



COUNTY GOVERNMENT OF LAIKIPIA

COUNTY PUBLIC SERVICE BOARD

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INTERNAL ADVERTISEMENT

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

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the positions listed below:

S/NO	POSITION	JOB GROUP (CPSB)	NO OF VACANCIES
1	Senior Assistant Director of Agriculture	04	1
2	Assistant Director of Agriculture	05	1
3	Principal Agricultural Officer	06	1
4	Chief Agricultural Officer	07	2
5	Chief Assistant Agricultural Officer	07	2
6	Senior Assistant Agricultural Officer	08	4
7	Senior Assistant Director of Fisheries	04	1
8	Senior Assistant Director of Livestock Production	04	1
9	Assistant Director of Veterinary Services	05	1
10	Principal Fisheries Officer	06	1
11	Principal Livestock Production Officer	06	1
12	Chief Assistant Animal Health Officer	07	1
13	Senior Assistant Animal Health Officer	08	1
14	Chief Assistant Livestock Production Officer	07	1
15	Senior Assistant Fisheries Officer	08	1
16	Senior Fisheries Assistant	10	1
17	Chief Animal Health Assistant	09	1
18	Senior Animal Health Assistant	10	2
19	Assistant Fisheries Officer I	09	1
20	Assistant Livestock Production Officer	09	1
21	Superintending Engineer (Agriculture)	07	1
22	Assistant Director, Trade Development	05	1

23	Senior Trade Development Officer	08	2
24	Senior Co-operative Officer	08	1
25	Assistant Co-operative Officer I	09	3
26	Senior Tourism Officer	08	1
27	Principal Assistant Co-operative Officer	06	1
28	Superintendent Water	09	1
29	Superintendent (Buildings)	09	4
30	Quantity Surveyor Assistant I	09	1
31	Architectural Assistant I	09	2
32	Senior Superintending Architect	06	1
33	Chief Superintending Engineer (Structural)	07	1
34	Land Survey Assistant I	09	2
35	Senior Superintending Engineer-Roads	06	1
36	Senior Economist II	07	1
37	Chief Accountant	07	3
38	Senior Accountant	08	2
39	Deputy Director, Accounting Services	04	1
40	Senior Supply Chain Management Officer	08	3
41	Chief Internal Auditor	07	1
42	Deputy Director, Internal Auditor	04	1
43	Senior Finance Officer	08	2
44	Assistant Director, Finance	05	1
45	Director of Administration	03	1
46	Assistant Director Administration	05	4
47	Chief ICT OFFICER	07	1
48	Assistant ICT Officer	09	3
49	Senior ECDE Teacher III/Senior Assistant ECDE Officer	08	6
50	Senior Assistant Security Officer	10	1
51	Assistant Vocational and Technical Trainer I	09	7

1. **SENIOR ASSISTANT DIRECTOR OF AGRICULTURE (JOB GROUP CPSB 04)**
SALARY: KSH. 105, 570x5, 070-110,640x5, 300-115,940x5, 560-121,500x5, 840-127,340x6, 070-133,410x6, 380- 139,790 p.m.
NUMBER OF VACANCIES: – ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level will be deployed at the County Headquarters. The officer may be deployed as the Deputy to the County Director of Agriculture or as a subject matter specialist to coordinate Gender and Home Management; Land Development and Environmental Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training; or Promotion and Development of Agribusiness Activities. Duties and responsibilities will involve implementation of the Strategic Plan and objectives of the Directorate, handling technical, administrative, budgetary, and asset management issues; team building; and setting performance targets and standards in consultation with the County Director of Agriculture. Other duties will involve compilation of field reports and organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision-making.

Requirements for Appointment

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

- i. Served in the grade of Assistant Director of Agriculture in Laikipia County Public Service for at least three (3) years;
- ii. A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture, Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resources Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution
- v. Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

2. **ASSISTANT DIRECTOR OF AGRICULTURE (JOB GROUP CPSB 05)**

SALARY: KSH .92, 030x4, 100-96,130x4, 520-100,650x4, 920-105,570x5, 070 -110,640x5, 300-115,940x5, 560-121,500x5, 840-127,340x6, 070-133,410 p.m.

NUMBER OF VACANCIES: – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities

An officer at this level will be deployed at the Sub-County. At the County Headquarters the officer will deputize the Deputy Director of Agriculture. Serving as Subject Matter Specialist (SMS) in areas like crops, agribusiness, or livestock production, providing technical guidance and support. Organizing and facilitating training programs, workshops, field days, and agricultural shows to engage farmers and stakeholders.

Requirements for appointment

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



- i. Served in the grade of Principal Agricultural officer or in Laikipia County Public Service for at least three (3) years;
- ii. A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture, Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent and equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution;
- v. Demonstrated a high degree of technical competence and administrative capability as reflected in work performance and results.

3. PRINCIPAL AGRICULTURAL OFFICER, (JOB GROUP CPSB 06)

SALARY: KSH. 60, 080x2, 850 62,930x2, 930 65,860x3, 080-72,480x3, 690-76,170
x3,890-80,060x3,900-83,960x4,010-87,970x4,060-92,030x4,100-96,130 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities

An officer at this level may be deployed in the County Headquarter or at the Sub county to co-ordinate all agricultural services. At the County Headquarter, the officer will be deployed as Subject Matter Specialist to assist in the coordination of any of the following programmes: -Gender and Home Management; Land Development and Environment Management; Crop Development; Project Monitoring and Environment Extension Research Liaison and Training; Promotion and Development of Agribusiness activities to head a section within a branch. Specific duties will involve compilation of field reports, organizing and facilitating training programmers in liaison with relevant institutions and agencies to provide and maintain data for effective decision making.

Requirements of Appointment

For appointment to this grade, an officer must: -

- i. Served in the grade of Chief Agricultural Officer in Laikipia County Public Service for at least three (3) years ;and
- ii. A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture, Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- iii. Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

4. CHIEF AGRICULTURAL OFFICER, (JOB GROUP CPSB 07)

SALARY: KSH. 52, 330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930
x2, 930-65,860x3, 080-68,940 p.m.

NUMBER OF VACANCIES – TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities

An officer at this level may be deployed at the Sub-County Headquarters as a subject matter specialist to coordinate Gender and Home Management; Land Development and Environmental Management; Crop

Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training; or Promotion and Development of Agribusiness Activities. Specific duties will entail compilation of field reports, organizing and facilitating training programmes in liaison with relevant institutions and agencies, and maintaining data for effective decision-making.

Requirement for Appointment

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

- i. Served in the grade of Senior Agriculture Officer or in a comparable and relevant position in Laikipia County Public Service for at least three (3) years;
- ii. A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture, Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent and equivalent qualification from a recognized institution;
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer applications; and,
- v. Demonstrated Competence and ability in work performance and results.

5. CHIEF ASSISTANT AGRICULTURAL OFFICER (JOB GROUP CPSB 07)

SALARY: KSH.52, 330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930
x2, 930-65,860x3, 080-68,940 p.m.

NUMBER OF VACANCIES –TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level will be deployed as a Subject Matter Specialist (SMS) in a Sub county or Ward. Specific duties as a Sub county SMS will entail: Home Management, Land Development and Environment Management; Research Liaison and Training; or Promotion and Development of agribusiness activities. As head of a Ward, the officer will coordinate and supervise all agricultural activities in the Ward.

Requirements for Appointment

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

- i. Served in the grade of Senior Assistant Agricultural Officer in Laikipia County Public Service for at least three (3) years.
- ii. 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 institution;
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer applications; and,
- v. Demonstrated Competence and ability in work performance and results.

6. SENIOR ASSISTANT AGRICULTURAL OFFICER, (JOB GROUP CPSB 08)

SALARY: KSH. 46, 120x1, 920-48,040x2, 000-50,040x2, 290-52,330x2, 350-54,680
x2,550 -57,230x2, 850-60,080x2, 850-62,930x2, 930-65,860 p.m.

NUMBER OF VACANCIES – FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level will be deployed in a Ward to be in charge of an Agricultural project implementation area or as a training coordinator /Farm Manager in an Agricultural Training Centre (ATC). Specific duties will



involve overseeing the implementation of project work plans and preparation and execution of training programs. As a Farm Manager the officer will be required to prepare and execute farm plans to ensure efficient running of the farm.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Agricultural officer I Laikipia County Public Service for at least three (3) years;
- ii. 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 institution;
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Shown merit and ability as reflected in work performance and results.

7. SENIOR ASSISTANT DIRECTOR OF FISHERIES (JOB GROUP CPSB 04)

SALARY: KSH.105, 570x5, 070-110,640x5, 300-115,940x5, 560-121,500x5, 840 - 127,340x6, 070-133,410x6, 380-139,790 p.m.

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

NUMBER OF VACANCIES: ONE (1)

Duties and Responsibilities

Duties and responsibilities at this level will entail:-coordinating fisheries extension services and co-management programs; analyzing storing and disseminating fisheries related reports; coordinating the implementation of fisheries development policies, programs and projects; liaising with relevant stakeholders to design fisheries management programs; coordinating fisheries research in fish stock assessment; promoting fish marketing and value addition; and evaluating monitoring, control and surveillance systems. Further duties and responsibilities will entail:-participating in the implementation of bi-lateral projects and programs; and participating in negotiations of multi and bi-lateral agreements.

Requirement for Appointment

For appointment to this grade, an officer must:-

- i. Have served in the grade of Assistant Director of Fisheries or in a comparable and relevant position in Laikipia County Public Service for a minimum period of three (3) years;
- ii. Have Bachelor's degree in any of the following fields:- Fisheries, zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized Institution;
- iii. Have Masters degree in any of the following fields:- Biological Sciences, 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;
- iv. Certificate in strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer application skills; and
- vi. Have knowledge of the Fisheries Policies, Fisheries Act and other related statutes;
- vii. Be conversant with national and international fisheries agreements, conventions, protocols and laws of the sea; and
- viii. Demonstrated Competence and ability in work performance and results.



8. SENIOR ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION (JOB GROUP CPSB 04)

SALARY: KSH. 105, 570x5, 070-110,640x5, 300-115,940x5, 560-121,500x5, 840 - 127,340x6, 070-133,410x6, 380-139,790 p.m.

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

NUMBER OF VACANCIES: FOUR (1)

Duties and Responsibilities

Duties and Responsibilities at this level will entail:-resourcing in technical workshops, seminars and agricultural shows; preparing technical papers and reports for professional forums; providing technical advice and information in animal production, livestock farming; coordinating extension activities which include field days, field demonstrations, farmer field schools and farm visits; researching, inventing and advising on livestock production technologies and techniques; and initiating livestock production programmes/projects.

In addition, duties and responsibilities will involve:-overseeing effective and efficient management of sheep and goat stations, livestock farms, mobile pastoral training units, pastoral training centres or livestock farms, mobile pastoral training units, pastoral training centres or livestock improvement and multiplication farms; organizing the preparation of agribusiness, ranch and farm plans; monitoring and evaluation of livestock programmes; collaborating with research institutions and other stakeholders on livestock production matters; planning for conservation and utilization of range resources; coordinating extension activities; and developing livestock information management systems.

Requirement for Appointment

For appointment to this grade an officer must have:-

- i. Served in the grade of Assistant Director of Livestock in Laikipia County Public Service for a minimum period of three (3) years;
- ii. Bachelor's 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;
- iii. Master's 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;
- iv. Certificate in strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications skills; and
- vi. Demonstrated Competence and ability in work performance and results.

9. ASSISTANT DIRECTOR OF VETERINARY SERVICES (JOB GROUP CPSB 05)

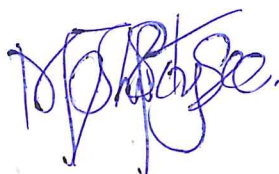
SALARY: KSH. 92, 030x4,100-96,130x4,520-100,650x4,920-105,570x5,070-110,640x5,300-115,940x5,560-121,500x5,840-127,340x6,070-133,410 p.m.

NUMBER OF VACANCIES:-ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

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; and offering veterinary services at ports of entry; undertaking disease control activities such as disease search, 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 postmortem examination and other diagnostic tests; interpreting laboratory results and making appropriate recommendations; inspecting, grading and licensing plants processing animal products 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 and collaborating with stake holders in providing veterinary services.

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Have served in the grade of Chief Veterinary Officer in Laikipia County Public Service for a minimum of three (3) years.
- ii. Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iii. 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 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 Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Science from a recognized institution;
- iv. Be registered by Kenya Veterinary Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Have a certificate in computer applications skills;
- viii. (viii) Have demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing veterinary services policies

10. PRINCIPAL FISHERIES OFFICER (JOB GROUP CPSB 06)

SALARY: KSH. 60, 080x2, 850 -62,930x2,930 -65,860x3,080-72,480x3, 690-76,170x 3,890-80,060x3, 900-83,960x4,010-87,970x4,060-92,030x4,100-96,130 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

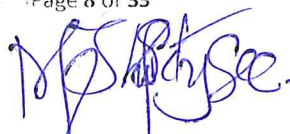
Duties and Responsibilities

Duties and responsibilities at this level will entail: compiling reports in the area of specialization; developing and organizing training programs in liaison with the relevant institutions and agencies; and disseminating fisheries related information. In addition, duties and responsibilities will entail: 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 habits for pollutants; carrying out diagnosis, prevention and control of fish diseases; enforcing compliance of regulatory measures including licensing, closed seasons and slot size; and promoting fish marketing and value addition.

Requirements for Appointment

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

- i. Served in the grade of Chief Fisheries Officer in Laikipia County Public Service; for a minimum period of three (3) years.



- ii. 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 qualifications from a recognized Institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Knowledge of Fisheries management policies, fisheries Act and other related statutes;
- v. Certificate in computer application skills; and
- vi. Shown merit and ability as reflected in work performance and results

11. PRINCIPAL LIVESTOCK PRODUCTION OFFICER JOB GROUP CPSB 06)

SALARY: KSH. 60, 080x2, 850 -62,930 x 2,930 -65,860 x 3,080 -72,480x3, 690-76,170x 3,890-80,060x3, 900-83,960 x 4,010-87,970 x 4,060-92,030 x 4,100-96,130 p.m.

NUMBER OF VACANCIES –ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities.

Duties and responsibilities at this level will entail:- participating in organizing technical workshops, seminars and agricultural shows; guiding the preparation of technical papers and reports for professional forums; maintaining the livestock database; coordinating range planning, management and conservation; ensuring provision of holding ground services to the livestock traders; providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching; promoting economic livestock farming; organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; analyzing livestock inputs and products samples; and disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis and on-farm feed formulation.

In addition, duties and responsibilities will involve:-implementing livestock production programmers/projects in such areas as dairy cattle farming, beef cattle, sheep, goat, pigs, poultry, rabbits, camels, donkeys, breeding, fodder production and conservation, value addition to livestock products, apiculture, livestock breeding, nutrition, emerging livestock and other animal husbandry interventions; advising farmers on group formation, construction of farm structures and equipment, managing operations in either a sheep and goat station, livestock farm, mobile pastoral training unit, Pastoral Training Centre or livestock improvement and multiplication farm; participating in monitoring and evaluation of livestock programmes; and participating in preparation of agribusiness, ranch and farm plans; overseeing effective and efficient management and preparing work plans and budgets for either a sheep and goat station, livestock farm, mobile Pastoral Training Centre or livestock improvement and multiplication farmland maintaining inventory of assets in a livestock production station/farm.

Requirements for Appointment.

For appointment to this an officer must:-

- i. Served in the grade of Chief Livestock Production Officer for a minimum period of three (3) years in Laikipia County Public Service;
- ii. Bachelor's 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;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer applications skills; and,

- v. Demonstrated supervisory and administrative ability in work performance and results.

12. CHIEF ASSISTANT ANIMAL HEALTH OFFICER, (JOB GROUP CPSB 07)

SALARY: KSH. 52, 330x2,35 -54,680x2,550-57,230x2,850 -60,080x2,850 -62,930
x2,930-65,860x3,080-68,940 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities;

Duties and responsibilities at this level will entail:- giving advice on dip designing, siting and appraising construction; and inspection and verification of imports and export of consignments; participating in management of veterinary farms; ensuring maintenance of cold chain facilities; and maintaining quarantine status in quarantine stations and holding grounds; organizing farmer's training on milking techniques and external parasite control techniques; leading small teams in vaccination, supervising castration, dehorning, animal identification, deworming, disbudding, docking, debriding and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; supervising dairy units; participating in animal health field demonstrations and agricultural shows.

Other duties will include:- undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock routes; supervising rearing of experimental animals; issuing of livestock movement permits; supervising artificial insemination services; undertaking meat inspection and grading; enforcing

Slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin and participating in construction and maintenance of farm structures and promoting new technologies in animal health to stakeholders.

Requirements for Appointment

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

- i. Have served in the grade of Senior Assistant Officer for a minimum period of three (3) years in Laikipia County Public Service.
- ii. have a Diploma in any of the following disciplines:- Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
- iii. be registered by the Kenya Veterinary Board;
- iv. have a certificate in supervisory course lasting not less than two (2) weeks from a recognized institution
- v. have a certificate in computer applications skills; and
- vi. Have demonstrated merit and shown ability in work performance and results.

13. SENIOR ASSISTANT ANIMAL HEALTH OFFICER, (JOB GROUP CPSB 08)

SALARY: KSH 46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680
x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities;

Duties and responsibilities at this level will entail:- giving advice on dip designing, siting and appraising construction; and inspection and verification of imports and export of consignments; participating in management of veterinary farms; ensuring maintenance of cold chain facilities; and maintaining quarantine status in quarantine stations and holding grounds; organizing farmer's training on milking techniques and

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external parasite control techniques; leading small teams in vaccination, supervising, castration, dehorning, animal identification, deworming, disbudding, docking, debriding and hoof trimming; carrying out simple treatment of animals; participating in disease search, collecting, collating, analyzing data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; supervising dairy units; participating in animal health field demonstrations and agricultural shows.

Other duties will include: undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock routes; supervising rearing of experimental animals; issuing of livestock movement permits; supervising artificial insemination services; undertaking meat inspection and grading; enforcing

Slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin and participating in construction and maintenance of farm structures and promoting new technologies in animal health to stakeholders.

Requirements for Appointment

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

- i. Served in the grade of Assistant Animal Health Officer I in Laikipia County Public Service for a minimum period of three (3) years.
- ii. have a Diploma in any of the following disciplines:- Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
- iii. be registered by the Kenya Veterinary Board;
- iv. have a certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution.
- v. have a certificate in computer applications skills;
- vi. have demonstrated merit and shown ability in work performance and results.

14. CHIEF ASSISTANT LIVESTOCK PRODUCTION OFFICER (JOB GROUP CPSB 07)

SALARY: KSH. 52,330x2,350-54,680x2,550-57,230x2,850 -60,080x2,850-62,930x2,930-65,860x3,080-68,940 p.m.

NUMBER OF VACANCIES –ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities.

Duties and responsibilities at this level will entail :-providing guidance during farm visits, practical demonstrations and farmer 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 equipment; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation; guiding on the implementation of livestock production programmes /projects in specific areas 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 interventions; advising on range planning, management and conservation;

Ensuring provision of holding grounds services to the livestock traders; and guiding operations in either a sheep or goat station, livestock implement and multiplication farm.

Requirements for Appointment

For appointment to this grade, an officer must have:

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- i. Served in the grade of Senior Assistant Livestock Production Officer in Laikipia County Public Service for a minimum period of three (3) years
- ii. Diploma 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.
- iii. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications skills: and
- v. Demonstrated merit and ability as reflected in work performance and results.

15.SENIOR ASSISTANT FISHERIES OFFICER (JOB GROUP CPSB 08)

SALARY:KSH. 46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680
x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860 p.m.

NO OF VACANCIES- ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail:- undertaking statistical data analysis and compilation; disseminating fisheries research information; monitoring, control and surveillance of the fisheries resources; promoting fish marketing and value addition; arranging on-farm trials, field days and exchange visits; training staff and fishers in spawning, rearing, and harvesting methods and use of related equipment; training staff on feed formulation and production; observing fish ponds and fish to detect diseases and promoting fish marketing and value addition.

Requirements for Appointment

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

- i. Served in the grade of Assistant Fisheries Officer I for a minimum of three (3) years;
- ii. Diploma in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution;
- iii. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications skills: and
- v. Shown merit and ability as reflected in work performance and results.

16.SENIOR FISHERIES ASSISTANT (JOB GROUP CPSB 10)

SALARY:Ksh.34,420x1,300-35,720x1,380-37,100x1,390-38,490x1,460 -
39,950x1,470-41,420x1,470-42,890x1,520-44,410x1,710-46,120 p.m.

NUMBER OF VACANCIES:-ONE (1)

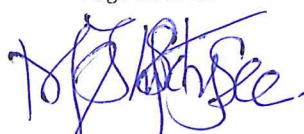
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail:-providing fisheries extension services; collecting fisheries data; maintaining of fish farms and hatcheries; compiling and analyzing data; participating in monitoring, control and surveillance of fisheries resources; ensuring hygienic fish handling at landing at land sites, markets and farms; undertaking elementary examination for fish infection and signs of water pollution; compiling monthly reports; and promoting fish marketing and value addition.

Requirements for Appointment

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



- i. Served in the grade of Fisheries Assistant I for a minimum period of three (3) years in Laikipia County Public Service;
- ii. Certificate in either Fisheries Management, Natural Resource Management or an Equivalent and relevant qualification from a recognized institution;
- iii. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications skills; and
- v. Shown merit and ability as reflected in work performance and results.

17. CHIEF ANIMAL HEALTH ASSISTANT (JOB GROUP CPSB 09)

**SALARY: KSH. 41,420x1,470-42,890x1,520-44,410x1,710- 46,120x1,920-48,040
x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.**

NO OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities

This is the highest grade for this cadre. Duties and responsibilities at this level will entail: maintaining dairy units; rearing experimental animals; participating in animal health field demonstrations and agricultural shows; collecting and collating animal health data; and supervising Animal Health Assistants; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; undertaking artificial insemination, meat inspection and grading; enforcing slaughterhouse hygiene and meat transport regulations; training farmers on livestock records keeping; and keeping records on animal breeding, animal health status, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits.

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Animal Health Assistant in Laikipia County Public Service for a minimum period of three (3) years.
- ii. Certificate lasting not less than two (2) years in any of the following disciplines:- Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- iii. Be registered by the Kenya Veterinary Board
- iv. Certificate in computer applications skills; and
- v. Demonstrated merit and shown ability in work performance and results.

18. SENIOR ANIMAL HEALTH ASSISTANT, (JOB GROUP CPSB 10)

**SALARY: Ksh. 34,420x 1,300-35,720x1,380-37,100x1,390-38,490x1,460 -
39,950x1,470-41,420x1,470-42,890x1,520-44,410x1,710-46,120 p.m.**

NO OF VACANCIES- ONE (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail:-enforcing slaughter house hygiene and meat transport regulations; training farmers on livestock records keeping; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; maintaining dairy units; rearing experimental animals; and participating in animal health field demonstrations and agricultural shows; demonstrating on milking techniques and external parasite control techniques such as

dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, de-beaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; and undertaking artificial insemination, meat inspection and grading.

Requirement for Appointments

For appointment to this grade an officer must have:

- i. Served in the grade of Animal Health Assistant 1 for a minimum period of three (3) years in Laikipia County Public Service;
- ii. Certificate lasting not less than two (2) years in any of the following disciplines:- Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- iii. Be registered by the Kenya Veterinary Board;
- iv. Certificate in computer applications skills: and
- v. Shown ability and demonstrated merit in work performance and results.

19. ASSISTANT FISHERIES OFFICER I, (JOB GROUP CPSB 09)

SALARY: KSH. 41,420x1,470 42,890x1,520 44,410x1,710- 46,120x 1,920-48,040
x2,000-50,040x2,290-52,330x2,350-54,680x2,550 -57,230 p.m.

NO OF VACANCIES-ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibility at this level will involve: - undertaking fisheries extension services in aquaculture and capture fisheries; undertaking environmental management including monitoring water bodies for signs of water pollution, invasive weeds and alien fish species; monitoring siltation of rivers, lakes and government fish farms; receiving, collating, analyzing and disseminating fisheries statistical data; compiling monthly fisheries reports; and promoting fish marketing and value addition

Further, the officer will also be involved in monitoring, control and surveillance of the fisheries resources; and inspecting fish and fish handling facilities at fish landing sites, markets and farms for quality assurance.

Requirements for Appointment

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

- i. Served in the grade of Assistant Fisheries Officer II for a minimum of three (3) years in Laikipia County Public Service;
- ii. Diploma in either Fisheries Management, Natural Resources Management or an equivalent and relevant qualification from a recognized institution;
- iii. Certificate of membership from a professional body
- iv. Certificate in computer application skills: and
- v. Shown merit and ability as reflected in work performance and results.

20. ASSISTANT LIVESTOCK PRODUCTION OFFICER I (JOB GROUP CPSB 09)

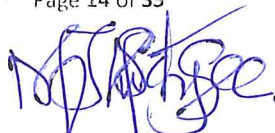
SALARY: Ksh.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040
x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.

NUMBER OF VACANCIES:-ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: carrying out practical demonstrations and training farmers on livestock production technologies and techniques; accompanying extension teams during farm visits and farmer



training; collecting and collating livestock data and information for gross margins, market access and planning ;participating in collaborative research activities ;collecting livestock inputs and products samples for analysis; advising farmers on group formation, construction of farm structures and equipments; preparing and participating in field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on-farm feed formulation; implementing livestock production programmes/projects in such areas as dairy cattle farming,

Beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and compiling reports relating to area of specialization.

Requirements for Appointment

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

- i. Served in the grade of Assistant Livestock Production Officer II in Laikipia County Public Service for a minimum period of three (3) years.
- ii. Diploma 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 resources Management from a recognized institution;
- iii. Certificate in computer applications skills; and
- iv. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution
- v. Demonstrate merit and shown ability as reflected in work performance

21.SUPERINTENDING ENGINEER (AGRICULTURE), (JOB GROUP CPSB 07)

SALARY: KSH. 52,330x2,350-54,680x2,550-57,230x2,850-60,080x2,850 -62,930x2,930-65,860x3,080-68,940 p.m.

NUMBER OF VACANCIES –ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will be similar to those of an Engineer I (Agriculture) but will be of higher complexity and scope. The officer will be deployed in ATDC, in agricultural engineering project, or at KSA. Specific duties will involve technology incubation, on-farm trials and demonstrations, data collection and management; capacity building; quality and standards monitoring and evaluation in specific fields such as environment and land use management, soil and water conservation, farm mechanization, agro-processing and farm structures, undertaking feasibility studies and other investigations; planning activities including preparation of reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Engineer I (Agriculture) or in a comparable and relevant position in Laikipia Public Service for a minimum period of three (3) years
- ii. Bachelors degree in any of the following disciplines:
- iii. Agricultural Engineering, Agricultural and Bio Systems Engineering or equivalent qualification from a recognized institution.
- iv. be registered as a graduate engineer with the Engineers Board of Kenya;
- v. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in computer applications skills and
- vii. Have shown merit and ability as reflected in work performance and results.



22. ASSISTANT DIRECTOR, TRADE DEVELOPMENT (JOB GROUP CPSB 05)

SALARY:KSH.92,030x4,100-96,130x4,520-100,650x4,920-105,570x5,070-110,640x5,300-115,940x5,560-121,500x5,840-127,340x6,070-133,410 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities

Duties and responsibilities at this level will involve:-heading a group of two or more enterprise development sub-sections or enterprise development support services; formulation of enterprise development policies with regard to specialized or specific areas of enterprise development activity or support service; initiation and implementation of enterprise development survey results/recommendations, studies and adjustment strategies; programming ,implementation, monitoring, evaluation and supervision; and group training and extension services.

Requirements for Appointment

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

- i. Served in the grade of Principal Trade Development Officer in the Laikipia County Public Service for a minimum period of three (3) years;
- ii. A Bachelor's Degree in any of the following disciplines:- Economics, Commerce, Business Administration, Enterprise Development/Entrepreneurship or its equivalent and relevant qualification from a recognized institution;
- iii. Master Degree in any of the following disciplines:- Economics, Commerce,Business,Administration,EnterpriseDevelopment/Entrepreneurship or its equivalent and relevant qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer application skills; and,
- vi. Demonstrated merit and ability as reflected in work performance and results.

23. SENIOR TRADE DEVELOPMENT OFFICER (JOB GROUP CPSB 08)

SALARY:KSH.46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 x2,850-60,080x2,850 62,930x2,930 -65,860 p.m.

NUMBER OF VACANCIES – TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities: -

Duties and responsibilities at this level will entail : collecting ,compiling and analyzing economic and trade related data; Disseminating business information to the business community; undertaking market profiling and market intelligence for trade development; Providing consultancy and extension services on international trade issues; Conducting surveys ;Mapping various business activities; Initiating preparation of background papers and briefs on trade issues; and participating in organization of international trade fairs and exhibitions.

Requirements for Appointment

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

- i. Served in the grade of Trade Development Officer I in the Laikipia County Public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics or International Trade/Business/Relations or its equivalent and relevant qualification from a recognized institution

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- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer application skills; and,
- v. Demonstrated merit and ability as reflected in work performance and results.

24. SENIOR CO-OPERATIVE OFFICER (JOB GROUP CPSB 08)

SALARY:KSH.46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entails:- implementing co-operative development activities/programmes; advising co-operative societies on proper conduct of meetings; evaluating new and existing co-operative societies; enforcing co-operative legislation; and developing work plans for co-operative extension services.

Requirements for Appointment

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

- i. Served in the grade of Co-operative Officer I or in a comparable and relevant position in Laikipia County Public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Commerce, Business Administration, Economics, Co-operative Management, Marketing, Entrepreneurship, Finance or its equivalent and relevant qualification from a recognized institution;
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer application skills; and,
- v. Demonstrated merit and ability as reflected in work performance and results.

25. ASSISTANT CO-OPERATIVE OFFICER I (JOB GROUP CPSB 09)

SALARY:KSH.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.

NUMBER OF VACANCIES – THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail:-promoting and advising co-operative societies on matters relating to specialized activities such as marketing, credit, financing, governance, budgeting, training and education, accounts and management; advising on co-operative investments; overseeing co-operative elections; collecting data on potential areas for analysis and policy formulation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities in several co-operative societies; and enforcing compliance with co-operative legislation.

Requirements for Appointment

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

- i. Served in the grade of Assistant Co-operative Officer II in the Laikipia County Public Service for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: -Co-operative Management, Marketing, Co-operative Auditing, Internal Auditing or Finance from a recognized institution;

- iii. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills; and,
- v. Demonstrated merit and ability as reflected in work performance and results.

26. PRINCIPAL ASSISTANT CO-OPERATIVE OFFICER (JOB GROUP CPSB 06)

SALARY: KSH. 60,080x2,850-62,930x2,930-65,860x3,080-72,480x3,690-76,170x3,890x
80,060x3,900-83,960x4,010-87,970x4,060-92,030x4,100 -96,130p.m.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the highest grade of this cadre. Duties and responsibilities will entail; Providing technical advice in area of specialization; Advising on cooperative investments; Analyzing data for policy formulation ;Enforcing compliance with cooperative legislation ;Ensuring implementation of work plans for cooperative extension services and Evaluating cooperative activities and trend for promoting the cooperative movement.

Requirement for Appointment

For appointment to this grade, an officer must have;

- i. Served in the grade of Chief Assistant Co-operative Officer in Laikipia Public Service for a minimum period of three [3] years.
- ii. Diploma in any of the following disciplines: -Co-operative management, Marketing, or Finance from a recognized institution;
- iii. Certificate in Management Course lasting not less than Four (4) weeks from a recognized institution.
- iv. Certificate in computer application skills; and
- v. Demonstrate d professional and administrative competence in work performance and results.

27. SENIOR TOURISM OFFICER (JOB GROUP CPSB 08)

SALARY:KSH.46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230x
2,850-60,080x2,850- 62,930 x 2,930 -65,860 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities: -

Duties and responsibilities will entail: identifying and documenting tourism products; identifying Small and Medium Tourism Enterprises(SMTE'S)and community based tourism projects; liaising with tourism stakeholders on issues related to tourism; inspecting and preparing reports on tourism facilities and services for the development of tourism guide books; preparing briefs for tourism promotion and marketing; undertaking domestic tourism promotion; maintaining a register on tourism facilities and services; and analyzing and recommending identified locations for mounting tourist signs and symbols.

Requirements for Appointment

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

- i. Served in the grade of Tourist Officer I in the Laikipia County Public Service for at least three (3) years;
- ii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iii. Certificate in computer application skills; and,
- iv. Demonstrated merit and ability as reflected in work performance and results.

28. SUPERINTENDENT WATER (JOB GROUP CPSB 09)

SALARY:KSH.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entails; Coordinating water supply sewerage works and pollution control; ensuring availability of water supply and provision of sewerage services; and collecting, analyzing data and technical reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Inspector (Water and Sewerage) or in a comparable and relevant position in the Laikipia County Public Service for at least three (3) years;
- ii. Diploma in either Water Supply Technology or Water Engineering from a recognized institution or Three (3) years Certificate in Technical Training from a recognized institution.
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer application skills; and,
- v. Demonstrate merits and shown ability as reflected in work performance and result.

29. SUPERINTENDENT (BUILDINGS) (JOB GROUP CPSB 09)

SALARY:KSH.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680 x 2,550-57,230 P.M.

NUMBER OF VACANCIES – FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a supervisor of maintenance works. As a Clerk of Works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.

As a supervisor of maintenance works at a depot, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials.

Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Laikipia County Public Service for at least three (3) years;
- ii. Diploma in Building Technology, Building Economics, Construction Management, Civil Engineering or Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and,
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer application skills; and,
- v. Demonstrate merits and shown ability as reflected in work performance and result.



30. QUANTITY SURVEYOR ASSISTANT I (JOB GROUP CPSB 09)

SALARY:KSH.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680 x 2,550-57,230 P.M.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level entails: preparation of Bills of Quantities and specifications, site measurements and preparation of interim payment certificates and final accounts; control of specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Quantity Surveyor Assistant II in Laikipia County Public Service for at least three (3) years;
- ii. Diploma or a Technician Certificate Part III in any of the following fields: Quantity Survey, Building Technology, Construction Management, Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya.
- iv. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer application skills; and,
- vi. Demonstrate merits and shown ability as reflected in work performance and result.

31. ARCHITECTURAL ASSISTANT I (JOB GROUP CPSB 09)

SALARY:KSH.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680 x 2,550-57,230 P.M.

NUMBER OF VACANCIES – TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level may be deployed in any of the units at the head headquarters or in the field. Duties and responsibilities will entail planning, scheduling and distribution of work; supervision of staff in an architectural drawing office; turning Architects' rough sketches into finished drawings, making models, presentation and perspective drawings; examination and checking of dimensions, annotations and construction details on all drawings to conform to standards; preparation of production drawings for various public buildings and institutions. An officer at this level will also be responsible for the safety of drawing office equipment and supply of drawing office materials; and preparation of site inspection reports.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Architectural Assistant II in Laikipia County Public Service for at least three (3) years;
- ii. Diploma or Technician Certificate Part III in any of the following disciplines: Architecture, Building Technology; Construction Management, Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Corporate membership with the Architectural Association of Kenya;
- iv. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer application skills; and,



- vi. Demonstrate merits and shown ability as reflected in work performance and result.

32. SENIOR SUPERINTENDING ARCHITECT (JOB GROUP CPSB 06) SALARY:KSH.60,080x2,850-62,930x2,930-65,860x3,080-72,480x3,690-76,170x3,890-80,060x3,900-83,960x4,010-87,970x4,060-92,030x4,100-96,130P.M

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level can be deployed in any of the Units at Headquarters or as District Architect. Duties and responsibilities at the Headquarters and at the District level entail preparation of scheme designs and production drawings of projects allocated; controlling of activities on site; supervision of projects during construction and maintenance; checking on sketch/scheme designs done by consultants; conducting field surveys and user reaction investigations; analysis of data from field surveys; establishment of space standards and better architectural detailing.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Superintending Architect in Laikipia County Public Service for at least three (3) years;
- ii. Bachelor's Degree in Architecture or its equivalent and relevant qualification from a recognized institution;
- iii. Registered with the Board of Registration of Architects and Quantity Surveyors;
- iv. Corporate membership with the Architectural Association of Kenya (AAK)
- v. Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution
- vi. Certificate in Senior Management Course (SMC) lasting not less than Four (4) weeks from a recognize institution;
- vii. Demonstrated merit and ability as reflected in work performance and results;

33. CHIEF SUPERINTENDING ENGINEER (STRUCTURAL), (CPSB 07)

SALARY:KSH.52,330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860x3,080-68,940p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities will entail: designing and supervision of construction of civil, marine and structural works; preparation of tender documents and cost estimates for civil and marine works; carrying out structural integrity surveys on existing buildings and analysis of test results.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Engineer I (Structural) or comparable and relevant position in Laikipia County Public Service Public Service for at least three (3) years;
- ii. A Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a recognized Institution;
- iii. Been registered with the Engineers Registration Board of Kenya (ERB);

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- iv. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- v. Certificate in computer application skills; and,
- vi. Demonstrate merits and shown ability as reflected in work performance and result.

34. LAND SURVEY ASSISTANT I (JOB GROUP CPSB 09)

SALARY:KSH.41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040 x 2,290-52,330x2,350-54,680x2,550-57,230 P.M.

NUMBER OF VACANCIES – TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level entail:- carrying out angular and distance measurements and computation for medium and high density topographical, general engineering, sub-divisional schemes, medium area cadastral and photo control surveys.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Land Survey Assistant II in Laikipia County Public Service for a minimum period of three (3) years;
- ii. Diploma in Land Surveying or its equivalent and relevant qualification from a recognized Institution;
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution;
- iv. Certificate in computer applications; and,
- v. Demonstrated merit and shown ability as reflected in work performance and results.

35. SENIOR SUPERINTENDING ENGINEER -ROADS (JOB GROUP CPSB 06)

SALARY:KSH.60,080x2,850-62,930x2,930-65,860x3,080-72,480x3,690-76,170x3,890-80,060x3,900-83,960x4,010-87,970x4,060-92,030x4,100-96,130P.M

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level may be deployed in any of the units at the County Headquarters, as a County Roads Engineer or a Resident Engineer. Duties will include: Detailed design; Supervision of construction, rehabilitation and maintenance of classified and unclassified roads; Design of bridges and drainage structures; Preparation of tender documents; Formulation and review of specifications for roads equipment; Monitoring the execution of roads development projects; and Supervision and training of engineers and technical staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Superintending Engineer (Roads/Materials) or comparable and relevant position in Laikipia Public Service for at least three (3) years;
- ii. A Bachelor's Degree in Civil Engineering or its equivalent and relevant qualification from a recognized institution;
- iii. Been registered by the Engineers Registration Board of Kenya;
- iv. Current valid annual Practicing licence from the Engineers Registration Board of Kenya
- v. Corporate Membership with the Institution of Engineers of Kenya (IEK)
- vi. Attended a Management Course lasting not less than four (4) weeks from a recognized institution:-
- vii. Certificate in Computer applications skills; and,(Not in the Schemes)

- viii. Demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

36. SENIOR ECONOMIST II (JOB GRADE CPSB 07)

SALARY:KSH.52,330X2,350-54,680X2,550-57,230X2,850-60,080X2,850-62,930X2,930-65,860X3,080-68,940 P.M.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Analysing data on sector specific projects and programmes; preparing sector specific draft reports; identifying and implementing sector specific strategies, programmes and projects; conducting prefeasibility and feasibility studies for programmes and projects; providing input in the development and review of various economic policies and strategies; assisting in preparing annual development plan and programme based budget ,undertaking economic modelling and forecasting; and monitoring, evaluating and reporting on the implementation of sector specific programmes, projects and activities.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Economist I/Statistician I for a minimum period of three (3) years; in Laikipia County Public Service.
- ii. Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level and
- iii. Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- iv. Membership to a relevant professional body;
- v. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution.
- vi. Certificate in computer application skills; and,
- vii. Shown merit and ability as reflected in work performance and results.

37. CHIEF ACCOUNTANT (JOB GROUP CPSB 07)

SALARY:KSH.52,330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860x3,080-68,940 P.M

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services. In addition the officer may be called upon to assist in preparations of final accounts. The officer will ensure safe custody of Government assets and records under him/her and will also be responsible for authorizing payments and signing of cheques subject to set limits. The officer will be responsible for timely and accurate preparation of management reports that fall under his/her division. He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Accountant in Laikipia County Public Service for a minimum period of three (3) years.



- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

PLUS

- i. Passed Part III of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;
- ii. Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution
- iii. Shown merit and ability as reflected in work performance and results.

38. SENIOR ACCOUNTANT (JOB GROUP CPSB 08)

SALARY: KSH.46,120X1,920-48,040X2,000-50,040X2,290-52,330X2,350-54,680X2,550X57,230X2,850-60,080X2,850-62,930X2,930-65,860 P.M.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Responsible for timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include planning, directing, coordinating, supervising areas of control; training and development of staff under him/her and setting targets for the section (s). The officer may occasionally be required to undertake ad hoc assignments relating to accounting services; He/She may be assigned responsibilities to authorize payments and sign cheques subject to limit set. He/She will certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Accountant I in Laikipia County Public Service for a minimum period of three (3) years.
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

PLUS

Passed Part II of the Certified Public Accountant (CPA) Examination or any other relevant qualification from a recognized institution;

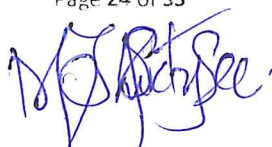
- iii. Certificate in Supervisory Skill Development Course (SSDC) lasting not less than Two (2) weeks from a recognize institution
- iv. Certificate in computer applications skills; and
- v. Shown merit and ability as reflected in work performance and results.

39. DEPUTY DIRECTOR, ACCOUTING SERVICES (JOB GROUP CPSB 04)

SALARY: KSH.105,570X5,070-110,640X5,300-115,940X5,560-121,500X5,840-127,340X6,070-133,410X6,380-139,790 P.M.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE



Duties and Responsibilities

Advising on financial and disbursement arrangements for loans/grants; reviewing reports on outstanding audit reports and recommending follow-ups; reviewing accounting systems and recommending necessary changes; ensuring Asset registers are maintained; coordinating compilation of reports on Accounting Units that are non-compliant with standards and other financial regulations and recommending appropriate action; overseeing cash management and exchequer operations; drafting and revising regulations for new and existing funds; coordinating the preparation of procurement and departmental work plans; monitoring the implementation of department strategic plan; managing departmental budgets; developing status matrix report on the Public Accounts Committee (PAC) recommendations on the County; reviewing the applications of accounting standards and systems including FMIS and recommending changes and improvements; ensuring timely response to audit queries; compiling Treasury Memorandum; coordinating performance management; and ensuring timely preparation of management and statutory financial reports and developing materials for training of accounting personnel. In addition, duties will include: providing advisory services to stake holders on financial and accounting matters; preparing management and statutory reports in accordance with financial orders and regulations; preparing final accounts; overseeing issuance of AIE to Sub-Counties; maintaining an inventory of bank accounts in the Accounting Unit and their approved signatories including Sub-Counties; authorizing payments; appointing cheques signatories and setting amount limits; ensuring safe custody of County government assets, records and accountable documents; preparing departmental budgets, procurement and annual work plans; interpreting financial regulations and procedures and Treasury Circulars; ensuring expenditures are within the allocations; setting targets for the staff and evaluating achievements; training, developing and deploying of accounts staff in the unit; and mentoring and coaching staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director, Accounting Services in Laikipia County Public Service for a minimum period of three (3) years.
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- iii. Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- iv. Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution;
- v. Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- vi. Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer applications skills; and,
- viii. Demonstrated professional competence and merit as reflected in work

40. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (JOB GROUP CPSB 08)

SALARY KSH. 46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-

54,680x2,550x57,230x2,850-60,080x2,850-62,930x2,930-65,860 P.M.

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level will be expected to supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer. Specifically, duties will entail assisting in



procurement, preparation of procurement plans, market survey and research, disposal of stores and equipment in accordance with the laid down regulations and procedures, and preparation of periodic and annual Supply Chain Management reports/returns.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Supply Chain Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years in Laikipia County Public Service.
- ii. A Diploma in Supplies Management or its equivalent qualification from a recognized institution;
- iii. Shown merit and ability as reflected in work performance and results.
- iv. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- v. Membership of the Kenya Institute of Supplies Management (KISM) .
- vi. Certificate in computer applications skills; and,
- vii. Shown merit and ability as reflected in work performance and results

41. CHIEF INTERNAL AUDITOR (JOB GROUP CPSB 07)

SALARY: KSH. 52,330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860x3,080-68,940 P.M

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Evaluating the effectiveness of risk management, controls and governance processes of a public entity; preparing assignment work/engagement plan; leading an audit team; vouching transactions in audit investigation and verification assignments; collecting and analysing data and statistics; preparing and submitting audit findings; preparing and maintaining audit files/working papers for assignment; monitoring implementation of audit recommendations; preparing training and budget proposals; and coaching and mentoring of staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Internal Auditor for a minimum period of three (3) years; in Laikipia County Public Service.
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- iii. Plus Certified Internal Auditor (CIA) II/Certified Public Accountants of Kenya CPA (K) or its equivalent qualification from a recognized institution;
- iv. Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing from a recognized institution;
- v. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution;
- vi. A member of the Institute Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
- vii. Certificate in computer application skills; and
- viii. Shown merit and ability as reflected in work performance and results.



42. DEPUTY DIRECTOR, INTERNAL AUDITOR (JOB GROUP CPSB 04)

SALARY KSH. 105,570X5,070-110,640X5,300-115,940X5,560-121,500X5,840-127,340X6,070-133,410X6,380-139,790 P.M.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Evaluating the effectiveness of risk management mechanisms, controls and governance processes of a public entity and recommend improvements; reviewing internal audit reports and make recommendations; participating in the review of standards, procedures and guidelines for internal audit; monitoring implementation of audit recommendations; undertaking quality assurance and special audits; coordinating preparation of quarterly internal audit reports; providing consultancy to public sector entities; developing curriculum and training materials and approving annual work plans; participating in designing and implementing training programmes for staff in the internal audit units and members of the audit committees; preparing training projections and budgets; and coaching and mentoring of staff.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director, Internal Audit or in a comparable and relevant position in Laikipia County Public Service for a minimum period of three (3) years.
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- iii. Master's Degree in any of the following fields:- Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Strategic Management, Risk Management or its equivalent from a recognized institution;
- iv. Certified Internal Auditor (CIA) III/Certified Public Accountants of Kenya CPA (K) or its equivalent qualification from a recognized institution;
- v. Membership to any of the following recognized professional bodies: of either CIA, ICPAK, ACFE, ISACA or any other professional recognized body;
- vi. Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSa) or Forensic Auditing from a recognized institution;
- vii. A member of the Institute Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
- viii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- ix. Certificate in computer applications skills; and,
- x. Demonstrated high level of professional competence and administrative capability required at this level.

43. SENIOR FINANCE OFFICER (JOB GROUP CPSB 08)

SALARY: KSH. 46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550x57,230x2,850-60,080x2,850-62,930x2,930-65,860 P.M.

NUMBER OF VACANCIES: TWO (2)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Capturing data on budget estimates for The County; checking cost of projects and programmes to align them to Government Financial Statistics (GFS) and Classification of the Functions of The County (COFOG); assisting



in quality control of budget estimates; assisting in processing reallocation of estimates proposals; preparing initial reports and briefs on budgetary issues; capturing data on budget proposals; checking cost of projects and programmes to align them to GFS and COFOG; assisting in budget monitoring and expenditure control; assisting in processing of expenditure reallocations within the budget; and assisting users to capture budget data and run reports in the Hyperion Budget Planning System.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Finance Officer I for a minimum period of three (3) years in Laikipia County Public Service.
- ii. Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Business Administration, Business Management or equivalent qualification from a recognized institution;
- iii. A member of the Institute Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
- iv. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution; (not in the guidelines)
- v. Certificate in computer applications skills; and,
- vi. Shown merit and ability as reflected in work performance and results

44. ASSISTANT DIRECTOR, FINANCE (JOB GROUP CPSB 05)

SALARY: KSH.92,030x4,100-96,130x4,520-100,650x4,920-105,570x5,070-110,640x5,300-115,940x5,560-121,500x5,840-127,340x6,070-133,410 P.M.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Organizing budget preparation at sector and sub sector levels; verifying and validating budget proposals from various Departments; designing tools and guidelines for capturing and reporting financial data; reviewing programmes and projects performance objectives; preparing briefs on budgetary matters; organizing stakeholder participation in the budget process in sectors and sub sector levels; analysing periodic Departmental budget performance reports; reviewing proposals for seeking funds for additional expenditure and reallocation of voted funds; preparing Medium Term Budget, quarterly expenditure forecasts and Revised Budget Estimates; and monitoring and evaluating financial and non-financial performance of the budget including programmes/projects and recommending corrective measures; reviewing budgetary estimates; initiating processing of Authority to Incur Expenditure; preparing responses to financial queries; monitoring expenditure and commitments in the financial system and developing budget performance indicators; facilitating capacity building on Public Finance Management; preparing quarterly and annual budget performance and expenditure reports; preparing reports on the costing of programmes and projects; monitoring and e

Requirements for Appointment

- i. Served in the grade of Principal Finance Officer or in a comparable and relevant position in Laikipia County Public Service for a minimum period of three (3) years.
- ii. Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- iii. Membership to a relevant professional body;
- iv. A member of the Institute Certified Public Accountant of Kenya (ICPAK) or equivalent professional body;
- v. Master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- vi. Certificate in Senior Management Course (SMC) lasting not less than Four (4) weeks from a recognize institution;

- vii. Certificate in computer application skills; and
- viii. Demonstrated merit and ability as reflected in work performance

45. DIRECTOR OF ADMINISTRATION (JOB GROUP CPSB 03)

SALARY: KSH.127,340X6,070-133,410X6,370-139,790X6,570-146,360X6,770-153,130X6,960-160,090X7,160-167,250X7,820-175,070X7,820-182,890 P.M

NO OF VACANCIES-ONE (1)

TERMS OF SERVICE-PERMANENT AND PENSIONABLE

Duties and Responsibilities

Overseeing the development, implementation and review of administrative policies, procedures and strategies; providing professional advice on administrative matters; ensuring response to County queries; overseeing disaster management and emergency response activities; overseeing the identification of obsolete assets; overseeing provision of security and office services; directing general maintenance; managing and controlling office accommodation; overseeing coordination of disaster management and emergency response activities; coordinating implementation of service delivery initiatives; ensuring provision of adequate office equipment and supplies; ensuring renewal of insurance policies and transport licenses; overseeing rental management; and ensuring dissemination of administrative policies, procedures and strategies. In addition, the Director will be responsible for coordinating the development and implementation of the departmental strategic plan; ensuring the development and review of departmental annual work plans and budgets; managing departmental performance; ensuring compliance with principles and values of good governance; transparency; accountability; ethics and integrity; overseeing the management of departmental assets and finances; and overall management and development of staff.

Requirements for Appointment

For appointment to this grade, an Officer must have:

- i. Served in the grade of Deputy Director, Administrative Services in Laikipia County Public Service for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- v. Clear understanding of the overall National and County goals, policies, and development objectives and ability to translate them into administrative services function;
- vi. Certificate in computer application skills; and,
- vii. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of administrative services;

46. ASSISTANT DIRECTOR, ADMINISTRATION (JOB GROUP CPSB 05)

SALARY: KSH.92,030X4,100-96,130X4,520-100,650X4,920-105,570X5,070-110,640X5,300-115,940X5,560-121,500X5,840-127,340X6,070-133,410 P.M.

NUMBER OF VACANCIES: FOUR (4)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: developing and reviewing administrative policies, procedures and strategies; fleet management; handling County Assembly queries; assist in coordinating disaster management and emergency response activities; planning and coordinating office accommodation; preparing

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briefs and memos; ensuring provision of adequate office equipment and supplies; coordinating renewal of insurance policies and transport licenses; making proposals for rental management; managing telephone, registry and security services and disseminating administrative policies, procedures and strategies.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Administration Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution; (not in the guideline)
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

47. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER (JOB GROUP CPSB 07)

SALARY: KSH. 52,330 X 2,350 – 54,680 X 2,550 – 57,230 X 2,850 – 60,080 X 2,850 – 62,930 X 2,930 – 65,860 X 3,080 – 68,940 P.M.

NUMBER OF VACANCIES: ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities:

Coordinating systems analysis, design, and programme specifications, Ensuring timely implementation and effective maintenance of systems, Developing reports on ICT standards and supervising overall systems documentation. Taking charge of Information Communication Technology equipment maintenance and preparing progress reports.,Evaluating and recommending on the suitability of Information Communication Technology hardware personnel and users,Designing Local Area Network (LAN) and Wide Area Network (WAN).Preparing staff performance reports.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Information Communication Technology Officer or in equivalent and relevant position in Laikipia public service for a minimum period of three (3) years.
- ii. Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, or equivalent from a recognized institution.
- iii. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution.
- iv. Shown merit and ability as reflected in work performance and results

48. ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (JOB GROUP CPSB 09)

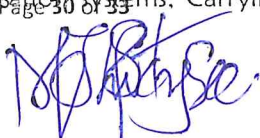
SALARY: KSH. 41,420 X 1,470 – 42,890 X 1,520 – 44,410 X 1,710 – 46,120 X 1,920 – 48,040 X 2,000 – 50,040 X 2,290 – 52,330 X 2,350 – 54,680 X 2,550 – 57,230 P.M.

NUMBER OF VACANCIES: THREE (3)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities:

Installation and maintenance of computer systems, Configuration of Local Area Network (LAN) and Wide Area Network (WAN), Developing and updating application systems, Carrying out systems analysis, design, and

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programme specifications in liaison with users. Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals, Drawing up hardware specifications for Information Communication Technology equipment. Overseeing the process of configuration of new Information Communication Technology equipment.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Information Communication Technology Officer II or in equivalent and relevant position in public service for a minimum period of three (3) years and
- ii. A Diploma in computer science, Information Technology, Business Information Systems, or closely related field
- iii. Shown merit and ability as reflected in work performance and results.
- iv. Supervisory Course lasting not less than four (4) weeks from a recognized institution
- v. Certificate of membership to a professional body from a recognized institution;

49. SENIOR ECDE TEACHER III/SENIOR ASSISTANT ECDE OFFICER (CPSB 08)

SALARY KSH. 46,120x1,920-48,040x2,000-50;040x2,290-52,330x2,350-54,680x2,550-57,230x2,850-60,080x2,850-62,930x2,930-65,860 p.m.

NUMBER OF VACANCIES – SIX (6)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

The duties and responsibilities of Senior ECDE Teacher III will be;

Class teaching; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; identifying, initiating, developing and facilitating play/learning activities and materials for all learners; designing and developing relevant play/learning materials for learners; assisting the school administration in liaising with the community, education fraternity and other government and non-government organizations in the identification of learners with special needs and taking appropriate interventions; liaising with the school management committees and administration in the Management of ECDE Centres; participating in curricula development panels, preparing and developing schemes of service, lesson plans, and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records; in charge of centers as administrator with a minimum of 50 learners.

Requirements for Appointment

For appointment to this grade, a Teacher must have:

- i. Served in the grade of ECDE Teacher I (Job Group CPSB 09) or in a comparable and relevant position in Laikipia Public Service for a minimum period of Three (3) years;
- ii. Diploma in Early Childhood Development Education offered by KNEC or its equivalent and relevant qualification from a recognized institution.
- iii. Registered by the Teachers Service Commission;
- iv. Certificate of Good Conduct from the National Police Service;
- v. Valid medical report from a recognized Government Health facility;
- vi. A Certificate in Computer applications; and,
- vii. Shown merit and ability as reflected in work performance and results.

50. SENIOR ASSISTANT SECURITY OFFICER (JOB GROUP CPSB 10)

SALARY KSH. 29,169x2,145-31,314x2,145-33,458x2,145-35,603x2,145-37,747x2,145-39,892x2,145-42,036x2,145-44,181 p.m.

NUMBER OF VACANCIES – ONE (1)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE



Duties and Responsibilities

Work at this level involves assisting the Duty Security Officer where applicable in supervising the work of security personnel programmes and ensuring that standing regulations/procedures are complied with. The officer may also be attached to the training unit (s) as drill and First Aid Instructor. In a branch he may be deployed as the officer in-charge of shift.

Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served for at least three (3) years in the grade of Assistant Security Officer III.
- ii. Have been confirmed in appointment.
- iii. Have evidence of having undergone a three (3) months First Aid Course.
- iv. Have attended approved security course at Administrative Police, Training College, CID Training Institution or any other recognized Institution.
- v. Certificate in computer applications skills

51.ASSISTANT VOCATIONAL AND TECHNICAL TRAINER I (JOB GROUP CPSB 09)

SALARY KSH. 41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920-48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.

NUMBER OF VACANCIES – SEVEN (7)

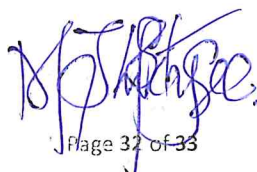
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities.

Duties and responsibilities at this level will involve theoretical and practical instruction in areas of specialization; preparing and maintaining schemes of work, lesson plan, lesson notes, teaching and learning materials and training records; carrying out trainee assessment; preparing trainee progress reports; ensuring proper storage, care and usage of teaching and learning materials, tools and equipment; administering examinations; coordinating co-curricular activities; ensuring trainee discipline is maintained; coaching and providing leadership to newly deployed instructors; liaising with relevant industries for trainee attachment; guiding, monitoring, and supervising trainees on attachment; and preparing trainees progress reports.

Requirements for Appointment

- i. Served in the grade of Youth Polytechnic Instructor II for a minimum period of three (3) years.
- ii. Diploma in any of the following disciplines: computer studies/sciences; Information and Communication Technology; Electronics Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and Joinery; Refrigeration and Air Conditioning; Education (Physics, Chemistry, Biology, Mathematics, English) and Entrepreneurship or its equivalent qualification from a recognized institution;
- iii. Certificate in Supervisory Skills Development Course (SSDC) lasting not less than two (2) weeks from a recognized institution.
- iv. Certificate in computer application skills; and
- v. Shown merit and ability as reflected in work performance and results.



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METHOD OF APPLICATION

Interested and qualified candidates are required to submit their applications through the Google Forms Link provided on the County Website.

IMPORTANT INFORMATION TO ALL APPLICANTS

1. All applications shall be submitted through the Google Forms Link provided and must be received on or before **8th October, 2026**. Applicants **MUST** attach all the required documents as stipulated under the respective requirements for the position applied for in the advertisement. Further, all applicants **MUST** attach their duly completed and signed Individual Work Plan/Performance Targets and **Staff Performance Appraisal forms**, together with the other required application documents. Applications and all other attachments should be attached as **ONE PDF** document of not more than **5 MB**.
2. Only Shortlisted candidates will be contacted and will be required to present their original academic and Professional documents during the interview.
3. Laikipia County Public Service Board only contacts through the number +254715 052 052 and does not charge any fee at any point of the recruitment stages.
4. Any form of canvassing will lead to automatic disqualification.
5. The County Government of Laikipia is an Equal Opportunity Employer committed to diversity and gender equality. Women and persons with disabilities are encouraged to apply.
6. Successful candidates must satisfy the requirements of Chapter Six (6) of the Constitution.
7. The requirement for mandatory in-service training programmes, including the Supervisory Skills Development Course, Senior Management Course (SMC), Strategic Leadership Development Programme (SLDP), has been waived pursuant to a resolution of the County Executive Committee granting a one-year moratorium ending on 30th June, 2027. Successful candidates shall, where applicable, be required to obtain the requisite certification before the expiry of the moratorium.
8. Applications shall be addressed to: -

The Secretary/CEO
Laikipia County Public Service Board,
P.O Box 52-20300,
NYAHURURU.



