



# THE COUNTY GOVERNMENT OF TAITA TAVETA

## COUNTY PUBLIC SERVICE BOARD

### ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

#### **I. OFFICE OF THE GOVERNOR**

##### **1. DEPARTMENT OF COMMUNICATION**

1) CPSB/TTC/002/2020

**Position : Principal Public Communication Officer Job-Group CPSB 06 'N'**  
**Number of Posts : One (1)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs 55,150 rising to Kshs. 82,330 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

- 1) Gathering information on programs, significant events in a specific sectoral area and the impact on customers, and forwarding the same to the head of Public Communications Unit for dissemination;
- 2) Assisting in the development of communications and media strategy;
- 3) Editing stories on various topical issues before they are released to the public and liaising with media
- 4) Practitioners and the public on issues of mutual concern
- 5) Responsibilities events under the guidance of the head of the Public Communication Unit.

#### **Requirements for Appointment:**

- 1) Be in possession of a Bachelor's degree in any of the following discipline; Mass Communication, Communication Studies Journalism, International Relations Social sciences or any other approved equipment approved equipment qualifications from a recognized University/ Institution;
- 2) Have serviced in the grade of Senior Public Communication officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- 3) Have a clear understanding of the working of the media and the socio - political environment in Kenya;
- 4) Possess advanced computer applications skill;
- 5) Have demonstrated professional and managed competence as reflected in work performance and results.

## 2) CPSB/TTC/003/2020

**Position : Information Officer 1 Job-Group CPSB 09 'K'**  
**Number of Posts : One (1)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs 37,070 rising to Kshs. 49,950 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and responsibilities**

- 1) Gathering receiving editing and verifying news and features from different parts of the County, and relating them to the Government policy.
- 2) Translating, sub-editing and writing of features.
- 3) Monitoring other media.
- 4) Production of information education and communication material for the County Government programs, projects and activities
- 5) Any other responsibilities as may be assigned.

### **Requirements for Appointment:**

- 1) Must have served in the grade of Information Officer 11 or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- 2) Be in possession of a Bachelor degree in any of the following disciplines: mass Communication, Communication Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/ Institution; or have served in the grade of Information Officer 111 or in a comparable and relevant position skills in both English and Kiswahili;
- 3) Be proficient in Information Communication Technology including use of internet and intranet services; and
- 4) Have shown merit and ability as reflected in work performance and results.

### 3) CPSB/TTC/004/2020

**Position** : Public Communication Officer Job-Group CPSB 10 'J'  
**Number of Posts** : One (1)  
**Terms of Service** : Three (3) Years Contract  
**Basic Salary Scale** : Kshs 30,170 rising to Kshs. 40,060 per month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

#### **Duties and Responsibilities**

- 1) Gathering information on existing programs, significant events and the impact on customers and forwarding the same to the head of Department for dissemination
- 2) Liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer
- 3) Operate professional video and still cameras for news as well as documentary production
- 4) Able to edit sequences using Final Cut Pro or other editing systems.
- 5) Able to travel widely for news and documentary assignments as and when required
- 6) Take care of camera and other equipment assigned and also develop and maintain a well-documented photo and video archive
- 7) Design creative graphics for social media, posters, flyers, website and other publicity and marketing materials;
- 8) Prepare visual presentations by designing art and copy layouts;
- 9) Develop presentations, web interface and interactive products and layout and design presentations;
- 10) Deliver creative graphic and technical solutions for use for The media;

#### **Requirements for Appointments:**

- 1) Have served in the grade of Public Communication officer 111 or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- 2) Have a Diploma in any of the following discipline: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
- 3) Be proficient in computer applications.
- 4) Have shown merit and ability as reflected in work performance and results.

#### 4) CPSB/TTC/005/2020

**Position : Public Relations Officer Job-Group CPSB 09 'K'**  
**Number of Posts : Four (4)**  
**Terms of Service : Four (4) Years Contract**  
**Basic Salary Scale : Kshs 39,110 rising to Kshs. 49,950 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities will include:**

- 1) Manage Public Relations department
- 2) Improve management and employee relations
- 3) Prepare and publish newsletters and other county literature
- 4) Create motivational videos
- 5) Release promotion literature about new products
- 6) Respond to information queries from the general public
- 7) Identify audience for product or service
- 8) Develop and maintain corporate image and logos of the county
- 9) Maintain effective working relationships with the local and county government officials and media representatives
- 10) Formulate policies and procedures related to public information programs
- 11) Manage the county's reputation with the public in general and clients
- 12) Compile comprehensive information about the county for the public relation
- 13) Develop and launch internet or intranet web page
- 14) Confer with the other county officers in order to develop internal communications to inform employees of various county activities
- 15) Develop PR strategies, campaigns and initiatives to improve public perception of the county.
- 16) Any other duties as may be assigned.

#### **Requirements for Appointment**

- 1) Be a Kenyan citizen
- 2) Be a holder of a Bachelor's degree in any of the following fields: Mass communication, journalism, Public Relations, Corporate Communication or any other relevant degree from a recognized university in Kenya.
- 3) Have at least three (3) years' experience at management level in managing and implementing public relation
- 4) Must have excellent communication and interpersonal skills.
- 5) Ability to work within tight timelines and meet deadlines.
- 6) Demonstrate initiative and a high degree of professional competence
- 7) Be a member of Public Relations Society of Kenya or any other relevant professional body.
- 8) Satisfy the requirement of Chapter Six of the Constitution.

## **2. DEPARTMENT OF LEGAL AFFAIRS**

**5) CPSB/TTC/006/2020**

**Position : Senior Legal Officer Job-Group CPSB 08 'L'**  
**Number of Posts : One (1)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs 41,770 rising to Kshs. 57,900 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

- 1) undertaking research on assigned legal issues;
- 2) collecting and collating research data
- 3) analyzing research data and compiling reports;
- 4) preparing preliminary legal documents/instruments;
- 5) Undertaking Law reviews;
- 6) Ensuring Compliance with regional, national and international Instruments
- 7) Coordinating stakeholder consultations
- 8) Preparing Legal opinions and legal drafts;
- 9) Advising and guiding county departments on various legal policy issues.
- 10) Performing any other legal related duty as may be assigned

### **Requirements for Appointment:**

- 1) Bachelor of Laws (LL.B) degree from a recognized university;
- 2) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- 3) Registered with the Law Society of Kenya;
- 4) Possesses a minimum of 2 years' experience in a similar position (post admission to the bar);
- 5) Proficiency in computer applications; and
- 6) Shown merit and ability as reflected in work performance and results

6) CPSB/TTC/007/2020

**Position : Legal Clerk Job-Group CPSB 11 'H'**  
**Number of Posts : One (1)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs. 24,580 rising to Kshs. 32,760 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

- 1) Oversee drafting and filing of legal documents in Registries;
- 2) Coordinate the filing of service of legal documents in courts of Law;
- 3) Undertake routine errands to public registries courts and other relevant offices;
- 4) Ensure that cataloguing, abstracting, indexing and filing of case files, requiring in-depth treatment of subject matter is done.
- 5) Establish, strengthen and maintain both hard and soft filing system in such a way that is responsive to the county government's record keeping needs and keeps the filing system up to date all the time.
- 6) Handling and managing litigation files from inception through trial.
- 7) Attending Court Registry to peruse file proceedings/records
- 8) Receiving Legal correspondences and Making bring-ups in the Legal Office
- 9) perform any other duties as may be assigned from time to time

**Requirements for Appointment:**

- 1) Have a Diploma in Law or its equivalent and relevant qualification from a recognized institution
- 2) Have relevant knowledge and experience of not less than two (2) years in the public sector, corporate sector or a reputable law firm
- 3) University degree in relevant field (Bachelor of Law, Information Technology) will be an added advantage.
- 4) Be in possession of a current Court Process Server certificate
- 5) Proficiency in computer applications.
- 6) Ability to maintain confidentiality
- 7) Demonstrable skills in information handling and content organization, including the use of relevant information databases, Internet services and library sources.
- 8) Strong analytical skills and ability to integrate diverse information from varied sources.
- 9) Excellent oral and written communication skills.
- 10) Possess Interpersonal/public relations, Management and Computer skills.

## **II. DEPARTMENT OF DEVOLUTION, PUBLIC SERVICE & ADMINISTRATION**

### **7) CPSB/TTC/008/2020**

**Position : Assistant Director of Human Resource Management Job Group CPSB 05 'P' (Internal Position)**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 85,110 - Kshs. 119,730 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

An officer at this level will be responsible to the County Director of Human Resource Management in Planning, Organizing, Administration and Control of the activities in Human Resource units while performing the following specific duties and responsibilities:

- 1) Analyzing the utilization of the human resource in the County Departments and advising on proper deployment;
- 2) making proposals on human resource planning and succession management;
- 3) Analyzing staff performance and career progression and making appropriate recommendations;
- 4) Ensuring correct interpretation and implementation of human resource management policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes that impact on the human resource.
- 5) Any other responsibility as may be assigned

#### **Requirements for Appointment:**

For appointment to this grade, a candidate must have the following qualification:

- 1) served in the grade of Chief Human Resource Management Officer I for a minimum period of three (3) years or its approved equivalent
- 2) Bachelor's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution;
- 3) Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, Government or any other relevant qualification from a recognized institution, will be an added advantage;
- 4) shown merit and ability as reflected in work performance and results;
- 5) be a member of IHRM Professional body;
- 6) certificate in computer application skills from a recognized institution;
- 7) Certified Human Resource Management Professionals (CHRP) Certificate will be an added advantage.

## **8) CPSB/TTC/009/2020**

**Position: Chief Human Resource Management Job Group CPSB 07 `M' (Internal Position)**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 47,780 - Kshs. 63,900 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

An officer at this level will be deployed at the payroll unit within the county department in-charge of public service and shall be responsible to the Assistant Director of Human Resource Management in performing the following specific duties and responsibilities:

- 1) Management of the County Payroll and Registry Sections
- 2) Management and control of the Integrated Payroll and Payroll Database (IPPD) system.
- 3) Oversee and direct payroll procedures
- 4) Ensure compliance with applicable laws and payroll tax obligations
- 5) Supervise and coach payroll team
- 6) Develop systems to process payroll account transaction (e.g. salaries, benefits, deductions, taxes and third-party payments).
- 7) Coordinate timekeeping and payroll systems
- 8) Oversee processing of payroll changes (e.g. new hires, terminations) and system upgrades.
- 9) Ensure compliance with relevant laws and internal policies.
- 10) Liaise with auditors and manage payroll tax audit
- 11) Maintain accurate records and prepare reports.
- 12) Resolve issues and answer payroll related questions
- 13) planning, controlling and coordinating all human resource management activities in such areas as recruitment, appointment, employee relations, discipline, remuneration and staff welfare within the framework of existing human resource management objectives, policies and regulations;
- 14) General supervision, training and development of officers under him/her.
- 15) Any other responsibility as may be assigned.

### **Requirements for Appointment:**

For appointment to this grade, a candidate must have the following qualification:

- 1) served as a Senior Human Resource Management Officer for a minimum period of three (3) years, or its equivalent;
- 2) a bachelor's degree in social sciences and Part II of CPS or Diploma in Personnel Management/ Human Resource Management or Industrial Relations from a recognized university/institution;
- 3) shown merit and ability as reflected in work performance and results;
- 4) be a member of IHRM Professional body;



- 5) a certificate in computer application skills from a recognized institution;
- 6) satisfy chapter 6 of the Constitution of Kenya;
- 7) Certified Human Resource Management Professionals (CHRP) Certificate will be an added advantage;
- 8) Must be Proficient in Integrated Payroll and Personnel Database (IPPD) system.

**9) CPSB/TTC/010/2020**

**Position : Human Resource Assistant III Job Group CPSB 11 `H`**  
**Number of Posts : Four (4)**  
**Terms of Service : Permanent & Pensionable**  
**Basic Salary Scale : Kshs.24, 580 - Kshs. 32,760 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

An officer at this level will work under the guidance of a senior officer performing the following duties and responsibilities:

- 1) Processing staff documents for new appointments,
- 2) Processing staff promotions,
- 3) Processing leave applications within existing rules, regulations and procedures;
- 4) Capturing and updating human resource data in HRIS
- 5) Drafting letters and memos

**Requirements for Appointment:**

For appointment to this grade, a candidate must have the following qualification:

- 1) A diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution.
- 2) A Kenya Certificate of Secondary Examination (KCSE); or its equivalent
- 3) Be a member of IHRM Professional body
- 4) Certificate in computer application skills from a recognized institution
- 5) Satisfy chapter 6 of the Constitution of Kenya
- 6) Certified Human Resource Management Professionals (CHRP) Certificate will be an added advantage

### **III. DEPARTMENT OF HEALTH SERVICES**

**10) CPSB/TTC/011/2020**

**Position : Health Records and Information Management Assistant III, Job Group CPSB 12 'G'**  
**Number of Posts : Ten (10)**  
**Terms of Service : Permanent & Pensionable**  
**Basic Salary Scale : Kshs.21, 500 - Kshs. 28,970 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

#### **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: -

- 1) Receiving and registering patients at hospital reception;
- 2) Booking appointment for patients to specialists and consultants clinics;
- 3) Storing and retrieving medical records and documents;
- 4) Preparing clinics;
- 5) Updating bed bureaus;
- 6) Capturing data from service points;
- 7) Maintaining record safety and confidentiality; and
- 8) Directing patients to relevant clinics.

#### **Requirements for Appointment**

- 1) Certificate in Health Records and Information Technology from a recognized institution;
- 2) Computer application Skills from a recognized institution.
- 3) Previous experience in the field will be an added advantage.

## **11) CPSB/TTC/012/2020**

**Position** : Pharmaceutical Technologist III, Job Group CPSB 11 'H'  
**Number of Posts** : Five (5)  
**Terms of Service** : Three (3) Years Contract  
**Basic Salary Scale** : Kshs.24, 580 rising to Kshs. 32,760 per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

### **Duties and Responsibilities**

- 1) Manage pharmaceutical technology operation
- 2) Provide good dispensing practices
- 3) Ensure quality standards
- 4) Ensure effective management of inventory
- 5) Carry out training

### **Requirements for appointment**

An officer must have: -

- 1) Diploma in either pharmacy or pharmaceutical technology or equivalent qualification approved by the pharmacy and poisons board from a recognised institution.
- 2) Certificate of enrolment as a pharmaceutical technologist awarded by the pharmacy and poisons board
- 3) Certificate in computer application skills from a recognised institution.
- 4) Previous experience in the field will be an added advantage.

## **12) CPSB/TTC/013/2020**

**Position : Mortuary Attendant, Job Group CPSB 15 'D'**  
**Number of Posts : Seven (7)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.14, 610 rising to Kshs. 16,250 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities include:**

- 1) Carry out duties in the mortuary, including preservation of bodies
- 2) Embalming of bodies
- 3) Assisting in post-mortem

### **Requirement for appointment**

- 1) Relevant training from a recognized institution
- 2) KCSE-certificate
- 3) Training in embalming will be added advantage
- 4) Satisfy the requirement of chapter six of the constitution of Kenya 2010
- 5) Previous experience in the field will be an added advantage.

### **13) CPSB/TTC/014/2020**

**Position : HIV Testing & Counselors Job Group CPSB 15 'D'**  
**Number of Posts : Seven (7)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.14, 610 rising to Kshs. 16,250 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

#### **Duties & Responsibilities**

Reporting to the Facility in charge, the HTC Service Provider will support HIV testing and Counselling (HTC), drug adherence counselling, HIV Aids data recording and reporting, client referral/linkage to care and treatment, community outreach and promotion of behaviour change. S/he will assist in implementing HIV counselling and testing, services at the facility level.

#### **Key Responsibilities**

- 1) Perform pre-test counselling, rapid testing and post-test counselling and address psychosocial effects as related to the client diagnosis at the facility and community level.
- 2) Provide drug adherence counselling for the client and appropriate referral and linkages.
- 3) Conduct client needs assessment in promotion of behaviour change and linkage to support groups.
- 4) Promote preventive interventions through distribution of Information Education and Communication (IEC) materials and other commodities like condoms and demonstration on correct use.
- 5) Defaulter prevention, identification and tracking to ensure compliance with health interventions.
- 6) Obtain and document psychosocial information from the client which might be useful to the treatment plan, the implementation of the client's treatment programme and follow up.
- 7) Daily recording of the activities in relevant HTC tools, prepare monthly and quarterly HTC data summaries and report through the facility in-charge.
- 8) Conducting HTC related health talks. 9. Follow up of clients and counselling and testing of family members.

#### **Requirements for Appointment**

- 1) Be in possession of a Kenya Certificate of Secondary Education (KCSE) with a minimum of D+ for certificate holders.
- 2) Have a minimum of a certificate in medical training from a recognized institution OR a minimum of a certificate in psychological counselling or an equivalent qualification from a recognized institution.
- 3) Have a certificate in HTC from NASCOP
- 4) Have current registration with relevant professional bodies.
- 5) Have a certificate in computer applications from a recognized institution.

- 6) Work experience at a HIV testing and counselling (HTC) setting will be an added advantage.

**14) CPSB/TTC/015/2020**

**Position : Paramedics Job Group CPSB 15 'D'**  
**Number of Posts : Fourteen (14)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.14, 610 rising to Kshs. 16,250 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirements for Appointments**

- 1) Certificate in emergency medical technician
- 2) Proficiency in occupational first aid course
- 3) Proficiency in basic first aid course
- 4) KCSE-certificate minimum d plain
- 5) Previous experience in the field will be an added advantage.

**Duties and Responsibilities**

- 1) Escorting patients for further management on medical emergencies
- 2) Assisting on medical emergencies at casualty
- 3) Assessment of the trauma patients
- 4) Assessment of the medical patients
- 5) Lifting and moving patients

**15) CPSB/TTC/016/2020**

**Position : Cateress Job Group CPSB 11 'H'**  
**Number of Posts : Two (2)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.24, 580 rising to Kshs. 32,760 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirements for Appointments**

- 1) Have a minimum professional qualification of Diploma in catering and accommodation management or equivalent qualification from a recognized institution
- 2) At least one (1) year relevant working experience.
- 3) Valid certificate of health for food handlers
- 4) Previous experience in the field will be an added advantage.

**Duties and responsibilities**

- 1) Ability to oversee the Kitchen organization with a view to optimal resource utilization, hygiene and general operation
- 2) Planning menus and following guidelines on nutrition and healthy diet for patients.
- 3) Planning for food orders for patients and costing.
- 4) Supervising cleanliness of catering facilities
- 5) Managing kitchen equipment's
- 6) Supervising cooks and all kitchen staff
- 7) Coordinating food preparation, cooking, placement and delivery of food stuff

**16) CPSB/TTC/017/2020**

**Position : Support Staff III/Sanitary Cleaner III Job Group CPSB 18 'A'**  
**Number of Posts : Eight (8)**  
**Terms of Service : Three Years Contract**  
**Basic Salary Scale : Kshs.13, 280 rising to Kshs. 14,150 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirements for Appointment**

For appointment in this position a candidate must have a:

- 1) Be a Kenyan citizen;
- 2) Kenya Certificate of Secondary Education (K.C.S.E) mean grade D (Plain);
- 3) Satisfy the requirements of chapter six of the Constitution of Kenya;
- 4) Should have good interpersonal and communication skills; 1-year experience in a similar position will be an added advantage

**Duties and responsibilities**

- 1) Review cleanliness of the hospital with frequent spot checks daily;
- 2) Cleaning, mopping and sterilizing all the areas in the hospital including the public waiting areas, laboratories, patients' rooms and examination rooms;
- 3) Sterilize sinks and toilets, and mop all floors daily;
- 4) Emptying trash cans and also ensuring that all waste is disposed-off properly;
- 5) Cleaning windows and dusting furniture

**NB: The Position of Support staff III/Sanitary Cleaner strictly targets applicants who have previously served as casuls in the Department of Health in similar capacities**



#### **IV. DEPARTMENT OF EDUCATION & LIBRARIES**

17) CPSB/TTC/018/2020

**Position** : Assistant ECDE Teacher III Job Group CPSB 15 'D'  
**Number of Posts** : Two hundred and Twenty One (221)  
**Terms of Service** : Three (3) Years Contract  
**Basic Salary Scale** : Kshs.14, 610 rising to Kshs. 16,250 per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

##### **Duties and Responsibilities**

- 1) Class Teaching
- 2) Organizing and facilitating play/learning activities to enable children cope with Primary School life
- 3) Caring and nurturing spiritual, moral, social, mental, and physical growth of children.
- 4) Managing ECDE centers and keeping professional records (schemes of work, lesson plan, daily programs of activities, etc.) and ensuring children's safety and security.

##### **Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Kenya Certificate of Secondary Education (KCSE) or 'O' level certificate
- 3) Certificate in Early Childhood Development offered by KNEC /Ministry OF Education or its approved equivalence
- 4) Registered with Teacher Service Commission (TSC) or proof of Registration in progress of TSC
- 5) A certificate in Computer Proficiency
- 6) A certificate of good conduct

## **V. DEPARTMENT OF TRADE, GENDER, CULTURE & COOPERATIVES**

18) CPSB/TTC/019/2020

**Position : Director Gender, Culture and Social Services Job Group CPSB 03 'R'**

**Number of Posts : One (1)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs. 119,730 Rising to Kshs. 166,780 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and responsibilities:-**

- 1) Implementing policy and legislation frameworks for gender development in the County;
- 2) Management, planning, coordination and administration of culture and arts in the county;
- 3) Integrate gender, culture and social development issues in programs, capacity building of communities to participate in development project, and involve women and vulnerable groups and activities that promote their welfare;
- 4) Coordinate and monitor the thirty percent (30%) affirmative action on gender representation and in socio economic development;
- 5) To coordinate the provision of alternative financial support through other funding sources like the women enterprise fund (WEF);
- 6) Coordinate and Monitor the promotion of awareness on harmful cultural practices such as female genital mutilation (FGM) and gender based violence (GBV) ;
- 7) Plan and Implement the program related to gender, culture and social development affairs;
- 8) Maintain records and lists of all gender, marginalized groups and social development related activities within the county;
- 9) Promote community participation and inter-county gender and social-development related activities;
- 10) Craft presentations and other outreach activities within the county on gender, culture and social development;
- 11) Formulate budget proposals and expenditure controls;
- 12) Formulate, coordinate and review policies on culture and arts development;
- 13) Interpret and implement the departmental strategic plan and medium-term plan;
- 14) Identify and promote cultural groups, activities and sites;
- 15) Monitor and evaluate cultural programs and projects;
- 16) Promote research on gender, culture and social development;
- 17) Any other duties that may be assigned from time to time.

**Requirements for appointment:-**

- 1) Bachelor's Degree in social work/community development or relevant field;
- 2) Have relevant knowledge, experience and a distinguished career of not less than seven (7), three (3) years of which should be at a senior managerial position in the public service or equivalent in the private sector;
- 3) A relevant master's degree will be an added advantage;
- 4) Demonstrated general administrative ability required for direction, control and implementation of gender matters.
- 5) Chapter Six Requirements and good use of computers should be proven.

## **VI. DEPARTMENT OF YOUTH,SPORTS ,VTC & SOCIAL SERVICES**

19) CPSB/TTC/020/2020

**Position : Youth Polytechnic Instructor VI - Metal Processing Technology Job-Group CPSB 14  
'E'**

**Number of Posts : Ten (10)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVCET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

### **Requirements for Appointment**

- i. Be a Kenyan Citizen  
Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- ii. Satisfy the requirements of Chapter six of the Constitution.
- iii. Previous experience in similar work is an added advantage.
- iv. Shown merit and ability as reflected in work performance and Results
- v. Any other relevant course will be an added advantage.

20) CPSB/TTC/021/2020

**Position : Youth Polytechnic Instructor VI - Motor Vehicle Technology Job-Group  
CPSB 14 'E'**

**Number of Posts : Three (3)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVCET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Satisfy the requirements of Chapter six of the Constitution.
- 4) Previous experience in similar work is an added advantage.
- 5) Shown merit and ability as reflected in work performance and Results
- 6) Any other relevant course like motor vehicle electrician will be an added advantage.

**21) CPSB/TTC/022/2020**

**Position : Youth Polytechnic Instructor VI - Fashion Design & Garment Making Job-Group CPSB 14 'E'**  
**Number of Posts : Ten (10)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVCET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Satisfy the requirements of Chapter six of the Constitution.
- 4) Previous experience in similar work is an added advantage.
- 5) Shown merit and ability as reflected in work performance and Results
- 6) Any other relevant course like knitting technology will be an added advantage.

22) CPSB/TTC/023/2020

**Position : Youth Polytechnic Instructor VI - Appropriate Carpentry & Joinery Job-Group  
CPSB 14 'E'**

**Number of Posts : Thirteen (13)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen  
Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 2) Satisfy the requirements of Chapter six of the Constitution.
- 3) Previous experience in similar work is an added advantage.
- 4) Shown merit and ability as reflected in work performance and Results
- 5) Any other relevant course like masonry will be an added advantage.

**23) CPSB/TTC/024/2020**

**Position : Youth Polytechnic Instructor VI - Hair Dressing & Beauty Therapy Job-Group CPSB 14 'E'**  
**Number of Posts : Four (4)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen  
Be a holder of a National Grade Test I, Certificate/ Craft or Diploma in the specified trade area
- 2) Satisfy the requirements of Chapter six of the Constitution.
- 3) Previous experience in similar work is an added advantage.
- 4) Shown merit and ability as reflected in work performance and Results
- 5) Any other relevant course will be an added advantage.



24) CPSB/TTC/025/2020

**Position : Youth Polytechnic Instructor VI - Plumbing Job-Group CPSB 14 'E'**

**Number of Posts : Four (4)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen  
Be a holder of a National Grade Test I, Certificate/ Craft or Diploma in the specified trade area.
- 2) Satisfy the requirements of Chapter six of the Constitution.
- 3) Previous experience in similar work is an added advantage.
- 4) Shown merit and ability as reflected in work performance and Results
- 5) Any other relevant course like masonry will be an added advantage.

25) CPSB/TTC/026/2020

**Position : Youth Polytechnic Instructor VI - Information Technology Job-Group CPSB 14 'E'**

**Number of Posts : Seven (7)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Satisfy the requirements of Chapter six of the Constitution.
- 4) Previous experience in similar work is an added advantage.
- 5) Shown merit and ability as reflected in work performance and Results
- 6) Any other relevant course in life skills and communication will be an added advantage.

**26) CPSB/TTC/027/2020**

**Position : Youth Polytechnic Instructor VI - Electrical & Electronics Job-Group CPSB 14 'E'**

**Number of Posts : Eight (8)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- iii. Satisfy the requirements of Chapter six of the Constitution.
- iv. Previous experience in similar work is an added advantage.
- v. Shown merit and ability as reflected in work performance and Results
- vi. Any other relevant course in electrical fitting will be an added advantage.

27) CPSB/TTC/028/2020

**Position : Youth Polytechnic Instructor VI - Building & Construction Technology Job-Group CPSB 14 'E'**

**Number of Posts : Twelve (12)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Satisfy the requirements of Chapter six of the Constitution.
- 4) Previous experience in similar work is an added advantage.
- 5) Shown merit and ability as reflected in work performance and Results
- 6) Any other relevant course in plumbing, carpentry and joinery will be an added advantage.

28) CPSB/TTC/029/2020

**Position : Youth Polytechnic Instructor VI - Building & Construction Technology Job-Group CPSB 14 'E'**

**Number of Posts : One (1)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Satisfy the requirements of Chapter six of the Constitution.
- 4) Previous experience in similar work is an added advantage.
- 5) Shown merit and ability as reflected in work performance and Results
- 6) Any other relevant course in food and beverage will be an added advantage...

**29) CPSB/TTC/030/2020**

**Position : Youth Polytechnic Instructor VI - Agri -Business Technology Job-Group CPSB 14  
'E'**

**Number of Posts : One (1)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.15, 670 rising to Kshs. 17,570 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen  
Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 2) Satisfy the requirements of Chapter six of the Constitution.
- 3) Previous experience in similar work is an added advantage.
- 4) Shown merit and ability as reflected in work performance and Results
- 5) Any other relevant course in plumbing, carpentry and joinery will be an added advantage.

**30) CPSB/TTC/031/2020**

**Position** : Youth Polytechnic Instructor VI - Knitting Technology Job-Group CPSB 14  
                  'E'  
**Number of Posts** : Two (2)  
**Terms of Service** : Three (3) Years Contract  
**Basic Salary Scale** : Kshs.15, 670 rising to Kshs. 17,570 per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVICET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Satisfy the requirements of Chapter six of the Constitution.
- 4) Previous experience in similar work is an added advantage.
- 5) Shown merit and ability as reflected in work performance and Results
- 6) Any other relevant course in plumbing, carpentry and joinery will be an added advantage.

**31) CPSB/TTC/032/2020**

**Position : Youth Polytechnic Instructor V - Motor Vehicle Technology Job-Group CPSB  
13 'F' (Re-Advertisement)**  
**Number of Posts : Two (2)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.16, 830 rising to Kshs. 20,800 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counseling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVCET training programs
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Be a holder of an Instructors Training Certificate or diploma in Technical Education from a recognized institution...
- 4) Satisfy the requirements of Chapter six of the Constitution.
- 5) Previous experience in similar work is an added advantage.
- 6) Shown merit and ability as reflected in work performance and Results
- 7) Any other relevant course like motor vehicle electrician will be an added advantage.



**32) CPSB/TTC/033/2020**

**Position : Youth Polytechnic Instructor V – Metal Processing Technology Job-Group CPSB 13 ‘F’ (Re-Advertisement)**  
**Number of Posts : Three (3)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs.16, 830 rising to Kshs. 20,800 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment v. Organizing and conducting co-curricular activities
- 5) Maintaining trainees discipline vii. Guiding and counselling trainees
- 6) Preparation of departmental budgets
- 7) Supervising projects and income generating activities
- 8) Coordinating and supervising trainees on industrial attachment and field work
- 9) Monitoring and evaluating NITA and NVCET training programmes
- 10) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Be a holder of an Instructors Training Certificate or diploma in Technical Education from a recognized institution.
- 4) Satisfy the requirements of Chapter six of the Constitution
- 5) Previous experience in similar work is an added advantage
- 6) Shown merit and ability as reflected in work performance and Results
- 7) Any other relevant course will be an added advantage.

**33) CPSB/TTC/034/2020**

**Position : Youth Polytechnic Instructor V – Electrical & Electronics Job-Group  
CPSB 13 'F' (Re-Advertisement)**

**Number of Posts : Two (2)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.16, 830 rising to Kshs. 20,800 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counselling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVCET training programmes
- 12) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Be a holder of an Instructors Training Certificate or diploma in Technical Education from a recognized institution
- 4) Satisfy the requirements of Chapter six of the Constitution.
- 5) Previous experience in similar work is an added advantage.
- 6) Shown merit and ability as reflected in work performance and Results
- 7) Any other relevant course in electrical fitting will be an added advantage.

**34) CPSB/TTC/035/2020**

**Position : Youth Polytechnic Instructor V – Plumbing Job-Group CPSB 13 ‘F’ (Re-Advertisement)**

**Number of Posts : Five (5)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale : Kshs.16, 830 rising to Kshs. 20,800 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities.**

- 1) Giving theoretical and practical instruction in the area of specialization to trainees
- 2) Preparing and maintaining schemes of work, lesson plan lesson notes, trainees records teaching and learning materials
- 3) Administering examinations, evaluation and preparing trainee progress reports
- 4) Ensuring proper care and maintenance of tools and equipment
- 5) Organizing and conducting co-curricular activities
- 6) Maintaining trainees discipline
- 7) Guiding and counselling trainees
- 8) Preparation of departmental budgets
- 9) Supervising projects and income generating activities
- 10) Coordinating and supervising trainees on industrial attachment and field work
- 11) Monitoring and evaluating NITA and NVCET training programmes
- 12) Answerable to the manager
- 13) Perform any other duties as may be assigned from time to time by the manager

**Requirements for Appointment**

- 1) Be a Kenyan Citizen
- 2) Be a holder of a National Grade Test I, Certificate/Craft or Diploma in the specified trade area.
- 3) Be a holder of an Instructors Training Certificate or diploma in Technical Education from a recognized institution.
- 4) Satisfy the requirements of Chapter six of the Constitution.
- 5) Previous experience in similar work is an added advantage.
- 6) Shown merit and ability as reflected in work performance and Results
- 7) Any other relevant course like masonry will be an added advantage.

## **VII. DEPARTMENT OF LANDS HOUSING & MINING**

**35) CPSB/TTC/036/2020**

**Position : Town Administrator Job Group CPSB 05 `P`**

**Number of Posts : Two (2)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale: Kshs. 85,110 - Kshs. 119,730 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

1. Implementing the decisions and functions of the Town Committee.
2. Overseeing the affairs of the Town.
3. Enforce provisions of the town charter, by-laws and resolutions
4. Developing and implementing policies, plans, strategies and programs for the Town as shall have been approved by the town committee.
5. Maintaining a comprehensive data base and information system of the Administration and providing public access.
6. Prepare and present for approval of the Town Committee of the annual estimate of revenue and expenditure to fund and carry out the programs and operations of the Committee.
7. Ensure preparation and submission of the Town annual budget estimates to the County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill.
8. Establish, implement and monitor performance management systems.
9. Act as an ex-officio member of all sub-committees of the Town Committee.
10. Build and maintain a strong alliance and effective working relationships among the Town Committee, staff and citizens in developing Town's policies and building a sense of community;
11. Keep all the minutes and other records of the Board.
12. Perform functions and duties as delegated by the Town Committee.
13. Perform any other function that may be assigned from time to time.

### **Requirements for appointment**

- 1) Be a Kenyan citizen
- 2) Be a holder of at least first degree preferably in social Sciences from university recognized in Kenya. A master's degree in the relevant area will be an added advantage.
- 3) Has proven experience of at least three years in administration or management either in public or private sector;
- 4) Must be computer literate in Microsoft package from a recognized institution.
- 5) Understanding national goals, policies and development objectives of vision 2030.
- 6) Excellent communication and interpersonal skills.
- 7) Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

36) CPSB/TTC/037/2020

**Position** : County Mine Inspector Job-Group CPSB 07 'M'  
**Number of Posts** : Two (2)  
**Terms of Service** : Permanent & Pensionable  
**Basic Salary Scale** : Kshs. 47,780 rising to Kshs. 63,900 per month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**Requirements for Appointment**

- 1) University degree in mining and mineral processing engineering or a related field from a recognized university.
- 2) Post graduate professional diploma in gemology or a related field will be an added advantage.
- 3) Knowledge in GIS and Sensing will be an added advantage.
- 4) 3-5 years' experience in public service preferably in the mining sector.
- 5) Excellent in written and verbal communications.
- 6) MUST satisfy the requirements of chapter six (6) of the constitution of Kenya.
- 7) A good understanding of mine planning and mine safety in all methods of mining.
- 8) Experience in providing mine technical support.
- 9) Good knowledge in preventive and safety compliance in all mining related activities.
- 10) Proficiency in computer applications.

**Duties and Responsibilities**

- 1) Carry out mineral resource mapping and develop county mineral resource maps.
- 2) Carry out inventory of all mining activities in the county and develop mineral information portal.
- 3) Develop county mineral and other Natural Resource Geodatabase.
- 4) Prepare a database of all mine sites and types of mineral sought.
- 5) Educate miners on sound mining practices and environmental conservation.
- 6) Advising on proper and safe mining methods and instill the need for adhering to mine reclamation measures for effective mine rehabilitation.
- 7) Advising on the requirements and scrutinizing of those who are eligible for mining consents.
- 8) In collaboration with National Government Mining Officers, they will inspect mines, quarries and create awareness of the importance of mining Licensing.
- 9) Supervision/monitoring of the county compressors, thermo analyzer and other public equipment.

- 10) Ensuring safety for equipment and other facilities provided, ensuring that they are in good working condition.
- 11) .Act as a link on the mining matters of Taita Taveta county to national county government departments, local communities and NGOs
- 12) Build capacity to local miners and value add mineral products.
- 13) Mineral identification, quality determination, and appraisal.
- 14) Gemstone testing and identification by their gemological names at a fee.
- 15) .Collaborate with gemstone dealers and organize market days at a Fee.

37) CPSB/TTC/038/2020

**Position** : Gemologist Job-Group CPSB 09 'K'  
**Number of Posts** : Two (2)  
**Terms of Service** : Permanent & Pensionable  
**Basic Salary Scale** : Kshs. 37,070 rising to Kshs. 49,950 per month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**Requirements for Appointments**

- 1) Diploma in gemology and its certification from an internationally Accredited Institution and background education in an interrelated technical course or Diploma in Information Technology and Certificate in Gemology from an Accredited Institution.
- 2) 3-5 years' experience in public service.
- 3) Competence in testing, analysis and certification of different mineral types.
- 4) Knowledge of all kinds of gems and usage of gemological equipment and heavy chemicals.
- 5) Proficiency in computer applications.
- 6) Good communication and interpersonal skills.
- 7) Competence in gem lab technology.

**Duties and Responsibilities**

- 1) Urge miners and all stalk holders in the mining industry to donate gem samples ready for County Mineral and Gemstone Museum.
- 2) Assisting in opening up of county gemstone show room and show casting our lapidary work at business conferences.
- 3) Organize seminars, events, conferences and exhibitions related Gemstones.
- 4) Take the lead in mobilizing and consolidating local groups and individuals in the region to facilitate their participation and contribution to the county.
- 5) To build capacity to local miners and value and value add their products.
- 6) To empower local artisans in mineral processing and marketing gemstones.
- 7) Assign preliminary conclusions to mineral grading reports.
- 8) Keep abreast of latest industry information within the county.
- 9) Examine and identify mineral using basic, standard, high-tech, and special mineral testing equipment.
- 10) Write publications for industry.
- 11) Gemstone identification, quality determination, and appraisal.
- 12) Estimate wholesale and retail value of gems and other minerals, following pricing guides, market fluctuations, and various economic changes that affect distribution of gemstones and other mineral resources.

38) CPSB/TTC/039/2020

**Position** : Office Administrative Assistant II Job-Group CPSB 11 'H'  
**Number of Posts** : One (1)  
**Terms of Service** : Three (3) Years Contract  
**Basic Salary Scale** : Kshs. 24,580 rising to Kshs. 32,760 per month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**(a) Duties and Responsibilities**

- 1) Recording and data; typing drafts, manuscripts; operating office equipment;
- 2) attending to visitors/clients; handling telephone calls and appointments;
- 3) ensuring security of office records, equipment, documents and documents including classified materials;
- 4) preparing responses to simple routine correspondence;
- 5) ensure proper documentation is in order for staff travelling outside the county
- 6) ensure timely requisitions, proper storage and efficient but economical use of all caretaking supplies;
- 7) Coordinate the department's programs including inter-departmental activities to ensure cohesion of team is always key;
- 8) Ensure secure and friendly working conditions;
- 9) Ensure that the department's offices are kept clean at all times and
- 10) Undertaking any other routine duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, one must have; -

- 1) Diploma in Social Sciences or equivalent qualification from a recognized university
- 2) Certificate in Senior Management Course
- 3) Computer literacy
- 4) Working experience of a minimum period of three (3) years

OR

- 1) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks) at KSG
- 2) Certificate in computer applications from a recognized institution, and
- 3) Shown merit and ability as reflected in work performance and results



**39) CPSB/TTC/040/2020**

**Position : Office Support Staff Job-Group CPSB 18 'A'**  
**Number of Posts : Two (2)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale : Kshs. 13,280 rising to Kshs. 14,150 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities entails:**

- 1) Cleaning the office
- 2) Preparing office tea
- 3) Ensuring delivery of office letters
- 4) Any other duties assigned by the supervisor

**Requirements for Appointment**

For appointment to this grade, an officer must:

- 1) Must be a Kenyan citizen
- 2) Must be a resident of the County (Taita Taveta)
- 3) KCPE or its Approved equivalent
- 4) KCSE certificate will be an added advantage
- 5) A 2 Years' experience in a similar position will be an added advantage
- 6) Should have good interpersonal and communication skills

## **VIII. DEPARTMENT OF AGRICULTURE LIVESTOCK, FISHERIES & IRRIGATION**

40) CPSB/TTC/041/2020

**Position : Director of Veterinary Services Job-Group CPSB 03 'R' (Internal Position)**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale : Kshs. 119,730 rising to Kshs.166, 780 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

- 1) Supervise animal health programs and veterinary public health activities within the county.
- 2) Coordinate implementation of animal disease control activities such as surveillance, treatment and vaccination.
- 3) Participate in developing disease control strategies that ensure reduced incidences of disease outbreaks and eventually maintain the disease free status of the County.
- 4) Management of information systems for the animal health sector in the county.
- 5) Technical capacity development for the animal sector need i.e. training for the core functions
- 6) Organization and management of veterinary, directorate and resources in the county.
- 7) Supervise all private Animal health providers in the county
- 8) Supervise hides and skins development activities within the county
- 9) Provide licenses to all artificial inseminators in the county
- 10) Compile annual, quarterly and monthly reports on veterinary activities
- 11) Ensure smooth running of livestock markets and issue movement control
- 12) Plan vaccination activities and other disease control measures
- 13) Coordinate programs on the control of animal diseases
- 14) Provide technical advice to the Chief Officer in matters relating to veterinary services in the County especially on policy and legislation.
- 15) Ensure timely response to disease outbreak by enforcing livestock improvement regulations.
- 16) Organize stakeholder's forum for example workshops, field days and agricultural shows.
- 17) Budgeting for veterinary services in the county
- 18) Supervise revenue collection from meat inspection, vaccinations, licensing, livestock, movement permits and breeding services
- 19) Custodian of all physical assets under veterinary section
- 20) Any other duty assigned by the County Chief Officer

### **Requirements for Appointment**

- 1) Holds a degree in Veterinary Medicine or Veterinary Science from an institution recognized by the Commission for University Education;
- 2) Holds a Master's degree in any science field from an institution recognized by the Commission for University Education;
- 3) Has been retained as a veterinary surgeon in the Kenya Veterinary Board register;
- 4) Seven (7) years' experience, Three (3) years of which must have been in a senior management level in an institution either in public or private sector
- 5) Certificate in senior management course lasting not less than Four (4) weeks from a recognized institution
- 6) Proficiency in computer skills.
- 7) Be conversant with policy formulation and implementation.
- 8) Be a strategic thinker and result oriented.
- 9) Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
- 10) Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.

**41) CPSB/TTC/042/2020**

**Position : Veterinary Officer Job-Group CPSB 09 'L'**

**Number of Posts : Three (3)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 41,770 rising to Kshs.57, 900 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

- 1) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations.
- 2) Participating in the training of stakeholders in vector control programs.
- 3) Treating the sick animals.
- 4) Advising on good veterinary practices.
- 5) Collecting data and preparing reports on animal health, products and markets.
- 6) Providing advice on animal breeding and welfare.
- 7) Undertaking postmortem examination and other diagnostic tests.

**Requirement for Appointment**

For this appointment to this grade, a candidate must:

- 1) Be in possession of Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution.
- 2) Be registered by the Kenya Veterinary Board.
- 3) Have a Certificate in computer applications from a recognized institution

42) CPSB/TTC/043/2020

**Position : Animal Health Assistant II Job-Group CPSB 12 'G'**  
**Number of Posts : Fourteen (14)**  
**Terms of Service : Permanent & Pensionable**  
**Basic Salary Scale: Kshs. 21,500 rising to Kshs.28, 970 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities shall entail;**

- 1) Carrying out simple treatment of animals.
- 2) Participating in disease search and reporting.
- 3) Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting.
- 4) Carrying out vaccination.
- 5) Undertaking closed castration, dehorning, de-worming, disbudding, docking, debarking and hoof trimming.

**Requirements for Appointment**

For appointment to this grade, a candidate must have:

- 1) Certificate lasting not less than two (2) years in any of the following fields: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution.
- 2) Be registered by the Kenya Veterinary Board.
- 3) Certificate in computer applications from a recognized institution.
- 4) Certificate in Artificial insemination from a recognized institution; and certificate in veterinary Public Health or Meat Technology will have an added advantage.

**43) CPSB/TTC/044/2020**

**Position : Leather Development Assistant II Job-Group CPSB 12 'G'**  
**Number of Posts : One (1)**  
**Terms of Service : Permanent & Pensionable**  
**Basic Salary Scale: Kshs. 21,500 rising to Kshs.28, 970 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities**

Duties and responsibilities will entail:-

- 1) This is the entry grade Leather Development Assistants cadre.
- 2) Work at this level will involve advising livestock farmers on the proper method of handling domestic animals for production of quality hides and skins
- 3) Giving instructions and advise to hides and skins traders
- 4) Demonstrations of the recommended methods of flaying cleaning and curing hides and skins
- 5) Provide extension services or be extension agent between farmers, livestock traders, butchers, hides and skins dealers, leather manufacturers, leather consumers and appraisal for export market.

**Requirements for Appointment**

For appointment to this grade the officer must have:

- 1) Be in possession of KCSE D+ mean grade or its accepted equivalents with passes in relevant subjects required for admission to a recognized leather development studies institution in Kenya ; and
- 2) Have successfully completed the two (2) years course in hides and skins improvement or leather technology and have been awarded a certificate in hides and skins improvement or leather technology.
- 3) Certificate in Computer skills from a recognized institution.

#### 44) CPSB/TTC/045/2020

**Position : Clerical Officer II Job-Group CPSB 13 'F'**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 16,890 rising to Kshs.20, 800**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

#### **Duties and Responsibilities**

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be the subject to regular checks and verification. Officers at this level will be deployed in the HRM unit, general registry, supplies, accounts office, or general office services.

Specific duties will include compiling statistical records

- 1) Sorting and filing and dispatching letters
- 2) Maintaining and efficient filing system
- 3) Processing appointments, promotions, discipline, transfers and other related duties in human resource management
- 4) Computation of financial or statistical records, sorting, filing and dispatching letters based on routine or special sources of information
- 5) Preparing payments vouchers compiling data and drafting simple letters.

#### **Requirements for Appointment**

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

- 1) Kenya certificate of Secondary Education (KCSE) mean grade C plain or its approved equivalent : and
- 2) Proficiency in computer applications.

45) CPSB/TTC/046/2020

**Position : Slaughterhouse Supervisor Job-Group CPSB 18 'A'**  
**Number of Posts : Six (6)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale: Kshs. 13,280 rising to Kshs.14, 150 Per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

Working under the supervision of Meat Inspection officer in undertaking the following specific duties and responsibilities;

- 1) Perform cleaning duties in the slaughterhouse
- 2) Ensure the slaughterhouse has uninterrupted supply of water and electricity
- 3) Ensure the water bills and electricity bills of the slaughterhouse are handled over to the meat inspecting officer on monthly basis
- 4) Ensure the safety of the slaughterhouse facilities and equipment
- 5) Maintain of the slaughterhouse register on animals received at the slaughterhouse for slaughter
- 6) Assist in the slaughtering of animals
- 7) Assist in revenue collection with authority of the meat inspection officer
- 8) Maintain the general cleanliness of the compound with the slaughterhouse. Specifically, clearing of the general waste and trash within the compound, ensure general tidiness and clearing of grass and bushes within the compound.
- 9) Report to the inspecting officer in case the water supply system, animal holding boma, drainage channels, wastewater pits and condemnation pits are not in working order
- 10) Assist in the flaying of animals during slaughter
- 11) Any other duty as may be assigned

### **Requirements for the Appointment**

For appointment to this grade, a candidate must have

- 1) At least primary level of education (KCPE)
- 2) Should be fluent in written and spoken Kiswahili
- 3) Willingness to be trained in humane slaughter of animals
- 4) Possession of a training in slaughtering of animals in accordance with Islamic sharia will be an added advantage
- 5) Should have good interpersonal and communication skills
- 6) A 2 years' experience in a similar position will be an added advantage



46) CPSB/TTC/047/2020

**Position : Agriculture Officer Job-Group CPSB 09 'K'**

**Number of Posts : Ten (10)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 35,400 rising to Kshs.46, 230 Per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirement for appointment**

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

Bachelors of Sciences [BSc.] degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution.

**Duties and responsibilities**

The Agriculture Officer shall perform the following duties:

- 1) Coordinate all Agricultural Extension services.
- 2) Organizing and coordinating agricultural activities
- 3) Liaise with stakeholders in implementing projects and programs.
- 4) Identify staff and farmer training needs
- 5) Collection and dissemination of agricultural information
- 6) Promote consultative fora with various stakeholders and collaborators
- 7) Organize field days, demonstrations and tours
- 8) Oversee the mainstreaming of cross cutting issues
- 9) Participate in the agricultural shows
- 10) Implementation of Performance contract
- 11) Participate in preparation of work plans and budgets.
- 12) Prepare field reports
- 13) Any other duties which might be assigned by the County Chief Officer - Agriculture

47) CPSB/TTC/048/2020

**Position** : Assistant Agriculture Officer III Job-Group CPSB 11 'H'  
**Number of Posts** : Twenty (20)  
**Terms of Service** : Permanent & Pensionable  
**Basic Salary Scale:** Kshs. 23,780 rising to Kshs.29, 190 Per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**Requirement for appointment**

This will be the entry and training grade for Assistant Agricultural Officers' cadre. An officer at this level will be deployed in a Division or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

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

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

**Duties and responsibilities**

The Assistant Agricultural Officer III - shall perform the following duties:

- 1) Organizing and coordinating agricultural activities
- 2) Liaise with stakeholders in implementing projects and programs.
- 3) Identify farmers training needs
- 4) Collection and dissemination of agricultural information
- 5) Organize field days, demonstrations and tours
- 6) Mainstreaming of cross cutting issues
- 7) Participate in the agricultural shows
- 8) Implementation of Performance contract
- 9) Implement work plans.
- 10) Prepare field reports.
- 11) Any other duties which might be assigned by the County Chief Officer – Agriculture.

48) CPSB/TTC/049/2020

**Position** : Agriculture Assistant II Job-Group CPSB 12 'G'  
**Number of Posts** : Ten (10)  
**Terms of Service** : Permanent & Pensionable  
**Basic Salary Scale:** Kshs. 23,780 rising to Kshs. 29, 190 Per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**Duties and responsibilities**

This is the entry and training grade for certificate holders. An officer at this level will assist senior officers in the provision of agricultural extension services.

Specific duties and responsibilities will involve mobilizing, training and advising farmers on matters relating to agricultural extension services in working units.

**Requirements for appointment**

- 1) For appointment to this grade, a candidate must have:-
- 2) Kenya Certificate of Secondary Education [KSCE], mean grade C- or its equivalent.
- 3) Attended a two [2] year Certificate course in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, or any other relevant and equivalent qualification from a recognized qualification.

**49) CPSB/TTC/050/2020**

**Position : Assistant Director Food Technology Job-Group CPSB 05 'P'**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 85,110 - Kshs. 119,730 per month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirement for appointment**

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

- 1) Served in the grade of Principal Food Technologist J/G 'N', or in a comparable and relevant position in the public service for at least (3) three years;
- 2) A Master's Degree in any of the following fields; Food Science, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution.
- 3) Certificate in Senior Management Course not lasting less than four weeks from a recognized institution
- 4) Proficiency in Computer Applications
- 5) Demonstrated a high degree of professional and technical competence as reflected in work performance and results

**Duties and responsibilities**

- 1) Participate in formulation, implementation and review of agricultural development policies
- 2) Operationalization of banana processing and marketing plant in Taveta.
- 3) Monitor and coordinate food security programs.
- 4) Management of resources in the department.
- 5) Implementation of performance contract
- 6) Preparation and implementation of work plans and budgets.
- 7) Promote collaboration among stakeholders.
- 8) Harmonize coordination of project/ programs in liaison with all stakeholders.
- 9) Coordinate Capacity building for staff
- 10) Staff appraisal
- 11) Prepare periodic reports
- 12) Plan and implement Agricultural value addition projects.
- 13) Any other duties allocated by the County Chief Officer – Agriculture.

50) CPSB/TTC/051/2020

**Position** : Superintendent Agriculture Engineer Job-Group CPSB 09 'K'  
**Number of Posts** : Four (4)  
**Terms of Service** : Permanent & Pensionable  
**Basic Salary Scale:** Kshs. 35,400 - Kshs.46, 230 per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

**Duties and Responsibilities**

An officer at this level will either be deployed in either a project, Rural Technology Development Centre, (RTDC) or in an Agricultural Mechanization Station.

Specific duties will involve:

- 1) Implementation of agricultural mechanization project,
- 2) land use planning,
- 3) Survey plans to be used in design works for construction as required by the Agricultural Engineer.

**Requirements for Appointment**

Bachelor's Degree in various fields in Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, or any other relevant qualifications from a recognized institution.

51) CPSB/TTC/052/2020

**Position** : Irrigation Engineer Job-Group CPSB 09 'K'  
**Number of Posts** : Four (4)  
**Terms of Service** : Permanent & Pensionable  
**Basic Salary Scale:** Kshs. 35,400 - Kshs.46, 230 per Month  
**Other Allowances:** As provided for by the Salaries and Remunerations Commission

### **Duties and Responsibilities**

An officer at this level will either be deployed in either a project, Irrigation schemes, or in an Agricultural Mechanization Station.

Specific duties will involve implementation of agricultural mechanization project, Irrigation schemes, design of water harvesting structures, land use planning, survey plans to be used in design works for construction as required by the Irrigation Engineer.

### **Requirements for Appointment**

Bachelor's Degree in various fields in Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, or any other relevant qualifications from a recognized institution.

## **IX. DEPARTMENT OF WATER, ENVIRONMENT & SANITATION**

52) CPSB/TTC/053/2020

**Position : Forest Officer Job-Group CPSB 08 'L'**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 41,770 - Kshs.57, 900 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties & Responsibilities**

The Forest Officer will be responsible to the respective Chief Officer with the following Duties & Responsibilities:

- 1) Implementing natural resources activities within the County;
- 2) Implementing conservation programs;
- 3) Monitoring and enforcing compliance with resource usage regulations and laws;
- 4) Preparing educational programs for community groups, schools and visitors.
- 5) Protecting and managing wildlife, trees, plants, soil and water; and
- 6) Any other duties as may be assigned from time to time.

### **Requirements for appointment**

- 1) Be a Kenyan citizen;
- 2) Bachelor's degree in Environmental Sciences; Geography and Natural Resource Management; Climate Change and Development, Earth Sciences; Environmental Conservation and Natural Resource Management; Disaster management and sustainable Development; Environmental Science; Environmental Education, Natural Resource Management; Integrated Forest Resources Management; Agroforestry and Rural Development or any other relevant and equivalent qualification from a recognized university;
- 3) Knowledge of relevant legislations and policies relating to Natural Resource Management;
- 4) Proficient in statistical data analysis and processing software's; and
- 5) Be conversant with the Constitution of Kenya and Devolution laws;

53) CPSB/TTC/054/2020

**Position : Forest Officer III Job-Group CPSB 11 'H'**

**Number of Posts : Four (4)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 24,580 - Kshs. 32, 760 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

The Forest Officer III will be responsible to the Forest Officer with the following specific Duties and Responsibilities will include:

1. Implementing natural resources activities within the County;
2. Implementing conservation programs;
3. Monitoring and enforcing compliance with resource usage regulations and laws;
4. Preparing educational programs for community groups, schools and visitors.
5. Protecting and managing wildlife, trees, plants, soil and water; and
6. Any other duties as may be assigned from time to time.

### **Requirements for appointment**

- 1) Be a Kenyan citizen;
- 2) Diploma in any of the following disciplines, Environmental Sciences; Geography and Natural Resource Management; Climate Change and Development, Earth Sciences; Environmental Conservation and Natural Resource Management; Disaster management and sustainable Development; Environmental Science; Natural Resource Management; Integrated Forest Resources Management; Agroforestry and Rural Development or any other relevant and equivalent qualification from a recognized university;
- 3) Certificate in computer applications from a recognized institution



## **X. DEPARTMENT OF FINANCE & PLANNING**

54) CPSB/TTC/055/2020

**Position : Accountant I Job-Group CPSB 09 'K'**  
**Number of Posts : Eight (8)**  
**Terms of Service : Three (3) Years Contract**  
**Basic Salary Scale: Kshs. 37,070 - Kshs. 49, 950 per Month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities:**

Reporting to the Head of Treasury (Accounting), Specific duties and responsibilities shall be as follows:

- 1) Verification of payment vouchers and committal documents
- 2) Data capture in IFMIS system
- 3) Maintenance of Primary records e.g. Cash Books, Ledgers, Vote Books and preparation of Management Reports
- 4) Safe custody of government records and assets under him/her
- 5) Writing cheques and posting payments and receipt vouchers in the Cash Books
- 6) posting of Payments in IFMIS system

### **Requirements for Appointment -**

- 1) Must be a Kenyan citizen
- 2) Served as an Accountant II for a minimum period of 4 years

**OR**

A Pass in Part III of the Certified Public Accountant (K) examination

**OR**

Bachelor's degree in Commerce (Accounts option of Finance), Business Administration (Accounts option) from a recognized University or any other relevant equivalent qualification

- 3) Certification in Computer Applications
- 4) Ability to use IFMIS system shall be an added advantage
- 5) Shown merit and ability as reflected in work performance and results
- 6) Those who have worked under the County Government will have an added advantage.

55) CPSB/TTC/056/2020

**Position : Accountant II Job-Group CPSB 10 'J'**

**Number of Posts : Eight (8)**

**Terms of Service : Three (3) Years Contract**

**Basic Salary Scale: Kshs. 30,170 - Kshs. 40, 060 per Month**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and Responsibilities:**

Reporting to the Head of Treasury (Accounting), Specific duties and responsibilities shall be as follows:

- 1) Preparation and verification of payment vouchers
- 2) Data Entry and routine accounting work
- 3) Posting of Cash Books and Maintenance of Imprest and Advances
- 4) Safe custody of records and government assets
- 5) Processing of Payment in IFMIS system

**Requirements for Appointment -**

- 1) Must be a Kenyan citizen and have:
- 2) Worked as an Accountant Three (III) for a minimum period of 4 years

**OR**

A Pass in Part II of the Certified Public Accountant (CPA) examination or its equivalent from a recognized institution

**OR**

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

- 3) Ability to use IFMIS system shall be an added advantage
- 4) Those who have worked under the County Government will have an added advantage.

## **XI. COUNTY PUBLIC SERVICE BOARD**

56) CPSB/TTC/057/2020

**Position : Human Resource Management Assistant Job-Group CPSB 11 'H'**  
**Number of Posts : Two (2)**  
**Terms of Service : Permanent & Pensionable**  
**Basic Salary Scale: Kshs. 24,580 rising to Kshs. 32,760 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities will entail:**

An officer at this level will be deployed in a Human Resource Management Unit in the Board and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. In addition he/she will supervise clerical officers and other supportive staff.

### **Requirement for Appointment**

- 1) Be a Kenyan Citizen
- 2) At least a C- Minus in the Kenya Certificate of Secondary Education
- 3) Diploma in Human Resource Management/Records Management or its equivalent from a recognized institute.
- 4) Proof of registration with the relevant professional body will be an added advantage (Institute of Human Resource Management).
- 5) Have a capacity to work under pressure to meet strict deadlines.
- 6) Satisfy the requirements of Chapter Six of the Constitution.

**57) CPSB/TTC/058/2020**

**Position : Records Management Officer III Job-Group CPSB 11 'H'**  
**Number of Posts : One (1)**  
**Terms of Service : Permanent & Pensionable**  
**Basic Salary Scale: Kshs. 24,580 rising to Kshs. 32,760 per month**  
**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirements for Appointment:**

- 1) A Kenya Certificate of Secondary Education (KCSE- C Plain) from KNEC or an equivalent qualification from a recognized institution and;
- 2) A Diploma in Record/Information Management or equivalent qualifications from a recognized institution;
- 3) Experience in record management will be an added advantage.

**Duties and Responsibilities**

- 1) Ensuring that files are well maintained, and documents carefully handled;
- 2) Ensuring the pending correspondence and bring-ups are checked and appropriate actions taken;
- 3) Ensuring that mails are received, sorted, opened, and dispatched; and related registers maintained;
- 4) Ensure security of information, documents, files and office equipment;
- 5) Supervise, guide and develop staff working under him/her;
- 6) The officer will initiate appraisal and disposal of files/ documents in liaison with the relevant government agencies;
- 7) Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations; and
- 8) Perform any other lawful duties and responsibilities as shall be assigned from time to time.

58) CPSB/TTC/059/2020

**Position : Clerical Officer III Job-Group CPSB 11 'F'**

**Number of Posts : Four (4)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 16,890 rising to Kshs.20, 800**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Requirements for Appointment:**

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

- 1) Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its approved equivalent; and
- 2) Proficiency in computer applications.

**Duties and Responsibilities**

Specific duties will include

- 1) compiling statistical records;
- 2) sorting, filing and dispatching letters;
- 3) maintaining an efficient filing system;
- 4) processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- 5) computation of financial or statistical records based on routine or special sources of information;
- 6) Preparing payment vouchers; compiling data and drafting simple letters.

59) CPSB/TTC/060/2020

**Position : Support Staff III Job-Group CPSB 18 'A'**

**Number of Posts : Two (2)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 13,280 rising to Kshs.14, 150**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

**Duties and responsibilities at this level will entail:**

- 1) Review cleanliness of the office with frequent spot checks daily.
- 2) Cleaning, mopping and sterilizing all the areas in the office including the reception areas, laboratories, patients' rooms and examination rooms.
- 3) Sterilize sinks and toilets, and mop all floors daily.
- 4) Emptying trash cans and also ensuring that all waste is disposed-off properly.
- 5) Cleaning windows and dusting furniture

**Requirements for Appointment**

- 1) Be a Kenyan citizen
- 2) Kenya Certificate of Primary Education (K.C.P.E).
- 3) Satisfy the requirements of chapter six of the Constitution of Kenya
- 4) Should have good interpersonal and communication skills
- 5) A 1-year experience in a similar position will be an added advantage

60) CPSB/TTC/061/2020

**Position : Chief Administrative Officer Job-Group CPSB 07 'M' (internal position)**

**Number of Posts : One (1)**

**Terms of Service : Permanent & Pensionable**

**Basic Salary Scale: Kshs. 47,780 rising to Kshs.63, 900**

**Other Allowances: As provided for by the Salaries and Remunerations Commission**

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- 1) facilitating maintenance of infrastructure and facilities;
- 2) overseeing transport management;
- 3) planning and coordinating office accommodation;
- 4) overseeing development and updating of office equipment and furniture inventory;
- 5) overseeing facilitation of meetings, conferences and other special events;
- 6) supervising general maintenance of buildings and furniture;
- 7) supervising provision of security and office services; and
- 8) Supervising records management and Messengerial services within various Departments.

### **(b) Requirements for Appointment**

- 1) For appointment to this grade, an officer must have:-
- 2) Served at the grade of Senior Administrative Officer for a minimum period of three (3) years;
- 3) Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- 4) Management Course lasting not less than four weeks
- 5) been a person of integrity;
- 6) proficiency in computer applications; and
- 7) Shown merit and ability as reflected in work performance and results.

All applications should be submitted in a sealed envelope addressed to:

**The Secretary/CEO  
County Public Service Board  
Private Bag  
Voi**

**OR**

Hand delivered to the Board offices located at the Voi Sub County Office (Former Municipal Council of Voi)

**Important information**

- 1) Candidates must attach a clear copy of their national identity card or valid passport.
- 2) Candidates MUST satisfy the requirements of chapter 6 by obtaining Clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigations (DCI), Kenya Revenue Authority (KRA), Accredited Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC).
- 3) The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before 4.30 PM on **Friday 20<sup>th</sup> March, 2020.**
- 4) Only shortlisted candidates will be contacted.
- 5) Youth, women and persons with special needs are encouraged to apply.
- 6) Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD**

**Dated: Tuesday 3rd March, 2020**