

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

DEPARTMENT OF AGRICULTURE, LIVESTOCK DEVELOPMENT AND FISHERIES

1. Director of Agriculture, J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/36/09/20

An officer at this level will be head of a Directorate and will be answerable to the Chief Officer for all technical and administrative services of the respective Directorate.

Duties and Responsibilities

- Interpreting and application of Agriculture Act [Cap. 318] and other related statutes in line with the Departmental objectives;
- Advising the Chief Officer on all matters regarding agricultural extension services, research/ extension- farmer linkages and technical training for staff development;
- Formulating and implementing policies on extension services, research liaison and technical training;
- Development and promotion of appropriate technology transfer linkages in liaison with research institutions;
- Management of the training function in liaison with other agricultural training institution and planning, development, utilization and management of technical of human resource.

Requirements for Appointment

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

- Served in the grade of Deputy Director of Agriculture or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years
- A Bachelors 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.

- A Masters 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.
- A thorough understanding of the national goals, policies and programmes and the ability to relate them to the agricultural function.

Terms of service: Permanent

Salary Scale: 121,430 – 169,140 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

**2. Assistant Director of Agriculture J/G ‘P’ (1 Post) REF:
CG/KLF/CPSB/ADVRT/37/09/20**

Duties and responsibilities

An officer at this level will be able to be deployed at the County or stations/sub county(ies). At the County the officer will work under the direction of the Director of Agriculture. In addition the officer will be the subject matter specialist [SMS] responsible for Extension, Research Liaison or training.

Requirement for Appointment

- Served in the grade of Principal Agriculture Officer and above or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years.
- A Bachelors degree in any of the following fields: Food science, Home Economics, Agriculture, Horticulture, agriculture Economics, Natural Resources Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution.
- A masters degree in any of the following fields: Food science, Home Economics, Agriculture, Horticulture, agriculture Economics, Natural Resources Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution will be an added advantage
- Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Terms of service: Permanent

Salary Scale: 87,360 – 121,430 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission.

3. Engineer I (Agriculture), J/G 'L' (1 Posts) CG/KLF/CPSB/ADVRT/38/09/20

Duties and Responsibilities

The officer will be deployed in an agricultural technology development centre, AMS or subject matter specialist in the division. An officer at this level will perform duties similar to those of an Engineer II (Agriculture) but will be of higher complexity and scope. Specific duties will include soil conservation, water harvesting, mechanization development and agro processing technologies.

Requirements for Appointment

For appointment to this grade, an officer must:-

- Have served in this grade of Engineer II (Agriculture) or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Have a Bachelors Degree in a field of Agriculture Engineer or its equivalent from a recognized institution
- Be registrable by the Engineers Registration Board of Kenya; and
- Have shown merit and ability as reflected in work performance and results.

Key Results Areas

- Undertake master plan, feasibility studies and other investigations and planning activities
- Carry out analysis, design and development of agricultural engineering technologies
- Formulate testing procedures for agricultural engineering technologies
- Implementation of programmes in soil and water conservation, mechanization extension and agro processing.
- Collect and collate data on evaluation of machines and agricultural systems

In addition to the above requirements, an officer must have the following qualities:

Personal Qualities

- Organizational, managerial and administrative skills
- Positive working attitude and ability to give and take instructions
- Ability to work with minimum supervision
- Creativity and innovativeness
- Professionalism and integrity
- Interpersonal skills including being a team player
- Good communication skills

Core Skills

- Supervisory management
- Policy implementation
- Oral/written communication skills
- Target Setting
- Administration skills
- Team leadership

- Problem solving

Terms of service: Permanent

Salary Scale: 42,970 – 59,120 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

4. Engineer II (Agriculture) J/G ‘K’ (2 Posts) CG/KLF/CPSB/ADVRT/39/09/20

Duties and Responsibilities

This is the entry and training grade to the cadre. An officer at this level will work under guidance of an experienced officer. S/he will be deployed in an AMS, ATDC or division in the implementation of agricultural engineering activities.

Requirements for Appointment

- Bachelors’ Degree in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures or any other relevant and equivalent qualification from a recognized institution.
- Be registrable by the Engineers Registration Board of Kenya; and
- Able to show and demonstrate merit and ability as reflected in work performance and results

Key Result Areas

- Implementation of programmes in soil and water conservation, mechanization extension and agro-processing.
- Organize demonstrations/ exhibitions on improved appropriate technologies.
- Collection of data on evaluation of machines and agricultural systems
- Develop and maintain agro based industries databank

In addition to the above requirements, an officer must have the following qualities:

Personal Qualities

- Organizational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.
- Interpersonal skills including being a team player.
- Good communication skills.

Core Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

Terms of service: Permanent

Salary Scale: 38,270 – 51,170 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

5. Superintendent (Agriculture) J/G 'H' (2 Posts) CG/KLF/CPSB/ADVRT/40/09/20

Duties and Responsibilities

An officer at this level will be deployed in either a project, Agricultural Technology Development Centre (ATDC), Agricultural Mechanization Station or in a Sub County. Specific duties will involve implementation of agricultural mechanization services, land use planning, survey plans to be used in design works for construction as required by the Agricultural Engineer.

Requirements for Appointment

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

- Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Surveying, Structures or any other relevant and equivalent qualification from a recognized institution
- Shown merit and ability as reflected in work performance and results

Key Result Areas

- Mobilizing farmers and resources to optimize agricultural productivity.
- Assessing the appropriate engineering works/ services required.
- Design and implement action plans
- Identify various land usages for agricultural purposes
- Provide interpretation of survey plans to clients
- Organize demonstrations on improved appropriate technologies.
- Collect data on agricultural machinery and equipment

In addition to the above requirements, an officer must have the following qualities:

Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

Terms of service: Permanent

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

6. Plant Operator III, J/G 'D' (7 Posts) CG/KLF/CPSB/ADVRT/41/09/20

Duties and Responsibilities

This is the entry and training grade for Plant Operators

Duties and responsibilities at this level will entail

- Operating machines of 'difficult rating' C;
- Assisting machine attendants in identifying possible breakdowns;
- Liaising with mechanics for servicing; making daily and weekly oil checks;
- Maintaining the cleanliness of the plants.

Requirements for Appointment

For appointment to this grade, a candidate must:

- Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution;
- Have passed the Suitability Test for Plant Operators Grade III;
- Possess a valid driving licence free from current endorsements for class(es) of machine(s) that one may be required to operate;
- Be able to operate at least two (2) Plants of 'difficult rating' C;
- Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution
- Shown merit and ability as reflected in work performance and results.

Terms of service: Permanent

Salary Scale: 14,610 – 16,250 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

7. Agricultural Officer J/G 'K' (7 Posts) CG/KLF/CPSB/ADVRT/42/09/20

Duties and responsibilities

An officer at this level will be deployed in the Sub County to coordinate activities one of the following areas; Crop Production, Land Development, agricultural extension and Project management.

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, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, Agriculture & Enterprise Development or any other relevant and equivalent qualification from a recognized institution.

Terms of service: Permanent

Salary Scale: 38,270 – 51,170 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

8. Agricultural Economist J/G ‘K’ (1 Post) CG/KLF/CPSB/ADV RT/43/09/20

Duties and responsibilities

An officer at this level will be deployed in the County to coordinate activities on Agricultural business planning.

Requirement for appointment

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

- Bachelors of Sciences [BSc.] in Agriculture Economics or any other relevant and equivalent qualification from a recognized institution.

Terms of service: Permanent

Salary Scale: 38,270 – 51,170 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

9. Assistant Agricultural Officer III J/G ‘H’ (5 Posts) CG/KLF/CPSB/ADV RT/44/09/20

Duties and responsibilities

This will be the entry and training grade for Assistant Agricultural Officers’ cadre. An Officer at this level will be deployed in a Ward 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.

Requirement for appointment

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

- Kenya Certificate for Secondary Education [KCSE] mean grade C or its equivalent;
- 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.

Terms of service: Permanent

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

10. Agricultural Assistant II J/G ‘G’ (10 Posts) CG/KLF/CPSB/ADV RT/45/09/20

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

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

- Kenya Certificate of Secondary Education [KSCE], mean grade C- or its equivalent.
- 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.

Terms of service: Permanent

Salary Scale: 22,270 – 30,020 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

11. Director of Livestock Production, J/G 'R' (1 Post) CG/KLF/CPSB/ADVRT/46/09/20

The director of Livestock Production will be responsible to the Chief Officer for overall strategic policy direction, development, formulations, review and implementation of the Livestock Production function.

Duties and Responsibilities

Specific duties and responsibilities will entail;-

- Planning, directing, controlling and coordinating livestock development policies and programmes in range management, animal production and breeding, apiculture, emerging livestock, and livestock extension services, livestock marketing, agribusiness, value addition and quality assurance of livestock input, equipments, products and by-product;
- Promoting and coordinating livestock development programmes;
- Setting the agenda for research on livestock development;
- Collaborating with stakeholders on policy and legal matters affecting livestock sub-sector.

Further, duties and responsibilities will entail;-

- Participating in formulation and implementation of livestock bi-lateral/multilateral agreements and national sectoral livestock policies;
- Developing market policies for both domestic and export markets on livestock, emerging livestock, their products and by products;
- Researching, innovating and advising on livestock production technologies and techniques; overseeing monitoring and evaluation of livestock programmes/ projects;
- Preparing and presenting technical papers and reports during professional forums and symposia; liaising with research institutions and other stakeholders on livestock production matters; ensuring safe custody and security of livestock information management systems;
- Overseeing staff capacity building and technical training institutions;
- Initiating and participating in development of public/ private partnerships
- Implementation of the Department's strategic plans and realization of the objectives; overseeing the preparation and implementation of the performance appraisal systems and contracts of the Department;
- Ensuring accountability and prudent management of the resources and assets;

- Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

Requirements for Appointment

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

- Served in the grade of Deputy Director of Livestock Production or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years.
- Bachelors degree in any of the following disciplines;- Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution;
- Masters degree in any of the following disciplines;- Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition from a recognized institution;
- Certificate in computer application from a recognized institution; and
- Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of Livestock Production Services.

Terms of service: Permanent

Salary Scale: 121,430 – 169,140 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

12. Assistant Director Of Livestock Production J/G ‘P’ (1 Post)

CG/KLF/CPSB/ADVRT/47/09/20

Duties and Responsibilities

Duties and responsibilities at this level will entail;-

- Organizing technical workshops, seminars and agricultural shows, guiding the preparations of technical papers and reports for professional forums;
- Providing technical advice and information in animal production, livestock marketing range management, apiculture, ranching; promoting economic livestock farming;
- Organizing extension activities which include field days, field demonstration, farmer field schools and farm visits; participating in collaborative research activities;
- Analyzing livestock inputs and products samples; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margins analysis, on-farm feed formulation;
- Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding, fodder production and conservation, value addition to livestock production, apiculture, livestock breeding, nutrition, emerging livestock and other animal husbandry interventions;

- Advising farmers on group formation, construction of farm structures and equipment.
- Overseeing and effective and efficient management and preparing work plans and budgets for either a sheep and goat station, livestock farm, mobile pastoral training unit, pastoral training centers or livestock improvement and multiplication farm;
- preparing agribusiness, ranch and farm plans; participating in monitoring and evaluation of livestock programmes;
- Maintaining inventory of assets in a livestock production station/farm;
- Collaborating with research institution and other stake holders on the livestock production matters and planning for conservation and utilization of range resources.

Requirements for Appointment

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

- Served in the grade of Principal Livestock Production Officer or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years.
- Bachelors Degree in any of the following disciplines;- Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized Institution.
- Masters Degree in any of the following disciplines;- Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resources Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition from a recognized institution will be an added advantage
- Certificate in computer application from a recognized institution.
- Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock production policies

Terms of service: Permanent

Salary Scale: 87,360 – 121,430 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

13. Director of Veterinary Services, J/G ‘R’ (1 Post) CG/KLF/CPSB/ADVRT/48/09/20

Duties and Responsibilities

The director of Veterinary Services will be answerable to the Chief Officer for overall strategic policy direction, development, formulation, review and implementation of veterinary service functions.

Specific duties will entail;-

- Providing technical advice on veterinary services function to the government;
- Directing animal disease and pest control, veterinary diagnostic services, bio-safety and quality assurance of inputs and products, zoological services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs;

- Guiding the setting of animal research agenda and development; approving slaughterhouse designs and export/import request documents in respect to live animals, animal products, by-products and inputs;
- Participating and collaborating with approved local, regional and international bodies in the field of animal health and trade;
- Ratifying trade protocols in food and feed stuffs;
- Recommending for registration of veterinary drugs, vaccines and acaricides;
- Regulating the production, importation, distribution and export of animal genetics materials; overseeing the management of animal health and industry, veterinary public health and meat technology training institution;
- Coordinating the implementation of the department's strategic plans and realization of its objectives
- Overseeing the preparation and implementation of the performance appraisal systems and contracts of the department and ensuring compliance with principles and value of good governance, transparency, accountability, accountability, ethics and integrity.

Requirements for Appointment

For appointment to this grade, an officer must;-

- Served in the grade of Deputy Director of Veterinary Services or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years.
- Be in a possession of Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- Have Master of Science Degree in any of the following disciplines;- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and breeding, Clinical Studies, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;
- Registered by Kenya Veterinary Board;
- Have certificate in computer application from a recognized institution; and
- Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of Veterinary Services.

Terms of service: Permanent

Salary Scale: 121,430 – 169,140 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

14. Assistant Director of Veterinary Services, J/G 'P' (1 Post)
CG/KLF/CPSB/ADVRT/49/09/20

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- Participating in carrying out economic impact assessment on animal diseases;
- Undertaking forensic investigations and compiling appropriate reports;
- offering veterinary services at the ports of entry;
- undertaking disease control activities such as disease research, mapping vaccination and enforcement of livestock movement regulations;
- training stakeholders on vector control programmes, animal health, breeding ,welfare and good veterinary practices;
- Treating sick animals;
- Analyzing data and preparing reports on animal health, products and markets;
- Undertaking post-mortem examination and other diagnostic tests;
- Interpreting laboratory results and making appropriate recommendations ;
- Inspecting ,grading and licensing plants processing animal product and transport carriers/containers; examining and issuing animal health certificates;
- Participating in field efficacy trials for drugs, vaccines and acaricides;
- disseminating data/information on animal health, products and markets;
- Collaborating with stakeholders in providing veterinary services

Requirements for Appointment

For appointment to this grade, an officer must:-

- Have served as Principal Veterinary Officer or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years.
- Be in possession of a Bachelor of Veterinary Medicine (BMV) Degree from a recognized institution;
- Be registered by Kenya Veterinary Board
- Have Master of Science Degree in any of the following disciplines:-Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animals Genetics and Breeding ,Clinical Studies , Veterinary Public Health, Livestock production Systems, Poultry science , Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science ,Apiary Science , Master of Public Health Applied Veterinary, Parasitological and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution will be an added advantage
- Have a Certificate in computer applications from a recognized institution; and
- Have demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing veterinary services policies.

Terms of service: Permanent

Salary Scale: 87,360 – 121,430 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

15. Animal Health Assistant II, J/G 'G' (7 Posts) CG/KLF/CPSB/ADV RT/50/09/20

Duties and Responsibilities

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

Duties and responsibilities will entail;-

Carrying out simple treatment, participating in disease search and reporting, demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting, carrying out vaccination and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming

Requirement for appointment

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

- Certificate lasting not less than two (2) years in any of the following disciplines; Animal Health and Production from a recognized institution;
- Be registered by the Kenya Veterinary Board and
- Certificate in computer application from a recognized institution.

Terms of service: Permanent

Salary Scale: 22,270 – 30,020 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

16. Chief Livestock Production Officer J/G 'M' CG/KLF/CPSB/ADV RT/51/09/20

Duties and Responsibilities

Duties and responsibilities at this level will entail;- providing guidance during farm visits, practical demonstration and farmers training on livestock production technologies and techniques; organizing field days and agricultural shows; guiding teams on effective provision of extension services to livestock farmers; compiling livestock production reports relating to specific area of specialization; carrying out collaborative research activities, analyzing livestock inputs and products samples; advising farmers on group formation, construction of farm structures and equipments; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margins analysis, on-farm feed formulation; guiding on the implementation of livestock production programmes/projects in specific area such as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation value addition to livestock products, apiculture, emerging livestock and other animal husbandry intervention, advising on range planning, management and conservation; ensuring provision of holding grounds services to the livestock traders; and guiding operations in either sheep and goat station, livestock mobile pastoral training unit or livestock improvement and multifunction farm

Requirements for Appointment

For appointment to this grade, an officer must have:

- Served in the grade of Senior Livestock Production Officer or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years.
- Degree in any of the following disciplines;- Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution
- Certificate in computer application from a recognized institution; and
- Demonstrated merit and shown ability as reflected in work performance and results.
- **Terms of service:** Permanent
- **Salary Scale:** 49,000 – 65,120 p.m.
- **Other Allowances** are as issued by Salaries and Remuneration Commission

17. Clerical Officer II, J/G ‘F’ (7 Posts) CG/KLF/CPSB/ADVRT/52/09/20

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

Requirements for Appointment

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

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

Terms of service: Permanent

Salary Scale: 16,890 – 20,800 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

18. Secretarial Assistant II, J/G ‘G’ (1 Post) CG/KLF/CPSB/ADVRT/53/09/20

Duties and Responsibilities

This is the entry and training grade for secretarial Assistants. Duties and responsibilities at this level will entail: typing from manuscript; processing data; operating office equipment; ensuring security of the office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking other secretarial duties that may be assigned.

The officer may be required to work for more than one officer or may be deployed in a typing pool.

Requirements for Appointment

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

- Kenya Certificate of Secondary Education mean Grade C- (Minus) with at least C (Plain) in English Language or its equivalent qualification from a recognized institution;
- The following qualifications from the Kenya National Examinations Council:-
 - Typewriting II (Minimum 40 w.p.m)/Computerized Document Processing II
 - Business English I/ Communications I
 - Office Practice I
 - Commerce I; and
- A Certificate in Computer Applications (Windows, Ms- Word, Ms- Excel, Ms-Access and Internet) from recognized Institution.

Terms of service: Permanent

Salary Scale: 22,270 – 30,020 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

19. Records Management Officer III J/G ‘H’ (7 Posts) CG/KLF/CPSB/ADVRT/54/09/20

Duties and Responsibilities

An officer at this level may be deployed in a Ministry/ Department headquarters, provincial or District Office to head a small registry. The officer will work under supervision of a more senior officer. Specific duties and responsibilities will include receiving, sorting, opening, filing, minuting and distribution of mails; dispatching of mails and guiding on files disposal.

Requirements for Appointment

- Kenya certificate of secondary Education (KCSE) mean grade D+ from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution and
- A Diploma in Records/ Information Management or Equivalent qualification from a recognized institution

Terms of service: Permanent

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

20. Assistant Director of Fisheries (Marine Fisheries and Blue Economy) J/G ‘P’ (1 Post) REF:CG/KLF/CPSB/ADVRT/55/09/20

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- Implementing fisheries policies, projects and programs;

- Organizing extension approaches and methodologies;
- Implanting fisheries management measures;
- Formulating, implementing fisheries management measures;
- Formulating and monitoring resource conservation intervention strategies;
- Monitoring fish seed and feed production programmes;
- Designing fish marketing strategies;
- Promoting fish and fishery product value addition;
- Monitoring and evaluation of fish projects/programmes;
- Undertaking applied dissemination of research of research findings;
- Managing fisheries data bank; and coordinating resource utilization at the area of deployment

In addition, the officer will be the subject matter specialist in either Fish Quality Assurance or Marketing, Aquaculture development, inland and Riverine, Fisheries, or Marine and Coastal Fisheries

Requirements for Appointment

For appointment to this grade an officer must have; -

- Served in the grade of Principal Fisheries Officer or in a comparable and relevant position in the public Service or private sector for a minimum period of three (3) years
- Bachelor's Degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural Resource Management, Biochemistry, Food science and Technology, Environmental Science, Biological Science, Physical Sciences, Chemistry or any other equivalent and relevant degree from a recognized institution;
- Master's degree in any of the following fields: -Biological science, Natural resource Management, Aquatic sciences, Biochemistry, Food science and Technology, Environmental Science, Physical Sciences or any other equivalent and relevant degree from a recognized institution will be an added advantage.
- Certificate in computer applications skills from a recognized institution;
- Knowledge of Fisheries development and management policies, Fisheries Act and other related Acts and international conventions; and
- Shown merit and ability as reflected in work performance and results.

Terms of service: Permanent

Salary Scale: 87,360 – 121,430 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

21. Principal Fisheries Officer J/G 'N' (4 Posts) REF:CG/KLF/CPSB/ADVRT/56/09/20

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- Compiling reports in the area of specialization;
- Developing and organizing training programs in liaison with relevant institutions and agencies;
- Disseminating fisheries related information.

- Managing fish breeding programs, fish feed formulation and pond management programs;
- Inspecting fish handling facilities on the farms;
- Ensuring compliance with existing fish/fishery products handling regulations;
- Monitoring control and surveillance of fisheries resources including conducting frame stock and catch assessment surveys;
- Identifying critical habitats and seasons for designing appropriate protection strategies; monitoring fish habitats for pollutants;
- Carrying out diagnosis, prevention and control of fish diseases;
- Enforcing compliance of regulatory measures including licensing , closed seasons and slot sizes;
- Promoting fish marketing and value addition

Requirements for Appointment

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

- Served in the grade of Chief Fisheries Officer for a minimum period of three (3) years or equivalent;
- Bachelor's Degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural Resource Management, Biochemistry, Food science and Technology, Environmental Science, Biological Science, Physical Sciences, Chemistry or any other equivalent and relevant degree from a recognized institution;
- Certificate in computer applications skills from a recognized institution;
- Knowledge of Fisheries development and management policies, Fisheries Act and other related Acts and international conventions; and
- Shown merit and ability as reflected in work performance and results.

Terms of service: Permanent

Salary Scale: 56,370 – 87,360 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

22. Chief Fisheries Officer J/G 'M' (5 Posts) REF:CG/KLF/CPSB/ADVRT/57/09/20

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- Monitoring, control and surveillance of fisheries resources including conducting frame stock and catch assessment surveys;
- Identifying critical habitats and seasons and designing appropriate protection strategies: monitoring fish habitat for pollutants;
- Carrying out diagnosis, prevention and control of fish diseases;
- Disseminating fisheries related information.
- Undertaking fish inspection and quality assurance activities;
- Providing fisheries extension services and updating fisheries data base
- Prompting fish marketing and value addition.

Requirements for Appointment

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

- Served in the grade of Senior Fisheries Officer for a minimum period of three (3) years or equivalent;
- Bachelor's Degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural Resource Management, Biochemistry, Food science and Technology, Environmental Science, Biological sciences, Physical Sciences, Chemistry or any other equivalent and relevant degree from a recognized institution;
- Certificate in computer applications skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results

Terms of service: Permanent

Salary Scale: 49,000 – 65,120 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

23. Fisheries Officer J/G 'K' (14 Posts) REF:CG/KLF/CPSB/ADVRT/58/09/20

Duties and Responsibilities

Duties and responsibilities will entail: -

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

Requirements for Appointment

For appointment to this grade, a candidate must have;

- Bachelor's Degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural Resource Management, Biochemistry, Food science and Technology, Environmental Science, Biological sciences, Physical Sciences, Chemistry or any other equivalent and relevant degree from a recognized institution; and
- Certificate in computer application skills from a recognized institution.

Terms of service: Permanent

Salary Scale: 38,270 – 51,170 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

24. Assistant Fisheries Officer III, J/G 'H' (5 Posts) REF:CG/KLF/CPSB/ADVRT/59/09/20

Duties and responsibilities

Duties and responsibilities will involve:-

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

Requirements for Appointment:

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

- Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- Certificate in computer applications skills from a recognized institution.

Terms of service: Permanent

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

25. Fisheries Assistant II, J/G ‘G’ (7 Posts) REF:CG/KLF/CPSB/ADVRT/60/09/20

Duties and Responsibilities

Duties and responsibilities will entail: -

- Participating in the provision of fisheries extension services;
- Collecting fisheries statistical data;
- Maintain fish farms and hatcheries;
- Assisting in ensuring hygienic fish handling at fish landing sites, markets and farms.

Requirements for Appointment

For appointment to this grade, a candidate must have;

- Certificate in either Fisheries management, Natural Resource Management, Community Development or an equivalent in relevant qualification from a recognized institution; and
- Certificate in computer application skills from recognized institution.

Terms of service: Permanent

Salary Scale: 22,270 – 30,020 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

26. Laboratory Technologist III J/G ‘H’ (2 Posts) REF:CG/KLF/CPSB/ADVRT/61/09/20

Duties and Responsibilities

Duties and responsibilities at this grade will include:

- Cleaning and sterilizing laboratory glass ware, surfaces and equipment; documenting and receiving samples for analysis;
- Preparing culture media and laboratory reagents;

- Collecting, processing, preserving and analyzing water, sediment and biological samples; recording of laboratory reports;
- Carrying out demonstrations of laboratory functions to clients/visitors ;
- Assisting in training of interns and students on attachment;
- Assisting in training and guiding clients on improved technologies such as seaweed farming, fish farming and value addition;
- Any other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade an officer must have:

- Kenya Certificate of Secondary Education (KCSE) with a minimum grade of C- (Minus) or equivalent;
- Diploma in any of the following disciplines: - Applied Biology; Science Laboratory Technology, Analytical Chemistry; Food Science Technology or equivalent qualification from a recognized institution; and
- Working knowledge of computer applications.

Terms of service: Permanent

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

27. Coxswain J/G ‘G’ (2 Posts) REF:CG/KLF/CPSB/ADVRT/62/09/20

Duties and Responsibilities

Duties and responsibilities include:

- Overall in charge of the ship crews;
- Piloting boats;
- General discipline and good order of the ship’s crew at all times; movement of personnel in and out of the boats at all times;
- Maintenance of correct records of the boats;
- Maintenance of complete records of lost and found property in the boats and its disposal; executing disciplinary measures within the boats fairly and in accordance with regulation; supervising crew and ensuring compliance with routines and standing orders;
- Ensuring that there is no trafficking of unauthorized persons, cargo, or liquor on board;
- Any other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade a candidate must have: -

- Kenya Certificate of Secondary Education (KCSE) minimum with a mean grade D (Plain) or equivalent;
- Coxswain Certificate of competency or any other relevant equivalent qualifications from a recognized institution;
- Proven experience of piloting small boats.

Terms of service: Permanent

Salary Scale: 22,270 – 30,020 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

Department of Trade, Industrialization, Cooperative Development, Tourism and Wildlife

1. Principal Weights and Weights Measures Officer J/G N (1 Post)

REF:CG/KLF/CPSB/ADVRT/63/09/20

Duties and Responsibilities:

- Supervising testing and stamping of mechanical and electronic weighing and measuring equipment activities;
- Analysing data collected from verified equipment at traders premises, stamping stations and verification office;
- Testing of mechanical crane weighers, axle weighers, weighbridges, personal weighers, bulk meters, non automatic machines, beer measuring instruments and egg grading machines;
- Testing of class II mechanical and electronic scales used for pharmaceutical dispensing and jewellery trade;
- Testing and stamping of mechanical and electronic weighing and measuring equipment;
- Oversee setting up testing equipment during inspection and recording test results during inspections and investigation;
- Sampling pre-packed goods for quantitative analysis;
- Calibrating prover tanks and other working standards and equipment
- Maintaining secondary reference standards
- Carrying out inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results;
- Inspecting wholesale and retail trading premises on the use of weighing and measuring equipment;
- Conducting prosecution of cases on offences arising from infringement of the weights and measures
- Prepare publicity materials for participation in trade fairs and exhibitions
- Collecting and accounting for appropriation in Aid (A.I.A);
- Requisition for workshop tools and verification materials
- Delivering lecturers at traders courses;
- Guiding and mentoring staff working under the office.

Requirement for Appointment:

- Served in the grade of Chief Weights and Measures officer in a private and public institution for a period of three (3) years
- Bachelors degree in any of the following disciplines; Physics, Mathematics, Chemistry, Computer Science, Law, Metrology, Information Communication Technology,

Instrumentation, Engineering (Mechanical/Electrical/Electronics) Micro processors or equivalent qualification from recognized institution;

- Advanced certificate of the Institute of Trade standards administration (Kenya)

Terms of service: Permanent

Salary Scale: 56,370 – 87,360 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

2. Weights and Measures Officers II J/G J (1 Post)

REF:CG/KLF/CPSB/ADVRT/64/09/20

Duties and responsibilities:

- Testing, and stamping mechanical and electronic weighing and measuring equipment;
- Collecting data on verified equipment at traders premises, stamping stations and electronic weighing and measuring equipment;
- Sampling pre-packed goods for quantitative purpose;
- Preparing testing equipment for inspection and investigation purposes
- Preparing weighing and measuring equipment during trade fairs and exhibitions;
- Giving evidence in court on cases arising from infringement of the Weights and Measures Act (Cap513) and Trade Description Act (Cap 505)

Requirements for Appointment:

- Bachelors degree in any of the following disciplines: Physics, Mathematics, Legal Metrology or equivalent qualification from a recognized institution
- Minimum three (3) years of work experience
- Certificate in computer application from recognized institution.

Terms of service: Permanent

Salary Scale: 31,270 – 41,260 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

3. Weights and Measures Assistant III J/G H (2 Posts)

REF:CG/KLF/CPSB/ADVRT/65/09/20

Duties and Responsibilities:

- Testing, stamping, searching, adjusting and balancing of weights and verified counter machines at traders premises, verification office and stamping stations;
- Preparing and disseminating publicity materials for trade fairs and exhibition notices of gazette and advertised stamping stations to traders.

Requirement for Appointment:

- Diploma in any of the following disciplines: Legal metrology, Education (Mathematics or Physics) or equivalent qualification from a recognized institution.
- Certificate in computer applications from a recognized.

Terms of service: Permanent

Salary Scale: 25,470 – 33,950 p.m.

Other Allowances are as issued by Salaries and Remuneration Commission

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct (DCC)
- (e) Credit Reference Bureau clearance

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2nd Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD
KILIFI COUNTY GOVERNMENT
P.O BOX 491-80108
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 21st day of October, 2020.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

PLEASE NOTE:

- The Kilifi County Public Service Board does not charge fees for any stage of the recruitment and selection process.
- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.