered by Institute of Engineers of Kenya (IEK) or Engineer's Board of Kenya (EBK) as a graduate Engineer
- d) Must have at least 3 years' experience in similar work
- e) Good design and visualization skills, AutoCAD, Google Earth, GIS and other design tools will be an added advantage
- f) Computer literate with knowledge on related Computer packages
- g) Possess Proposal development skills,
- h) Have Good Communication skills,
- i) Have resource mobilization skills.

3. ASSISTANT AGRICULTURAL OFFICER II JOB GROUP H (21) POSTS

Duties and Responsibilities;

- a) Implement Agricultural policies and strategies
- b) Harmonization of Extension approaches and methodologies of various agricultural activities in liaison with all stake holders in the ward.
- c) Coordinate collection and dissemination of agricultural information within the ward.
- d) Coordination of work and reporting on all agricultural activities
- e) Supervise ward officers
- f) Manage resources allocated to the ward

Requirements for the Appointment

- a) Diploma in Agriculture, agricultural economics, horticulture, agricultural extension and any agricultural related course
- b) 3 years of work experience
- c) Good Report writing skills
- d) Should have resource mobilization skills.

4. MECHANICAL TECHNICIAN JOB GROUP H (1) POST

Duties and responsibilities

- a) Assisting Mechanical Engineer with mechanical design and maintenance tasks
- b) Installing and performing diagnostic tests on machines
- c) Documenting processes and maintaining mechanical service records
- d) Monitoring the availability of parts and reports to mechanical engineer for replenishing supplies
- e) Maintaining a tidy work environment and adhering to industrial regulations

- f) Should have at least one-year experience in mechanical services in a busy organization

Requirement for Appointment.

- a) Should possess a Diploma in mechanical Engineering
- b) Two years' experience as mechanical technician in a busy Organization
- c) Extensive knowledge of mechanical repairs.
- d) Excellent communication skills.

5. ASSISTANT MECHANICAL TECHNICIAN JOB GROUP G (1) POST

Duties and responsibilities

- a) Maintaining vehicle /tractor functional condition by listening to operator complains
- b) Conducting machine and implements inspections
- c) Replacing worn-out parts and components
- d) Verifying machine serviceability by conducting test drives
- e) Adjusting controls and systems
- f) And any other duty that may be assigned

Requirements for appointment

- a) Possess a certificate in Mechanical engineering from a recognized institution
- b) Computer literate

6. TRACTOR DRIVER /PLANT OPERATOR JOB GROUB E (6) POSTS

Duties and responsibilities

- a) Transport goods with strict regard to all the requirements of Road traffic and Motor Vehicle Act.
- b) Identify and organize the tractor's maintenance and repair and to perform light duties such as cleaning and minor tractor maintenance activities.
- c) Conducting tractor pre-checks prior to setting off for the day's activities.
- d) Ensure the safety of the tractor at all times.
- e) Ensure that the tractor is fitted with all accessories and safety equipment.
- f) Ensure timely renewal of all tractor licenses.
- g) Ensuring the tractor engine is well oiled and serviced to remain in good working condition.
- h) Detecting and reporting any malfunctioning of the tractor's mechanical systems.
- i) Reporting any accidents/incidents involving the tractor under your custody to Transport coordinator.

Requirements for appointment;

- a) Possess valid driver's license class G
- b) At least one-year experience in driving a tractor

7. LIVESTOCK PRODUCTION OFFICER JOB GROUP K (3) POSTS

Duties and Responsibilities

- a) Reporting to the Sub County Livestock Production Officer.
- b) Preparing livestock technical information
- c) Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching; promoting of economic livestock farming
- d) Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits
- e) Participating in collaborative research activities
- f) 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, on-farm feed formulation
- g) Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, Poultry, rabbits, camels, donkeys breeding programmes, fodder Production and conservation, value addition to livestock Products, apiculture, emerging livestock and other animal Husbandry interventions
- h) Capturing, maintaining and storing livestock data.

Requirements for Appointment

For appointment to this grade, candidates must have: -

- a) Bachelor's degree in any of the following disciplines: - Animal Science, Animal Production,
- b) Livestock Production or Dairy Technology from a recognized Institution;
- c) Certificate in computer applications

8. VETERINARY OFFICER JOB GROUP L (1) POST

Duties and Responsibilities:

This will be the entry and training into this cadre. An Officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- a) Undertaking disease control activities such as disease research, vaccination and enforcement of livestock movement regulations;
- b) participating in training of stakeholders in vector control programmes

- c) Treating sick animals; advirting on good veterinary practices;
- d) collecting and preparing reports on animal health, products and markets;
- e) providing advice on animal breeding and welfare and undertaking postmortem examinations and other diagnostic tests ‘

Requirements for Appointment;

- a) Be in possession of a bachelor of veterinary medicine (BVM) Degree from a recognized institution
- b) Be registered by the Kenya Veterinary Board
- c) Have a certificate in Computer application from a recognized institution.

9. ASSISTANT LEATHER DEVELOPMENT OFFICER III JOB GROUP H (2) POST

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;

- a) demonstrating to traders and skins flayers on the appropriate methods of flaying;
- b) cleaning, curing and storage of hides and skins;
- c) Ensuring that the hides and skins are delivered to the curing premises immediately after flaying;
- d) 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.

Requirements for Appointment.

- a) Be in possession of a two-year Certificate in either Hides and Skins Improvement or Leather Technology from a recognized institution; and
- b) Have a certificate in Computer applications from a recognized institution.

B. DEPARTMENT OF COOPERATIVE DEVELOPMENT

1.SENIOR COOPERATIVE OFFICER JOB GROUP L-1 POST

Duties and Responsibilities

- a) Implementing co-operative development activities/programmes
- b) Implementing an effective risk training program for Co-operative Society
- c) Keeping abreast with the applicable laws, regulations, rules and standards in the risk and compliance fraternity and advice on the emerging developments of the same.
- d) Advising co-operative societies on proper conduct of meetings

- e) Evaluating new and developing work plans for co-operative extension services
- f) Promoting Co-operative societies
- g) Advising on Co-operative investments
- h) Overseeing Co-operative election.

Requirements for Appointment.

- a) Bachelor's degree in any of the following disciplines: Commerce, Business Administration/Management, Economics, Co-operative Management, Marketing, Entrepreneurship, Agribusiness Management from a recognized institution
- b) Served in the grade of Cooperative Officer I for a minimum period of three (3) years
- c) Post graduate diploma in Co-operative management lasting not less than six (6) months from a recognized institution;
- d) Certificate in Computer Applications from a recognized institution.

2. CO-OPERATIVE OFFICER I JOB GROUP K (2) POSTS

Duties and Responsibilities

- a) Enforcing the co-operative legislation;
- b) Advising the society on proper conduct of meetings and implementing cooperative policies;
- c) Supervision of Cooperative programmes or performing specialized or administrative functions at the headquarters;
- d) Enforcement of Co-operative Societies Act, the rules therein and the societies Bylaws;
- e) Advising societies on proper conduct of meetings;
- f) Evaluating new and existing Co-operative societies;
- g) Implementation of policies and co-ordination of all co-operative development activities and,

Requirements for Appointment

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

- a) Bachelor's degree in any of the following disciplines: Cooperative Management/Business Administration/Sociology/Law/Commerce/Statistics/Mathematics/Agricultural Engineering/Agricultural Economics/Entrepreneurship Management and organizational Development or Economics from recognized institution
- b) Certificate in computer applications from a recognized institution.

- c) At least one (3) years relevant experience in public service or private sector or Served as a Co-operative Officer III for three (3) years

3. ASSISTANT COOPERATIVE OFFICER III JOB GROUP H (2) POSTS

Duties and Responsibilities

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

Duties' and responsibilities will entail:

- a) Promoting Co-operatives societies an enforcing compliance with Co-operative legislation and Any other duties as may be assigned by the supervisor.

Requirements for Appointment

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

- a) At least a Diploma in any of the following disciplines: - Co-operative Management Marketing of Finance from a recognized institution
- b) At least one (1) years relevant experience in public service or private sector
- c) Certificate in computer applications from recognized institution

4. COOPERATIVE AUDITOR JOB GROUP K (2) POSTS

Duties and responsibilities at this level will entail:

- a) Inspecting the compliance of the cooperative societies to the cooperative act and their financial statements;
- b) Examining Vouchers and cashbooks, Ledgers confirming the propriety and accuracy of the transactions;
- c) Carrying out Audit Inspections of societies records and prepare annual Audit reports;
- d) Collecting data on periodical financial returns, estimates of income and expenditure;
- e) Computation of financial and statistical records based on routine or special sources of information and,
- f) Any other duties that may be assigned by the supervisor.

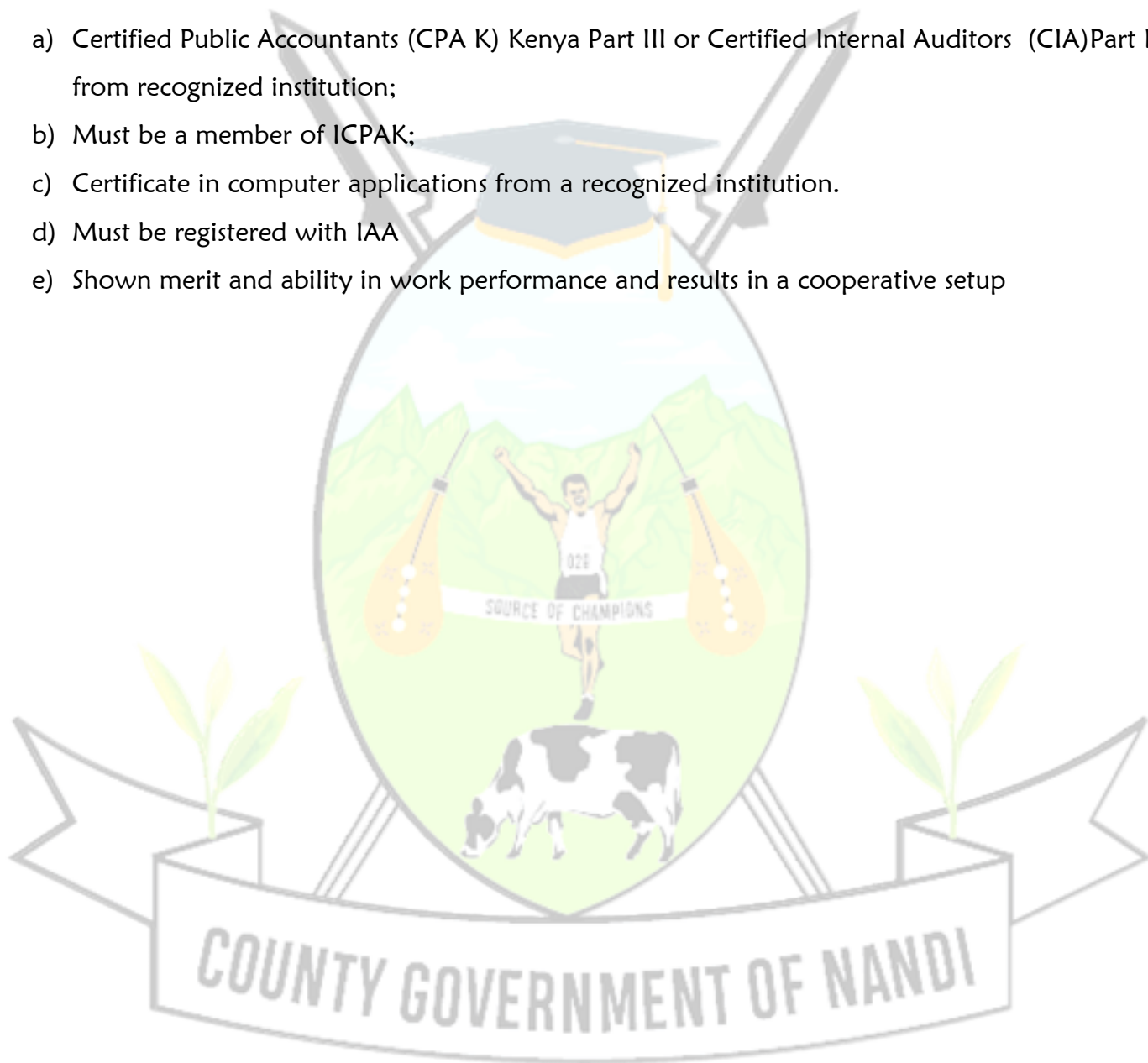
Requirements for Appointment

- a) Bachelor's Degree in any of the following disciplines: Commerce Business Management or Business Administration with a bias in Accounting/Finance from recognized institutions;

- b) Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA)Part II from recognized institution;
- c) Must be registered with IAA
- d) Shown merit and ability in work performance and results in a cooperative setup

OR

- a) Certified Public Accountants (CPA K) Kenya Part III or Certified Internal Auditors (CIA)Part IV from recognized institution;
- b) Must be a member of ICPAK;
- c) Certificate in computer applications from a recognized institution.
- d) Must be registered with IAA
- e) Shown merit and ability in work performance and results in a cooperative setup



5. DEPARTMENT OF SPORTS, YOUTH AFFAIRS, CULTURE AND SOCIAL WELFARE

1. PRINCIPAL GENDER & SOCIAL WELFARE JOB GROUP N (1 POST)

Duties and Responsibilities

- a) Supervising and delegating duties to support workers and volunteers.
- b) Oversee the delivery of high-quality support and training for volunteers involved in the various on- going development projects.
- c) Work with community groups and provide a range of activities to help them boost their income.
- d) Identify and build on communities' assets and capacities.
- e) Help communities to share knowledge and resources effectively.
- f) Help to set up new services in liaison with interested groups and other stake holders.
- g) Recruit and train paid and voluntary staff to help them better their lives.
- h) Attend relevant meetings and present verbal and written reports on the needs and issues faced by the disadvantage members of the community.

Requirements for Appointment;

- a) Bachelor's Degree in Sociology, Community Development, Social Work, Psychology, Anthropology, Disability
- b) Studies or any other related field from a recognized university.
- c) Professional Qualifications / Membership to professional bodies
- d) Certificate in senior management course lasting not less than Four (4) weeks from a recognized institution.
- e) Certificate in computer application from a recognized institution.
- f) Certificate in Social protection from a recognized institution.
- g) Certificate in Social Risk Management from a recognized institution.

2. COMMUNITY DEVELOPMENT OFFICERS JOB GROUP K (1 POST)

Duties and Responsibilities

- a) Supervising and delegating duties to support workers and volunteers.
- b) Oversee the delivery of high-quality support and training for volunteers involved in the various on- going development projects.
- c) Provide technical support in the day-to-day operations of the department at the sub county on implementation of community development projects and programmes.
- d) Work closely with other agencies.

- e) Build and maintain effective relationship with the relevant persons, the community groups, donors and volunteers.
- f) Establish links and develop alliances with the other stake holders to promote the uptake of education and the employment opportunities for parent and young people.
- g) Promote and encourage equal participation of all people in the community in development of activities.

Requirements for Appointment;

- a) Bachelor's Degree in Sociology, Community Development, Social Work, Psychology, Anthropology, Disability
- b) Studies, Business Administration or any other related field from a recognized university.
- c) Professional Qualifications / Membership to professional bodies
- d) Certificate in senior management course lasting not less than Four (4) weeks from a recognized institution.
- e) Certificate in computer application from a recognized institution.
- f) Previous relevant work experience required

3. GENDER OFFICER JOB GROUP K (1 POST)

Duties and Responsibilities

- a) Provide technical support in the day-to-day operations of the department at the sub county on implementation of Gender programmes.
- b) Work closely with other agencies.
- c) Build and maintain effective relationship with the relevant persons, the community groups and donors.
- d) Coordinating and monitoring the promotion of awareness on harmful cultural practices and Gender Based Violence.
- e) Coordinating and monitoring gender mentorship programmes at Sub County.

Requirements for Appointment;

- a) Bachelor's Degree in Sociology, Gender Studies, Community Development, Social Work, Psychology, Anthropology, Disability Studies or any other related field from a recognized university.
- b) Certificate in computer application from a recognized institution.

4. ASSISTANT SOCIAL WELFARE OFFICER JOB GROUP H (2 POSTS)

Duties and Responsibilities

- a) Advice and train social hall staff, carry out in the absence of the assistant welfare officer.
- b) Keep staff and volunteer records updated, copying social hall reports, letters and also minutes of meetings held at social hall for future reference.
- c) Maintain correct stationery, keep accident book and send report to appropriate authorities if need be.

Requirements for Appointment;

- a) Diploma in Sociology, Community Development, Social Work, Psychology, Anthropology, Disability Studies or any other related field from a recognized university.
- b) Professional Qualifications / Membership to professional bodies
- c) Certificate in computer application from a recognized institution.
- d) Previous relevant work experience required

5. CULTURE OFFICERS JOB GROUP K (2 POSTS)

Duties and Responsibilities

- a) Participating in identification and registration of cultural practitioners.
- b) Encouraging formation of association and committees by cultural practitioners.
- c) Promote Kiswahili and indigenous language.
- d) Disseminating cultural information to the community.
- e) Participating in cultural development activities.

Requirements for Appointment;

- a) Bachelor's Degree in Cultural Studies, Anthropology, History, Philosophy, Archeology, Creative Art, Theatre Arts, Music, Fine Art, Kiswahili and Literary Studies, Indigenous Languages or its equivalent from a recognize institution.
- b) Professional Qualifications / Membership to professional bodies
- c) Certificate in computer application from a recognized institution.
- d) Previous relevant work experience required

6. MUSIC OFFICER JOB GROUP K (1 POST)

Duties and Responsibilities

- a) Collecting music and dance materials that are of National significant for posterity.
- b) Participating in the preparation of research materials and identification of music and dance talent.
- c) Organizing and overseeing music related events.

- d) Maintaining inventory of musical instruments and equipment.
- e) Talent identification, nurturing and development.
- f) Organizing training section and competition in music and dance.

Requirements for Appointment;

- a) Bachelor's Degree in Music, Arts, Performing/Creative Arts/Leisure and Recreation or its equivalent from a recognize institution.
- b) Professional Qualifications / Membership to professional bodies
- c) Certificate in computer application from a recognized institution.
- d) Previous relevant work experience required

7. SPORTS OFFICER JOB GROUP K (1 POST)

Duties and Responsibilities

- a) Heads the technical wing of the department of sports in the sub-county;
- b) Implementation of sports programmes within the sub-county;
- c) Create awareness to the public in the sub-county on sports career paths and development;
- d) Monitoring and evaluation of sports development programmes in the subcounty;
- e) Development of sub-county sports policies, rules and regulations governing the operations of the department;
- f) Coordinating the development of sports facilities and equipment in the subcounty;
- g) Support promotion and nurturing of sports potential within the sub-county;
- h) Identify sports talents for further development;
- i) Promote community development by designing programmes and policies that build people's capacity to resist vices and enhance protective factors.

Requirements for Appointment;

- a) Bachelor's degree in Social Science, Sports Management or higher diploma in sports management from a recognized institution.
- b) Professional Qualifications / Membership to professional bodies
- c) Certificate in computer application from a recognized institution.
- d) Previous relevant work experience required

8. ASSISTANT SPORTS OFFICER 111 JOB GROUP H (1 POST)

Duties and Responsibilities

- a) Implementation of sports programmes within the sub-county;
- b) Create awareness to the public in the sub-county on sports career paths and development;

- c) Coordinating the development of sports facilities and equipment in the subcounty;
- d) Support promotion and nurturing of sports potential within the sub-county;
- e) Identify sports talents for further development;
- f) Promote community development by designing programmes and policies that build people's capacity to resist vices and enhance protective factors.

Requirements for Appointment;

- a) Diploma in sports management or any other related field from a recognized university.
- b) Professional Qualifications / Membership to professional bodies
- c) Certificate in computer application from a recognized institution.
- d) Previous relevant work experience required

How to Apply:

Interested persons who meet the above minimum criteria are requested to submit hardcopy applications enclosing a curriculum vitae (CV) and copies of relevant academic and professional certificates. The CV must at the minimum provide details of current employer, contacts of three (3) referees familiar with the applicant's professional and work record.

Applications to be hand delivered to the following address: -

**The Secretary/Chief Executive Officer,
Nandi County Public Service Board,
P.O Box 802 – 30300,
KAPSABET.**

Applications must be received by **5.00 pm on 13th November 2024.**

Important Notice to Applicants

Any form of Canvassing will result in automatic disqualification. Please note that only shortlisted candidates will be contacted, and official communication will be made through the Nandi County Public Service Board's mobile number: **0781 848494.**

Applicants are strongly advised not to fall victim to fraudsters who may call asking for money in exchange for services. The County Government of Nandi is an equal opportunity employer. All qualified Kenyans, including persons with disabilities, women, youth and the marginalized are encouraged to apply.