COUNTY GOVERNMENT OF LAIKIPIA
COUNTY PUBLIC SERVICE BOARD
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COUNTY GOVERNMENT OF LAIKIPIA
RECEIVED
06 NOV 2026
OFFICE OF THE COUNTY SECRETARY

EXTERNAL ADVERTISEMENT OF VACANCIES

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 "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:

No.	Designation	Job Group (CPSB)	No. Of Vacancies	ToS
1	Principal Administration Officer (Principal Ward Administrator)	6	7	P&P
2	Administration Officer (Ward Administrator)	9	9	P&P
3	Assistant Enforcement Officer III	11	5	Contract
4	Enforcement Officer II	10	2	P&P
5	Deputy Director Administration (Sub County Administrator)	4	1	P&P
6	Fireman III	14	12	P&P
7	ICT Officer I (Web Designer & Development, Networking, Software Development)	9	3	P&P
8	ICT Officer I	9	4	P&P
9	Psychological Counsellor II	10	2	P&P
10	Records Management Officer II	10	2	P&P
11	Assistant Records Management Officer III	11	5	P&P
12	Assistant Director HRM & D	5	2	P&P
13	Senior HR Information Officer (Payroll)	7	1	P&P
14	Animal Health Assistant II (Meat Inspector)	12	11	P&P
15	Animal Health Officer	9	1	P&P
16	Assistant Director Fisheries	5	1	P&P

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17	Assistant Fisheries Officer III	11	1	P&P
18	Fisheries Officer 1	9	1	P&P
19	Leather Development Officer	9	3	P&P
20	Assistant Livestock Production Officer III	11	7	P&P
21	Livestock Production Officer	9	3	P&P
22	Veterinary Officer I	8	4	P&P
23	Artisan III-Electrical	14	3	P&P
24	Artisan III-Hair/Beauty	14	6	P&P
25	Artisan III-Plumbing	14	5	P&P
26	Artisan III-Carpentry	14	4	P&P
27	Artisan III-Masonry	14	3	P&P
28	Artisan III-Leather Works	14	2	P&P
29	Artisan III-Welding	14	3	P&P
30	Artisan III-Motor Vehicle Mechanic(Instructor)	14	3	P&P
31	Assistant Director Quality Assurance and Standards	5	2	P&P
32	Assistant Deputy Vocational Training/Principal Vocational and Technical Trainer	5	1	P&P
33	Assistant Director, Youth Affairs, Sports & Talent Development	5	1	P&P
34	Assistant Director, Library Services	5	1	P&P
35	Graduate ECDE Teacher I/ ECDE Ward Coordinator	7	8	P&P
36	Assistant Librarian III	11	3	P&P
37	Sports & Talent Development Officer I	9	2	P&P
38	Assistant Vocational & Technical Trainer III - Food/Beverages	11	6	P&P
39	Assistant Vocational & Technical Trainer III-Garment Making	11	3	P&P
40	Architect I	8	1	P&P
41	Assistant Director, Physical Planning	5	1	P&P
42	Principal Land Surveyor	6	1	P&P
43	Assistant Engineer II (Mechanical)	9	1	P&P
44	Estate Management Officer/ Housing Officer I	9	1	P&P
45	Land Surveyor II	9	1	P&P

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46	Mechanic III Automotive	14	4	P&P
47	Physical Planner	9	2	P&P
48	Quantity Surveyor Assistant III	11	1	P&P
49	Assistant Director, Co-Operative Development & Marketing	5	1	P&P
50	Director, Tourism & Wildlife	3	1	P&P
51	Enterprise Officer II	10	3	P&P
52	Enterprise Officer III	11	3	P&P
53	Senior Enterprise Officer	8	1	P&P
54	Weights & Measures Assistant III	11	3	P&P
55	Weights & Measures Officer II	10	3	P&P
56	Assistant Director, Environment and Natural Resources	5	1	P&P
57	Climate Change Officer II	10	4	P&P
58	Director, Environment and Natural Resources	3	1	P&P
59	Artisan III-Plumbing & Pipe Fitting (Plumber)	14	3	P&P
60	Plant Operator (Rig, TPU Operator)	14	4	P&P
61	Municipal Manager	4	2	Contract
62	Engineer II/Senior Superintending Engineer (Water)	9	2	P&P
63	Director, Performance Management	3	1	P&P
64	Deputy Director, Enforcement and Compliance	3	1	P&P
65	Revenue Clerk IV	14	50	Contract
66	Assistant Director, Asset and Liabilities Management	5	1	P&P
67	Accountant II	10	8	P&P
68	Internal Auditor I	9	6	P&P
69	Accountant I	9	8	P&P
70	Principal Gender-Culture & Social Officer	6	2	P&P
71	Assistant Gender-culture & Social Services Officer I	9	1	P&P
72	Inspector III -Motor Vehicle Mechanic	11	3	P&P
73	Inspector III-Plant Mechanic	11	2	P&P
74	Artisan III-Motor Vehicle Mechanic	14	2	P&P

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75	Artisan III-Plant Mechanic	14	2	P&P
76	Information Communication Technology Officer III	11	1	P&P
77	Principal Public Communication Officer	6	1	P&P
78	Public Communication/Public Participation Officer II	10	7	P&P
79	Public Communication/Public Participation Officer III	11	1	P&P
80	Agricultural Officer I	9	2	P&P
81	Assistant Agricultural Officer III	11	4	P&P
82	Assistant Credit Officer II (Co-Operative revolving Fund)	10	2	P&P
83	Social Development Officer II	10	2	P&P
84	Mortician III	14	9	P&P
85	Finance Officer II	9	2	P&P
86	Inspector III (Building)	11	1	P&P
87	Director, Youth Affairs, Sports and Talent Development	03	1	P&P
88	Deputy Director ECDE/Senior Principal Graduate ECDE Teacher	04	1	P&P
89	Deputy Director Supply Chain Management	04	1	P&P
90	Assistant Office Administrator III-Re-advertisement	11	12	P&P
91	Office Administrative Assistant III- Re-advertisement	12	2	P&P
92	Deputy Director, Human Resource Management-Re-advertisement	4	1	P&P
92	Inspector Water- Re-advertisement	11	2	P&P
	Total		321	

1. PRINCIPAL ADMINISTRATION OFFICER (PRINCIPAL WARD ADMINISTRATOR), (JOB GROUP CPSB 6)
   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: SEVEN (7)
   TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
An officer at this level may be deployed at the Headquarters or in the Field Office.

At the Headquarters will entail:-

i. Initiating and implementing administrative policies, strategies, procedures and programmes;
ii. Managing and supervising the general administrative functions;
iii. Facilitating maintenance of infrastructure and facilities;

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iv. Overseeing transport management;
v. Planning and coordinating office accommodation;
vi. Overseeing development and updating of office equipment and furniture inventory; and
vii. Managing premises, assets and insurance policies.

In the Field Office will entail: -

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

Requirements for Appointment

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

i. Served in administration in the public or private sector for a minimum period of seven (7) years.
ii. Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science
iii. Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution.
iv. Certificate in computer applications from a recognized institution; and
v. Demonstrated merit and ability as reflected in work performance and results.

2. ADMINISTRATION OFFICER I (WARD ADMINISTRATOR), (JOB GROUP CPSB 9)
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: NINE (9)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level may be deployed to Headquarters or a Field Office.

At the Headquarters will entail:-

i. Initiating and implementing administrative policies, strategies, procedures and programmes;
ii. Managing and supervising the general administrative functions;
iii. Facilitating maintenance of infrastructure and facilities;
iv. Overseeing transport management;
v. Planning and coordinating office accommodation;
vi. Overseeing development and updating of office equipment and furniture inventory; and
vii. Managing premises, assets and insurance policies.

In the Field Office will entail: -

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

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

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

i. Served in administration in the public or private sector for a minimum period of five (5) years.
ii. Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science;
iii. Supervisory Management course or equivalent qualification from a recognized institution
iv. Certificate in computer applications from a recognized institution; and
v. Demonstrated merit and ability as reflected in work performance and results.

3. ASSISTANT ENFORCEMENT OFFICER III/INSPETOR III (ENFORCEMENT), (JOB GROUP CPSB 11)
SALARY:Ksh.28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250–34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: FIVE (5)
TERMS OF SERVICE: CONTRACT

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail enforcing various county laws and other relevant Acts, carrying out regular patrols in parking areas, ensuring orderly parking and traffic management, and maintaining order and sanity in markets and other business premises.

Requirements for Appointment
For appointment to this position, a candidate must have:
i. Diploma in any of the following disciplines: Security Management and Police Studies, Criminology, Crime Prevention and Management or equivalent and relevant qualification from a recognized institution;
ii. Physical fitness, plus a fitness medical certificate from a recognized institution;
iii. Certificate of Good Conduct from the Directorate of Criminal Investigations; and,
iv. Certificate in computer applications.

4. ENFORCEMENT OFFICER II / CHIEF INSPECTOR II (JOB GROP 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-TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade of this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: enforcing various county laws and other relevant acts;

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participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining sanity and order in markets and other business premises; performing the duties of traffic marshals; and overseeing the cleanliness and orderliness of the station of duty and lines of residents.

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Bachelor's Degree in any of the following disciplines: Security Management, Criminology and Fraud Management. Criminology and Security Studies, Penology, or an equivalent qualification from a recognized institution;
ii. Certificate in Initial Local Authority Training held at Dagoretti Training Institute or other relevant training/institutions;
iii. Exposure to traffic investigations and control matters;
iv. Physical fitness, plus a fitness medical certificate from a recognized institution;
v. Certificate of Good Conduct from the Directorate of Criminal Investigations; and
vi. Certificate in computer applications

Corporals' Promotion Course lasting not less than three (3) months from a recognized institution will be an added advantage

5. DEPUTY DIRECTOR ADMINISTRATION/SUB-COUNTY ADMINISTRATOR (JOB GRADE CPSB 04)
SALARY: Ksh.105,570x5,070–110,640x5,300–115,940x5,560–121,500x5,840–127,340x 6,070–133,410x6,380–139,790 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE-

Duties and Responsibilities
The Sub-County Administrator is responsible to the relevant County Chief Officer and plays a central role in ensuring effective service delivery within the sub-county jurisdiction. The officer mobilizes resources and ensures their prudent, efficient use in line with development priorities.

The Sub-County Administrator promotes citizen participation in the formulation of policies, development plans, and delivery of public services. They facilitate both intra-governmental and inter-governmental relations, playing a key role in conflict resolution and fostering collaborative governance.
The officer oversees the safe custody and management of government assets within the sub-county. They ensure full compliance with legal, statutory, and regulatory frameworks, as well as adherence to national values and principles of good governance as stipulated in the Constitution.

The Sub-County Administrator identifies viable development projects, disseminates critical information to the public, and serves as a vital link between the county government and the local community, enhancing transparency, responsiveness, and public trust.

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Working experience of not less than seven (7) years in a senior level management and leadership position in a public or private organization;
ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Business Management, Community Development or any other Social Science degree qualification from a recognized institution;
iii. Demonstrate a clear understanding of the County development policies, goals, objectives and ability to integrate them into the County's decentralized function;
iv. Understand the diversity within the County;
v. Satisfy the requirements of Chapter Six of the Constitution of Kenya;
vi. Demonstrated managerial, administrative, and professional competence in work performance and results; and,
vii. Certificate in computer application skills

Possession of a Master's degree in the relevant discipline will be an added advantage

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6. FIREMAN III (JOB GRADE CPSB 14)
SALARY: KSH. 19,340x580–19,920x640–20,560x680–21,240x700–21,940x780–22,720x 800–23,520x950–24,470 p.m.
NUMBER OF VACANCIES: TWELVE (12)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities
This is the entry and training grade for this cadre. An officer at this level will be on the-job training and will work under the Supervision of an experienced officer. Duties and Responsibilities will entail:- simple maintenance of fire-fighting appliance and assistance during emergency cases

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

(i) Kenya Certificate of Secondary Education mean grade 'D' PLAIN or its equivalent and relevant qualification from a recognized institution;
(ii) Fireman II certificate from a recognized fire service Training school.
(iii) First Aid certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya institute of Highways and Building Technology (KIHBT) or any other recognized institution;
(iv) Be physically fit
(v) Be certified medically fit by a Government Doctor
(vi) Have a Certificate in computer applications skills.

(Driving Certificate, diving and rescue skills will be an added advantage)

7. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (JOB GROUP CPSB 09)
SALARY: KSH. 41,420x1,470–42,890x1,520–44,410x1,710–46,120x1,920–48,040x2,000 – 50,040x2,290–52,330x2,350–54,680 x 2,550–57,230 p.m.
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include maintaining the County's website, creating and managing users' emails under the county's domain, and assisting in packaging county information for use by different stakeholders. The officer will implement various county communication strategies for internal and external customers, design ways and means of cutting communication costs, such as the use of intra-emails, and upgrade sites by updating content and graphics. Further duties include monitoring performance and results, identifying and evaluating improvement options, introducing new technology, and maintaining links and handling other ICT issues related to communication and infrastructure.

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

i. Degree in any of the following fields: Computer Science, Information Communication Technology, or its equivalent and relevant qualification from a recognized institution;

NB: Knowledge and exposure to website development, design and maintenance including graphics design will be an added advantage

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8. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (JOB GRADE 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
This will be the entry and training grade for this cadre. An officer at this level will work under a senior officer's guidance. Duties and responsibilities will include maintaining the County's website, creating and managing users' emails under the county's domain, and assisting in packaging county information for use by different stakeholders. The officer will implement various county communication strategies for internal and external customers, design ways and means of cutting communication costs, such as the use of intra-emails, and upgrade sites by updating content and graphics. Further duties include monitoring performance and results, identifying and evaluating improvement options, introducing new technology, and maintaining links and handling other ICT issues related to communication and infrastructure.

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

i. Degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution;

9. COUNSELLOR II(PSYCHOLOGICAL), (JOB GRADE 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: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail providing guidance and counselling services to County employees, and promoting personal and social development appropriate to career development. The officer will organize sensitization workshops on guidance and counselling, provide appropriate interventions to assist workers with work-related problems, and assist in identifying employees with social, psychological or health-related problems and providing appropriate interventions or advice. Further duties include assisting in the orientation of new employees and providing specialized assistance in liaison with other stakeholders on guidance and counselling issues.

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

i. Bachelor's degree in any of the following disciplines: Psychology, Counseling, Sociology, or an equivalent and relevant qualification from a recognized institution.
ii. Registration with the Kenya Counselling Association (KCA); and,

10. RECORDS MANAGEMENT OFFICER II (JOB GROP 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-TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for degree holders. An officer at this level will be deployed in a registry to undertake the following duties and responsibilities: - ensuring proper handling of documents, pending correspondence and bring-ups; receiving ad dispatching letters and maintaining related registers; preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

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

i. Bachelor's degree in Information Science/Records Management OR any other social sciences with a Post Graduate Diploma in any of the following disciplines: - Library and Information Science; Library and Information Studies or Library, Archives and Records Management;from a recognized institution; and
ii. Certificate in computer applications skills.

11. ASSISTANT RECORDS MANAGEMENT OFFICER III (JOB GRADE CPSB 11)
SALARY: KSH. 28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250 – 34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: FIVE (5)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. The officer will work under the guidance of a senior officer. An officer at this level will be deployed in a registry where duties and responsibilities will entail: - receiving, sorting, opening, filing, minuting and distribution of mail; dispatching of mail and guiding on files disposal.

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

i. Diploma in any of the following disciplines: Records/Information Management, Library/Information Science or equivalent qualifications from a recognized institution; and
ii. Certificate in computer application skills.

12. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (JOB GRADE CPSB 05)
NUMBER OF VACANCIES: TWO (2)
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.
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Duties and responsibilities at this level will entail: implementing human resource policies, strategies, regulations, procedures, rules and guidelines; coordinating human resource services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting applying and providing advice on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; validating information relating to recruitment, appointment, transfer, human resource management information systems; ensuring maintenance of staff establishment and complement control; undertaking research in human resource matters; implementing human resource decisions within the existing rules, regulations and procedures; recommending an appropriate human resource system (both manual and electronics); carrying out training needs assessment and training projections of staff; training staff on target setting and participating in staff appraisals systems; alternate Secretary to the County Human Resource Management Advisory Committee and coordinating the implementation of its decisions thereof; processing various claims relating to training, medical and others; preparing budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an

Up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management standards are maintained; and analyzing human resource reports

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for decision-making.

Requirements for appointment

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

i. Working knowledge and experience of not less than seven (7) years in the professional field or a related area, three (3) of which should be at supervisory or managerial level
ii. Bachelor's Degree in Human Resource Management, Bachelor of Commerce (HRM Option) or its equivalent or relevant qualification from a recognized institution

OR

Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution plus a Diploma in any of the following: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent from a recognized institution;

iii. Possession of a Certified Human Resource Practitioner (CHRP) certificate.
iv. Have a valid practicing certificate.
v. Membership in the Institute of Human Resource Management in good standing; and
vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
vii. Certificate in computer application skills
viii. Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programmes.

Possession of a Master's degree will be an added advantage.

13. SENIOR HR INFORMATION OFFICER (PAYROLL) (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

The officer will be responsible for preparing the payroll and statutory returns, conducting bank reconciliations, and preparing payment schedules to third parties. They will also play a key role in implementing staff welfare and benefits programmes, as well as developing and implementing reward management systems. Ensuring compliance with all statutory requirements is a critical responsibility, along with maintaining accurate and secure payroll records. The officer will prepare and forward monthly payroll reports to the Finance and Accounts Department to support financial oversight and accountability. The officer will implement human resource decisions in accordance with existing rules, regulations, and procedures, while ensuring the human resource information database is accurate, up-to-date, and maintained according to set policies.

Requirements for Appointment

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

i. Working experience of not less than six (6) years in a payroll related environment and conversant with payroll processes
ii. Bachelor's Degree in Human Resource Management, Bachelor of Commerce (HRM Option) or its equivalent or relevant qualification from a recognized institution

OR

iii. Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution Plus a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;
iv. Membership to the Institute of Human Resource Management (IHRM).
v. Certificate in computer application skills

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14. ANIMAL HEALTH ASSISTANT II (MEAT INSPECTOR) (JOB GROUP CPSB 12)
SALARY: KSH. 25,420x1,040–26,460x1,070–27,530x1,090–28,620x1,110–29,730x1,120 – 30,850x1,150–32,000x1,170–33,170 p.m.
NUMBER OF VACANCIES: ELEVEN (11) POSTS
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities will entail meat inspection, carrying out simple treatment of animals, and participating in disease research and reporting. The officer will demonstrate milking techniques and external parasite control techniques such as dipping, spraying and dusting, and will carry out vaccination and undertake closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

Requirements for Appointment

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

i. Certificate lasting not less than two (2) years in any of the following disciplines: Animal Health, Animal Health and Production or an equivalent and relevant qualification from a recognized institution;
ii. A six-month certificate in Meat Inspection from a recognized institution;
iii. Be registered by the Kenya Veterinary Board; and,
iv. Certificate in computer application skills.

15. ANIMAL HEALTH OFFICER (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: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail gathering data and compiling technical reports on animal health and welfare, overseeing the construction and maintenance of farm structures, and giving advice on dip designing, siting and appraising construction. The officer will inspect and verify imports and exports of consignments, train and advise on milking techniques and external parasite control techniques such as dipping, spraying and dusting, and carry out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming. Further duties include carrying out simple treatment of animals, participating in disease search, collecting and collating data and writing technical reports, and keeping records on animal breeding, animal health, milk production, dipping data, slaughterhouse daily kill, meat condemnation and movement permits. The officer will maintain dairy units, participate in animal health field demonstrations and agricultural shows, undertake equipment sterilization, sample collection, packaging and dispatch, inspect livestock stock routes, rear experimental animals, issue livestock movement permits, undertake artificial insemination, meat inspection and grading, and enforce slaughterhouse hygiene, meat transport regulations and inspection of retail outlets of foods of animal origin.

Requirements for Appointment

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

i. Bachelor's degree in any of the following disciplines: Animal Health Management, Animal Production, Animal Production and Health Management, Livestock Economics, or Animal Health Extension, from a recognized institution;
ii. Be registered by the Kenya Veterinary Board; and,
iii. Certificate in computer application skills.

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16. ASSISTANT DIRECTOR OF FISHERIES, (JOB GROUP CPSB 05)
NUMBER OF VACANCIES: ONE (1)
SALARY: KSH. 92,030x4,100–96,130x4,520–100,650x4,920–105,570x5,070–110,640 x 5,300–115,940x5,560–121,500x5,840–127,340x6,070–133,410 p.m.
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
An officer at this kevel will be responsible to the Director. Duties and responsibilities will entail: Implementing Fisheries policies, projects and programs, organizing extension approaches and methodologies ,Implementing fisheries management measures, formulating, implementing and monitoring resources conservation intervention strategies, promoting fish and fishery products value addition, monitoring and evaluation of fish projects/programs, undertaking applied research, liaising with research institutions for research programs and dissemination of research findings, managing fisheries data banks, coordinating resource utilization at the area of deployment, in addition, the officer will be the subject matter specialist in fish quality assurance and marketing, Aquaculture development, Inland and Riverine fisheries or marine and coastal fisheries.

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

i. Have relevant knowledge and experience of not less than seven (7) years in the professional field in the Public Service or Private Sector, three (3) of which should be at supervisory or managerial level;
ii. Bachelor degree in any of the following fields: -Fisheries, Zoology, Aquatic sciences, Food Science and Technology or any other equivalent and relevant qualification from a recognized institution. .
iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
iv. Knowledge of the Fisheries development and management policies, Fisheries Act and other related Acts and international conventions.
v. Satisfy the requirements of Chapter Six of the Constitution of Kenya;
vi. Demonstrate professional competence and managerial capability as reflected in work performance and results; and,
vii. Certificate in computer applications skills

Possession of a Master's degree in the relevant discipline will be an added advantage

17. ASSISTANT FISHERIES OFFICER III (JOB GROUP CPSB 11)
SALARY: Ksh.28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250 – 34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: ONE (1) POST
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve assisting in delivering fisheries extension services, including conducting field days and training fishers, collecting and compiling fisheries statistical data, and participating in fish quality assurance activities, marketing and value addition.

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

i. Diploma in Fisheries Management, or an equivalent and relevant qualification from a recognized institution; and,
ii. Certificate in computer application skills.

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18. FISHERIES OFFICER I (JOB GRADE 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) POST
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail receiving and compiling fisheries-related statistical data from field officers, analyzing fisheries data and preparing reports, and assisting in the monitoring, control and surveillance of fisheries resources. The officer will undertake fisheries extension activities, maintain ponds at fish farms and hatcheries, inspect fish and fish handling facilities at landing sites, markets and farms, and assist in the promotion of fish marketing and value addition.

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

i. Bachelor's degree in any of the following fields: Fisheries, Zoology, Aquatic sciences, Food Science and Technology or any other equivalent qualification from a recognized institution; and,
ii. Certificate in computer application skills.

19. LEATHER DEVELOPMENT OFFICER (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) POSTS
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry grade for this cadre. An officer at this level will co-ordinate all activities in hides and skins and leather development. They will compile annual and monthly reports. Assist in data collection and promote dissemination of scientific knowledge in hides and skins. In addition the officer(s) will provide advice to industrialist in leather production and processing.

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

i. Bachelor's Degree in any of the following field: Leather Science/Technology, Footwear Technology, Materials Technology (leather) or Leather Goods Design and Development from a recognized institution

OR

Bachelors degree in Animal Science with a basic two year certificate or Diploma or at least one year post graduate training in Hides and Skins or Leather technology
ii. Certificate in computer applications

20. ASSISTANT LIVESTOCK PRODUCTION OFFICER III (JOB GROUP 11)
SALARY: Ksh.28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250–34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: SEVEN (7)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include:- Carrying out practical demonstration relating to livestock production, accompanying extension team during farm visits and farmer training; participating in field days and agricultural shows to disseminate livestock production technologies and information; collecting and collating livestock data and information for gross margins, market access and planning;

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participating in collaborative research activities; collecting livestock inputs and products samples for analysis and advising farmers on group formation, construction of farm structures and equipment's.

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

i. 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 or equivalent and relevant qualifications from a recognized institution; and,
ii. Certificate in computer application skills

21. LIVESTOCK PRODUCTION OFFICER (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) POSTS
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail preparing livestock technical information, providing technical advice on animal production, livestock marketing, range management, apiculture and ranching, and promoting economic livestock farming. The officer will participate in organizing extension activities including field days, agricultural shows, field demonstrations, farmer field schools and farm visits, and will participate in collaborative research activities. Duties will also include disseminating livestock production technologies such as construction and conservation, farm planning, gross margin analysis and on-farm feed formulation, implementing livestock production programmes and projects across areas such as dairy cattle, beef cattle, sheep, goats, pigs, poultry, rabbits, camels and donkeys, fodder production and conservation, value addition to livestock products, apiculture, and other animal husbandry interventions, as well as capturing, maintaining and storing livestock data.

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

i. Bachelor's Degree in any of the following disciplines: Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Livestock/Agriculture Economics, Dairy Technology, or Agricultural Education and Extension, or an equivalent and relevant qualification from a recognized institution; and,
ii. Certificate in computer application skills.

22. VETERINARY OFFICER (JOB GRADE CPSB 08)
SALARY: Ksh.46,120x1,920–48,040x2,000–50,040x2,290–52,330x2,350–54,680x2,550 – 57,230x 2,850–60,080x2,850–62,930x2,930–65,860 p.m.
NUMBER OF VACANCIES: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations, and participating in the training of stakeholders in vector control programmes. The officer will treat sick animals, advise on good veterinary practices, collect data and prepare reports on animal health, products and markets, provide advice on animal breeding and welfare, and undertake postmortem examinations and other diagnostic tests.

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

i. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
ii. Be registered by the Kenya Veterinary Board;

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iii. Valid Practicing license; and,
iv. Certificate in computer application skills.

23. ARTISAN III-ELECTRICAL (JOB GROUP CPSB 14)
SALARY: Ksh.19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800 – 23,520x950-24,740p.m
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments. carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work

Requirements for Appointment
For appointment to this grade, a candidate must have:
i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in Electrical or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/11/I in Electrical or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills.

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

24. ARTISAN 1II-HAIRDRESSING AND BEAUTY (JOB GROUP CPSB 14)
SALARY: KSH. 19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800 – 23,520x950-24,740p.m
NUMBER OF VACANCIES: SIX (6)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments. carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work

Requirements for Appointment
For appointment to this grade, a candidate must have:
i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in hairdressing and beauty or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/11/I in hairdressing and beauty or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

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25. ARTISAN 1II-PLUMBING AND PIPE FITTINGS (JOB GROUP CPSB 14)
SALARY: KSH. 19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800–23,520x950-24,740p.m
NUMBER OF VACANCIES: FIVE (5)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments. Carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in plumbing and pipe fittings or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/11/I in plumbing and pipe fittings or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

26. ARTISAN 1II-CARPENTRY AND JOINERY (JOB GROUP CPSB 14)
SALARY: KSH. 19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800 – 23,520x950-24,740p.m
NUMBER OF VACANCIES: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Duties and responsibilities at this level will include: undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in Carpentry and Joineryor equivalent and relevant qualifications from a recognized institution
OR

Government Grade Test III/11 in Carpentry and Joinery or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

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27. ARTISAN III-MASONRY (JOB GROUP CPSB 14)
SALARY: Ksh.19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800 – 23,520x950-24,740p.m
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments and carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work.

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in Masonry or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/II/I in Masonry or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

28. ARTISAN III-LEATHER WORKS (JOB GROUP CPSB 14)
SALARY: KSH. 19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800 – 23,520x950-24,740p.m
NUMBER OF VACANCIES: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments. Carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in Leather Works or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/II in Leather Works or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

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29. ARTISAN III-WELDING & FABRICATION (JOB GROUP CPSB 14)-SoS
SALARY: Ksh.19,340x580 -19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800 – 23,520x950-24,740p.m
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer and supervising trainees' projects and practical work.

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

i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in Welding & Fabrication or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Welding & Fabrication or equivalent and relevant qualification from a recognized institution; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

30. ARTISAN 1II- (INSTRUCTOR)MOTOR VEHICLE MECHANICS (JOB GROUP CPSB 14)
NUMBER OF VACANCIES: THREE (3)
SALARY: Ksh.19,340x580-19,920x640–20,560x680–21,240x700–21,940x780–22,720x2,800–23,520x950-24,740p.m
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Undertake training in areas of specialization in accordance with the syllabus. Prepare teaching/learning materials and schemes of work; set and mark examinations/assignments; carry out research work under the guidance and supervision of a senior trainer; and supervise trainees' projects and practical work.

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

i. Kenya Certificate of Secondary Education (KCSE) of minimum mean grade 'D' (plain) or its equivalent qualification from a recognized institution;
ii. Craft certificate in Motor Vehicle Mechanics or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in Motor Vehicle Mechanics or equivalent; and,
iii. Certificate in computer application skills

NB: Pedagogy and Practical experience in the relevant niche will be an added advantage

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31. ASSISTANT DIRECTOR, QUALITY ASSURANCE AND STANDARDS (JOB GROUP CPSB 05)
NUMBER OF VACANCIES: ONE (1) POST
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: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: planning conducting and supervising quality assurance and standards assessments of educational institutions; coordinating and regulating assessment programmes; ensuring maintenance of educational standards; organizing and coordinating co-curriculum activities; advising Education Boards on the Standards of Education; Coordinating school activities and programs; organizing pedagogical skills upgrading for teachers; planning and conducting educational research; organizing and conducting School and/or Subject standards Assessment; determining Educational Quality Index; and guiding, advising and appraising officers under their supervision.

Requirements for Appointment

For appointment to this grade an officer must have:

i. Have a working experience of not less than seven (7) years in a middle level management and leadership position in a public or private organization
ii. Bachelor's degree in Education;

OR

Bachelor's degree in Arts/Science and a Postgraduate Diploma in Education from a recognized institution;

OR

Bachelor's degree in Arts or Science with Education from a recognized institution;
iii. Demonstrate managerial, analytical, coordination and report-writing skills.
iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya; and,
v. Certificate in Computer Application skills

Possession of a Master's degree in the relevant discipline will be an added advantage

32. ASSISTANT DIRECTOR/PRINCIPAL VOCATIONAL AND TECHNICAL TRAINER (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

The Senior Principal Vocational and Technical Trainer is responsible for coordinating all academic and training functions within a specific training section. This includes leading the review and development of curriculum and training manuals to ensure relevance, quality, and alignment with industry standards.

The officer supervises academic staff within the training section and coordinates research and training activities to enhance teaching methodologies and technical knowledge. They provide highly specialized inputs in teaching, as well as in the design, development, and preparation of syllabuses and training course materials.

The trainer conducts seminars, workshops, and symposia to build capacity among staff and trainees. They also offer research-related consultancy services and prepare detailed trainee progress reports, maintaining comprehensive records on trainee performance and development.

The officer advises management on technical instruction training policy formulation and implementation. They lead the identification and acquisition of technical specifications and equipment required in the deployed department and coordinate the development and periodic review of the technical training curriculum to ensure continuous improvement and innovation.

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Requirements for Appointment

For appointment to this grade an officer must have:

i. Have relevant knowledge and experience of not less than seven (7) years in the professional field in the Public Service or Private Sector, three (3) of which should be at supervisory or managerial level;
ii. Bachelor of Education degree in any of the following specializations: Business Administration, Pure and Applied Science, Technology, or equivalent qualifications from a recognized institution;
iii. Training of Trainers course lasting not less than six (6) weeks from a recognized institution;
iv. Knowledge of relevant legislation and policies governing the management and development of Technical and Vocational Education in Kenya;
v. Knowledge of international trends and laws affecting Technical and Vocational Education;-
vi. Demonstrated exemplary capacity in the planning, implementation, and control of training programs, activities, and standards; -
vii. Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
viii. Demonstrated proficiency in conducting seminars/ workshops or symposia.
ix. Certificate in computer applications skills

Possession of a relevant Master's degree will be an added advantage

33. ASSISTANT DIRECTOR-YOUTH, SPORTS & TALENT 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

The Assistant Director will help in developing and implementing sports, recreational and talent development programmes and policies, and create awareness of sporting and talent development activities in the County, including following up on the implementation of related projects. The officer will supervise sports personnel, coordinate and regulate workers developing sports and talents, and oversee the improvement and maintenance of sports facilities in the county. Duties also include coordinating and promoting ward, sub-county, inter-county and national sports programmes, identifying local talent and recommending it to sports organizations, institutions or specialized groups for absorption or funding, and promoting and coordinating sports training and talent development. The Director will create platforms for athletes to showcase and market their talents, expand sports as an industry for sustainable livelihoods, arbitrate in sports disputes, and oversee the certification and registration of sports clubs.

Requirements for Appointment

For appointment to this grade an officer must have:

i. Have relevant knowledge and experience of not less than seven (7) years in the professional field in the Public Service or Private Sector, three (3) of which should be at supervisory or managerial level.
ii. Be a holder of a Bachelor's degree in Sports Management/Physical Education, or a relevant and equivalent qualification from a recognized institution.
iii. Demonstrate understanding of National Goals, Policies and Development Objectives, including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan.
iv. Have a thorough understanding of and respect for the diversity within the County.
v. Satisfy the requirements of Chapter Six of the Constitution of Kenya; and,
vi. Certificate in computer applications skills

Possession of a relevant Master's degree will be an added advantage.

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34. ASSISTANT DIRECTOR, LIBRARY SERVICES, (JOB GROUP CPSB 5)
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 may be deployed to head a section at the Department of Library Services or a Level III library in a Ministry/Department. Duties and responsibilities in a section within the Department of Library Services will involve coordinating implementation of library information policies, standards and guidelines, undertaking programmes and activities to promote library and information services and a reading culture, and ensuring networking and collaboration with other information service providers. In addition, the officer will be responsible for promoting conformity to international library information standards, conducting research on disaster planning, mitigation and recovery procedures, planning and preparing budgets and funding proposals for the section, researching and reporting on emerging trends in library and information services, and supervising, coaching and mentoring staff working in the section. Duties and responsibilities in a Level III library will involve the overall management and administration of the library, coordinating implementation of library information policies, standards and guidelines, and compiling information for determination of optimal staffing levels. The officer will undertake programmes and activities to promote library and information services and reading culture, and ensure networking and collaboration with other information service providers. In addition, the officer will be responsible for coordinating cataloguing, acquisition, storage, circulation, preservation, conservation, weeding, classification, indexing and abstracting of information resources, managing the union catalogue, ensuring construction of thesauri, planning, preparing and implementing library programmes and activities, coordinating retrieval of information and interlibrary loan services (ILL), participating in the preparation of budgets and funding proposals for the library, conducting research and preparing reports for the library, and supervising, coaching and mentoring staff working in the library.

Requirements for Appointment

For appointment to this grade a candidate must have:

i. Have relevant knowledge and experience of not less than Seven (7) years in the professional field in the Public Service or Private Sector, Three (3) of which should be at a supervisory or managerial level;

ii. Bachelor's Degree in Library Studies/Library and Information Science;

OR

Bachelor's degree in any of the following disciplines with a Library Option: Education, Information Science, Information Studies, Science, or Technology in Information Science from a recognized institution;

OR

Bachelor's degree in Social Sciences with a Post-Graduate Diploma in any of the following disciplines: Library and Information Science, Library and Information Studies, or Library, Archives and Records Management from a recognized institution.

x. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

xi. Demonstrated professional and administrative ability as reflected in work performance and results;

xii. Satisfy the requirements of Chapter Six of the Constitution of Kenya; and,

iii. Certificate in computer application skills.

Possession of a Master's degree in the relevant discipline will be an added advantage

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35. GRADUATE ECDE TEACHER I/ECDE WARD CORDINATOR- (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: EIGHT (8)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play in ECDE centres; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of children's progress, and keeping other professional records; planning and implementing the ECDE Centre programmes; conducting research on ECDE; initiating stakeholder engagements in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; implementation of the ECDE policy; assisting in the development and implementation of the strategic plan of the ECDE sector; monitoring and evaluation of the ECDE programmes in the Ward/Sub-County; conducting professional development and capacity-building for Early Childhood teachers and other stakeholders; planning and budgeting for the ECDE play/learning materials and the feeding programme; providing mentorship and counselling in a supervisory role over ECDE Teachers in the County; handling the induction of new ECDE teachers; and liaising with the community, education fraternity, other government departments and other relevant stakeholders on ECDE related matters.

A Graduate ECDE Teacher I may also be deployed at the Sub-County or Ward Centre for Early Childhood Education (S-COCECE) to perform specialized duties across specific operational areas as outlined below:

- **ECDE Programmes:** Participating in the training of ECDE trainees in the Ward/Sub-County; taking charge of student welfare and discipline; ensuring adequate care of materials and equipment in the S-COCECE and maintaining proper inventories of equipment and supplies entrusted to the centre; coordinating the S-COCECE requisitions, receipts and issues of the centre's supplies and stores; and coordinating ECDE data collection and submission to the County Director of ECDE.
- **ECDE Curriculum Implementation:** Participating in the training of ECDE trainees at the Ward/Sub-County; ensuring that schemes of work, lesson plans and lesson notes are developed and used in the course of training; ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County; coordinating basic research and supervising ECDE Teacher trainees' research projects in the Ward/Sub-County; and advising on the appropriate course materials and equipment required for the training.
- **Community Mobilization, Health & Nutrition:** Participating in the training of ECDE trainees at the centre; organizing community mobilization and capacity building meetings; coordinating parental education meetings; initiating income generating activities and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes; linking with the County Department of Health on growth, monitoring and promotion, and immunization campaigns; linking with the Ministry of Water to ensure the supply of water to the ECDE centres; linking with the Children's Department for child protection matters and birth registration; and collaborating with the relevant authorities and stakeholders on the advocacy of children's rights.
- **ECDE Quality Assurance:** Carrying out standard assessments to ensure proper curriculum implementation and compliance with teaching standards in the ECDE centres; carrying out ECDE Teachers' appraisals in the Ward/Sub-County; designing, developing and implementing standard tools for ECDE data collection; monitoring compliance with the regulatory requirements in the ECDE sector; monitoring and evaluating ECDE programmes; generating regular reports so as to give feedback; and participating in the assessment for the registration of ECDE centres.

Requirements for Appointment

For appointment to this grade, a candidate must have:

i Have relevant knowledge and experience of not less than Five (5) years in the professional field in the Public Service or Private Sector, Two (2) of which should be at a supervisory or managerial level;

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ii A Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
iii Certificate in Senior Management Course from a recognized institution of higher learning-
iv Be registered by the Teachers Service Commission;
v Possess a Certificate of Good Conduct from the National Police Service;
vi Have a valid medical report from a recognized government Health Facility;
vii Demonstrateted professional competence and managerial capability as reflected in work performance and results; and.
viii Certificate in Computer applications

36. LIBRARY ASSISTANT III (JOB GROUP CPSB 11)
SALARY: Ksh.28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250 – 34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail accessioning, stamping and labeling acquired information resources, shelving and shelf arrangement, charging and discharging library resources, and pasting date-due labels. The officer will prepare file pockets and press cuttings, undertake spine marking and fixing of book jackets, list materials for binding, and file catalogue cards.

Requirements for Appointment

For appointment to this grade a candidate must have:

i. Diploma in any of the following disciplines: Library and Information Science, Library and Information Studies, Library, Archives and Records Management or an equivalent qualification from a recognized institution; and,
ii. Certificate in computer application skills.

37. SPORTS AND TALENT DEVELOPMENT OFFICER (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: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include developing and promoting sports activities in the Sub-County and Ward, identifying sports talent, mobilizing and sensitizing the local community to participate in sports, organizing matches, liaising with volunteers to support sports programmes, collecting data, and preparing reports on sports functions and competitions.

Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Have a Bachelor's degree in any of the following disciplines: Physical Education, Sports Science, Leisure and Recreation Management, or an equivalent and relevant qualification from a recognized institution;

OR

Bachelor's degree in Social Sciences with a Post-Graduate Diploma in Sport Administration and Management lasting not less than two (2) years, or an equivalent and relevant qualification from a recognized institution; and,
ii. Demonstrated Knowledge of rules in at least four sports disciplines.
iii. Demonstrated administrative capabilities and higher professional competence.

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iv. Certificate in computer application skills.

38. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III-FOOD & BEVERAGE SERVICE (JOB GROUP CPSB 11)
SALARY: Ksh.28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250 – 34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER: Six (6) POST
TERMS OF SERVICE: PERMANENT & PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: -undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work; setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer; and supervising trainees projects and practical work

Requirements for Appointment

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

i. Diploma in Technical Education, Food & Beverage Production, Sales & Service Management; Catering & Accommodation or equivalent and relevant qualifications from a recognized institution; and,
ii. Should have Pedagogy or Practical experience of not less than one (1) year.
iii. Certificate in Computer applications skills

39. ASSISTANT VOCATIONAL AND TECHNICAL TRAINER III-GARMENT MAKING & CLOTHING TECHNOLOGY/TEXTILES (JOB GROUP CPSB 11)
SALARY: KSH. 28,620x1,110–29,730x1,120–30,850x1,150–32,000 1,170–33,170x1,250 – 34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER: THREE (3) POSTS
TERMS OF SERVICE: PERMANENT & PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include:-undertaking training in areas of specialization in accordance with the syllabus; preparing teaching/learning materials and schemes of work;
(ii)setting and marking examinations/assignments; carrying out research work under the guidance and supervision of a senior trainer and supervising trainees projects and practical work

Requirements for Appointment

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

i. Diploma in Technical Education, Fashion Design and Clothing Technology or equivalent and relevant qualification from a recognized institution; and
ii. Certificate in Computer application skills
iii. Should have Pedagogy or Practical experience of not less than one (1) year

40. ARCHITECT I (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

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Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail:- preparing sketch and scheme designs and production drawings; interpreting client's requirements; disseminating research findings and promotion of wider application of innovative processes and materials technology; and ensuring proper post contract administration

Requirements for appointment
For appointment to this grade, a candidate must have: -
(i) Bachelor degree in Architecture or it's equivalent qualification from a recognized institution;
(ii) Be Registered with the Board of Registration of Architects and Quantity Surveyors; and
(ii) Certificate in computer applications skills

41. ASSISTANT DIRECTOR, PHYSICAL PLANNING, (JOB GROUP CPSB 05)
SALARY: KSH. 92,030x4,100–96,130x4,520–100,650x4,920–105,570x5,070–110,640x 5,300–115,940x5,560–121,500x5,840–127,340x6,070–133,410 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail implementing physical planning policies, strategies, standards and programmes, inducting physical planning liaison committee members, and conducting public education on physical planning and development control matters. The officer will assist in setting agendas and convening physical planning liaison committee meetings, keeping records of deliberations and communicating decisions of the physical planning liaison committees, advising liaison committees and oversee the enforcement of resolutions, and assisting in the preparation of annual state of physical planning reports on county, town and rural physical development plans.

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

i. Working experience of not less than Seven (7) years in a middle level management and leadership position in a public or private organization
ii. Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, or Town Planning from a recognized institution.
iii. Membership of the Kenya Institute of Planners or the Architectural Association of Kenya (Town Planning Chapter).
iv. Registration by the Physical Planners Registration Board.
v. Certificate in Senior Management Course lasting not less than 4 weeks from a recognized institution
vi. Demonstrated technical and professional competence as reflected in work performance and results; and,
vii. Certificate in computer application skills

Possession of a Master's degree will be an added advantage

42. PRINCIPAL LAND SURVEYOR (JOB GRADE 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 entail carrying out county boundary surveys, undertaking gravity and magnetic analysis, and supervising cadastral surveys, adjudication surveys, topographical surveys, sub-divisional schemes, and photo control and engineering surveys. The officer will carry out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys, provide standardization

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data for maintaining, testing, calibrating and certifying survey equipment, estimate and cost survey projects and mentoring staff.

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

i. Have a working experience of not less than Five (5) years in a middle level management and leadership position in a public or private organization
ii. Bachelor's degree in any of the following disciplines: Land Surveying and Photogrammetry, Geospatial Engineering, Geomatic Engineering, Geomatic Engineering and Geospatial Information Systems, Technology in Survey or an equivalent qualification from a recognized institution.
iii. Membership of the Institution of Surveyors of Kenya (ISK).
iv. Demonstrated a high degree of professional competence and administrative capability; and,
v. Certificate in computer application skills.

Possession of a Master's degree in the professional filed will be an added advantage

43. ASSISTANT ENGINEER (MECHANICAL) (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
This is the entry and training grade for this cadre. An officer at this level will work under the close supervision and guidance of a senior officer. Duties and responsibilities will entail preparing drawings and designs for the manufacture and fabrication of tools, equipment and machine, plant and vehicle components, and undertaking project design, costing and budgetary preparations. The officer will document and manage contracts, ensure professional standards are maintained, and repair and prepare maintenance schedules for vehicles and plant machinery.

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

i. Bachelor's degree in Mechanical Engineering or its equivalent qualification from a recognized institution.
ii. Registration by the Engineers Registration Board of Kenya as a Graduate Engineer; and,
iii. Certificate in computer application skills.

44. ESTATE MANAGEMENT OFFICER (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: ONE (1) POST
TERMS OF SERVICE: PERMANENT& PENSIONABLE

Duties and Responsibilities.
This will be the entry and training grade for this cadre. An officer will work under supervision of a more Senior Officer. Specific duties will include:- Carrying out surveys on housing and human settlement issues; analyzing data on Housing to inform policy and decision making; registration and categorization of newly complicated County Government Housing and building; maintenance of the building register; surveying of structures and condition and estimate for building renovation and maintenance works; administration of lease; generating project reports; preparing cost estimates for developing appropriate building technology centres; identification of office accommodation; collection and review of rent; determination of demand and supply for rental houses; preparation of projects briefs; identification of Land and old estate for re-development: and collection for market up-date

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

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i. Bachelor's Degree in any of the following Land Economics, Building Economics, Architecture) Land Administration, Estate Management, Property Management and Valuation, Facilities Management. Building Economics, Regional/Urban Planning, Construction Management (Structural/Civil/Building/ Electrical/Mechanical Engineering or equivalent and relevant qualification from a recognized institution; and,
ii. Certificate in computer applications skills.

45. LAND SURVEYOR (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

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail carrying out angular and distance measurements and computations for medium and high density topographical surveys, general engineering surveys, sub-divisional schemes, and medium area cadastral and photo control surveys.

Requirements for Appointment

i. Bachelor's degree in any of the following disciplines: Land Surveying (and Photogrammetry), Geospatial Engineering, Geomatic Engineering, Geomatic Engineering and Geospatial Information Systems, Technology in Survey, or an equivalent qualification from a recognized institution; and,
ii. Certificate in computer application skills.

46. MECHANIC III (AUTOMOTIVE) (JOB GOUP CPSB 14
SALARY: SALARY: KSH. 19,340x580-19,920x640-19,220x640-20,560-21,240x700-21,940x780-22,720x800-23,520x950-4,470 p.m.
NUMBER OF VACANCIES: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. A Mechanic at this level will work under the guidance of a senior mechanic. Duties and responsibilities will entail identifying mechanical faults for repair, maintaining cleanliness in the workshop, maintaining job cards for vehicles and equipment, returning used service parts to the store, and interpreting work requisitions and drawings.

Requirement for Appointment

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

i. Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification from a recognized institution.
ii. Government Trade Test Certificate Grade III in the respective craft; and,
iii. Certificate in computer application skills.

47. PHYSICAL PLANNER (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 VACANCY: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under a the supervision and guidance of Senior Officer. Duties and responsibilities will entail:- Preparing Physical Development Plans; undertaking feasibility studies on physical, social, economic and environmental

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characteristics: implementing physical plans for national, regional, urban areas and cities; processing development applications; and maintaining physical planning records.

Requirements for Appointment
For appointment to this grade, a candidate must: -

i. Bachelors' degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
ii. Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter
iii. be Registered with the Professional Body in the professional field; and
iv. Certificate in Computer application skills

48. QUANTITY SURVEY ASSISTANT III (JOB GROUP CPSB 11)
SALARY: Ksh.28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250–34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:- squaring dimensions and abstracting for the preparation of bills of quantities; preparing of specifications; and assisting in the preparation of payment certificates

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

i. Diploma in any of the following fields: - Quantity Survey, Building/Civil Engineering or it's equivalent qualification from a recognized institution; and,
ii. Certificate in computer applications skills.

49. ASSISTANT DIRECTOR, CO-OPERATIVE DEVELOPMENT AND MARKETING (JOB GROUP CPSB 05)
SALARY: KSH. 92,030x4,100–96,130x4,520–100,650x4,920–105,570x5,070–110,640x 5,300–115,940x5,560–121,500x5,840–127,340x6,070–133,410 p.m.
NUMBER- ONE (1) POST
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
The Director will be reporting to the chief officer. Specific duties will entail:- ; formulating, coordinating and implementing co-operative development policies, procedures, rules and regulations; promoting and registering Co-operative societies; promoting savings and credit, finance investment, marketing, education and training; promoting co-operative ventures and value-addition; promoting co-operative marketing and research; resolving co-operative disputes, regulating co-operative organizations/institutions; carrying out co-operative education and training; savings mobilization, promoting and developing co-operative development projects;
enforcement of compliance with the co-operative legislation; monitoring performance on growth and development of the co-operative movement and providing leadership and direction to staff in the division.

Requirements for appointment
For appointment to this grade, an officer must:

i. Have relevant knowledge and experience of not less than seven (7), three (3) of which should be at supervisory or managerial level .
ii. Bachelor's degree in Co-operative Management

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OR

Bachelor of Commerce, Business Administration, Mathematics, Sociology, Agriculture, Agricultural Economics, Economics, Statistics, Agricultural Engineering, Marketing, Entrepreneurship, Management, and Organizational Development, Finance or Agri-business from a recognized institution. PLUS, a post graduate Diploma in Co-operative Management.

iii. Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution.
iv. Demonstrated merit and ability as reflected in work performance and results.
v. Certificate in computer applications skills

Possession of a Master's degree in the relevant discipline will be an added advantage

50. DIRECTOR-TOURISM AND WILDLIFE CONSERVATION (JOB GROUP CPSB 03)-(JOB GROUP Q-CPSB 4
SALARY: KSH. 127,340x6,070–133,410x6,380–139,790x6,570–146,360x6,770–153,130x 6,960–160,090x7,160–167,250x7,820–175,070x7,820–182,890 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities s will entail: Formulation of operation strategies for the promotion and development of tourism and wildlife conservation; assist in the development and maintenance of the necessary linkages with hoteliers, private tour operators, wildlife conservancies and other stakeholders; assist in overseeing the enforcement of County tourism and wildlife conservation regulations and legislation in consultation with relevant agencies; assist in management in matters related to marketing; planning and regulation of tourism in the county; assist in the development and implementation of strategies to market Laikipia as a preferred tourism and conference tourism destination; assist in collecting and collating data related to tourism and wildlife conservation; assist in mapping, creating and updating database on tourism and wildlife conservation; assist in monitoring performance on growth and development of Tourism and wildlife conservation sector within the county; promoting Laikipia as a preferred

Requirements for appointment

For appointment to this grade, an officer must:

i. Have relevant knowledge and experience of not less than Ten (10) years in the professional field, five (5) of which should be at managerial level;
ii. Bachelor's Degree in any of the following disciplines: Tourism Management, Sustainable Tourism and Hospitality Management, Tourism and Hospitality Management, Tours and Travel Management, Natural resource management or any other relevant and equivalent qualification from a recognized institution, and;
iii. Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
iv. Have thorough understanding and respect of the diversity within the County;
v. Satisfy the requirements of Chapter Six of the Constitution of Kenya; and,
vi. Certificate in computer applications skills.

Possession of a Master's degree in the relevant discipline will be an added advantage

51. ENTERPRISE DEVELOPMENT-OFFICER II (JOB GROUP CPSB 10) –
SALARY: KSH. 34,420x1,300–35,720x1,380–37,100x1,390–38,490x1,460–39,950x 1,470–41,420x1,470–42,890x1,520–44,410x1,710–46,120 p.m.
NUMBER OF VACANCIES-THREE (3) POST
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

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The officer will work under the supervision of the Senior Enterprise Officer and will be responsible for the day-to-day implementation of enterprise development activities, loan processing, client support and field monitoring across assigned sub-counties or wards within Laikipia County.

Duties and Responsibilities

The officer's duties and responsibilities will entail:

Receiving, screening, appraising and processing loan applications from micro and small enterprises, groups and individual entrepreneurs; Conducting feasibility assessments and business viability analyses for loan applicants to inform recommendation reports; Monitoring loan repayment schedules and maintaining up-to-date client records; following up on defaulting clients and preparing recovery reports; Providing business development support, including business planning, financial literacy training, and mentorship to Fund beneficiaries; Facilitating the formation, training and strengthening of enterprise groups eligible for LCEF loans and support and collecting field data on enterprise performance, market access and value chain developments for reporting and planning purposes

Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Be a holder of a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, Economics, Business Administration, Entrepreneurship, Cooperative Management or any other relevant and equivalent qualification from a university recognized in Kenya; and,
ii. Certificate in computer application skills

52. ENTERPRISE OFFICER III (JOB GROUP CPSB 11)
SALARY: KSH. 28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250–34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES-THREE (3) POST
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

This is the entry and training grade for the Enterprise Officer cadre. An officer at this level will work under the close guidance and supervision of a more senior Enterprise Officer. The officer will support the implementation of LCEF activities at the grassroots level, focusing on client outreach, loan follow-up, community mobilization and basic business advisory services.

Duties and Responsibilities

Assisting in the identification, mobilization and registration of potential clients and enterprise groups eligible for LCEF support; Collecting and compiling data and information related to micro and small enterprises, loan applications and field operations; Assisting in the appraisal and initial screening of loan applications and forwarding them to supervising officers; Following up with clients on loan repayment obligations and providing regular updates to supervising officers and Maintaining and updating client records, loan registers and other Fund databases as directed;

Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Be a holder of a Diploma in any of the following disciplines: Business Management, Business Administration, Commerce, Entrepreneurship, Cooperative Management, Finance, Banking, Accounting or any other relevant equivalent qualification from an institution recognized in Kenya; and,
ii. Certificate in computer application skills

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53. SENIOR ENTERPRISE DEVELOPMENT- OFFICER (JOB GROUP CPSB 08)
SALARY: KSH. Ksh.46,120x1,920–48,040x2,000–50,040x2,290–52,330x2,350–54,680x 2,550–57,230x2,850–60,080x2,850–62,930x2,930–65,860 p.m.
NUMBER OF VACANCIES-ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

The Senior Enterprise Officer is a supervisory and technical leadership role within the Laikipia County Enterprise Fund (LCEF). The officer will be responsible to the Fund Manager and will provide oversight in the implementation of enterprise development programmes, loan portfolio management, client advisory services, and the supervision of junior Enterprise Officers to ensure effective delivery of LCEF's mandate of supporting micro and small enterprises across Laikipia County.

Duties and Responsibilities
Duties and responsibilities will entail: Coordinating the development, implementation and monitoring of enterprise development programmes and loan disbursement activities within the Fund; Supervising and guiding Enterprise Officers in the execution of their duties, ensuring compliance with LCEF policies, guidelines and procedures; Overseeing the appraisal, processing and recommendation of loan applications from micro and small enterprises for approval by the Fund Manager; Monitoring and evaluating loan repayment performance and initiating recovery measures for non-performing accounts in liaison with the Fund Manager; Coordinating business development services, including training, mentorship and technical assistance to loan beneficiaries and enterprise groups; Collecting and analyzing data on enterprise development, market trends and fund performance to inform planning and decision-making and Preparing periodic technical and financial reports on the performance of the Fund for submission to the Fund Manager and relevant authorities.

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Minimum of Three (3) years' relevant working experience in an Enterprise related field, Micro Finance Institution, Credit disbursement Institution, Bank or Sacco
ii. Bachelor's degree in any of the following disciplines: Commerce, Accounting, Finance, Economics, Business Administration, Entrepreneurship, Cooperative Management, Agricultural Economics or any other relevant and equivalent qualification from a university recognized in Kenya;
iii. Demonstrate professional competence and managerial capabilities; and,
iv. Certificate in computer application skills

54. WEIGHTS & MEASURES ASSISTANT III (JOB GROUP CPSB 11)
SALARY: KSH. 28,620x1,110–29,730x1,120–30,850x1,150–32,000x1,170–33,170x1,250–34,420x1,300–35,720x1,380–37,100 p.m.
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Specific duties and responsibilities will entail: - testing, stamping, sealing, adjusting and balancing of weights and verified counter machines, spring balances and platform machines at traders' premises, verification office and stamping stations; preparing and disseminating publicity materials for trade fairs and exhibitions notices of gazette and advertised stamping stations to traders.

Requirements for appointment
For appointment to this grade a candidate must have: -

i. Diploma in any of the following disciplines; - Instrumentation, Computer Science, Information Communication Technology (ICT), Legal Metrology, Engineering (Mechanical/Electrical/Electronics) or equivalent and relevant qualifications from a recognized institution; and,
ii. Certificate in computer application skills

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55. WEIGHTS & MEASURES OFFICER II (JOB GROUP CPSB 10)
SALARY: KSH. KSH. 34,420x1,300–35,720x1,380–37,100x1,390–38,490x1,460–39,950x 1,470–41,420x1,470–42,890x1,520–44,410x1,710–46,120 p.m.
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Specific duties and responsibilities will entail: testing, stamping, sealing, adjusting and balancing of weights and verified counter machines, spring balances and platform machines at traders' premises, verification office and stamping stations; preparing and disseminating publicity materials for trade fairs and exhibitions notices of gazette and advertised stamping stations to traders.

Requirements for appointment
For appointment to this grade a candidate must have: -

i. Degree in any of the following disciplines: - Instrumentation, Computer Science, Information Communication Technology (ICT), Legal Metrology, Engineering (Mechanical/Electrical/Electronics) or equivalent and relevant qualifications from a recognized institution; and,
ii. Certificate in computer application skills

56. ASSISTANT DIRECTOR, ENVIRONMENT MANAGEMENT, (JOB GROUP CPSB 05)
SALARY: KSH. 92,030x4,100–96,130x4,520–100,650x4,920–105,570x5,070–110,640x 5,300–115,940x5,560–121,500x5,840–127,340x6,070–133,410 p.m.-
(NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Duties and responsibilities at this level will entail coordinating the implementation of environmental management plans and monitoring compliance with the county's environment management policy. The officer will carry out environmental audits and follow up on the implementation of recommendations, maintain a register on compliance with environmental legislation, propose corrective actions and follow up on implementation, and create awareness of the county's environmental policy and programs among all stakeholders. The officer will carry out stakeholder mapping, review proposed projects to ensure they are environmentally and socially viable, adhere to Occupational Health and Safety programs, and inspect waste generation and disposal.

Requirements for appointment
For appointment to this grade a candidate must have:-

i. Relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level;
ii. Bachelor's degree in any of the following disciplines: Environmental Studies, Natural Resource Management, or an equivalent qualification from a recognized institution.
iii. Membership of the Environmental Institute of Kenya or a relevant professional body.
iv. Certificate in Senior Management Course lasting for 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.

Possession of a Master's degree in the relevant discipline will be an added advantage

57. CLIMATE CHANGE OFFICER II (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: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

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Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include:- Supervise the implementation, Monitoring & Evaluation and reporting on all planned projects, programs and activities in the county; preparation of work plans, work schedules for climate projects and programs in the County; identification of training and awareness needs in respect or related to Climate Change; assist in development of training materials, newsletter, posters and fliers related to environmental and climate change sustainability issues; involvement in carrying out education, trainings and capacity building on climate change matters in the county; assist in design and development of database on climate change initiatives in the county; assist in compiling of monthly, quarterly and annual reports as required under climate change manual and other guidelines

Requirements for Appointment

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

i. Bachelor of Science Degree in Environmental Science, Meteorology, Natural Resources or any other relevant and equivalent qualification from a recognized institution; and,
ii. Certificate in computer application skills

58. DIRECTOR, ENVIRONMENT MANAGEMENT, (JOB GROUP CPSB 03)
SALARY: KSH. 127,340x6,070–133,410x6,380–139,790x6,570-146,360x6,770–153,130x 6,960–160,090x7,160–167,250x7,820–175,070x7,820–182,890 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail developing the County's Environment Management Policy, ensuring compliance with environmental laws and regulations, and overseeing the formulation and implementation of environmental management programs. The Director will ensure that statutory environmental audits are carried out and recommendations implemented, promote the conservation of catchments including through partnerships, and ensure proposed projects are environmentally and socially feasible. The Director will adhere to Occupational Health and Safety programs and County environment management policies. 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 the principles and values of good governance, transparency, accountability, ethics and integrity, overseeing the management of departmental assets and finances, and the overall management and development of staff.

Requirements for Appointment

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

i. Relevant knowledge and experience of not less than ten (10) years in the professional field, five (5) of which should be at supervisory or managerial level;
ii. Bachelor's degree in any of the following disciplines: Environmental Studies, Natural Resource Management, or an equivalent qualification from a recognized institution;
iii. Membership of the Environmental Institute of Kenya or a relevant professional body;
iv. Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
v. Demonstrated a high standard of professional competence and administrative capability required for effective planning, direction, control and coordination of Environment Management services.
vi. A clear understanding of overall National goals, policies and development objectives, and the ability to translate them into the Environment Management function.
vii. Thorough understanding and respect of the diversity within the County;
viii. Certificate in computer application skills.

Possession of a Master's degree in the relevant discipline will be an added advantage

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59. ARTISAN III-PLUMBING & PIPE FITTING (JOB GROUP CPSB 14)
SALARY: KSH.19,340x580–19,920x640–20,560x680–21,240x700–21,940x780–22,720x 800–23,520x950–24,470 p.m.
NUMBER OF VACANCIES: THREE (3)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This will be the entry grade for this cadre. An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under the close supervision of a more experienced plumber.

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

i. Craft certificate in plumbing & pipe fittings or equivalent and relevant qualifications from a recognized institution

OR

Government Grade Test III/11/I in plumbing & pipe fittings or equivalent and relevant qualification from a recognized institution; and,

ii. Certificate in computer application skills

60. PLANT OPERATOR III (RIG/TPU OPERATOR) (JOB GROUP CPSB 14) (JOB GROUP CPSB 15
SALARY: KSH.19,340x580–19,920x640–20,560x680–21,240x700–21,940x780–22,720x 800–23,520x950–24,470 p.m.
NUMBER OF VACANCIES: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. A Plant Operator at this level will work under guidance of a Senior Plant Operator.
Duties and responsibilities will entail: Operating machines of 'difficult rating' C; Assisting machine attendants in identifying possible breakdowns; Liaising with plant mechanics for servicing; Making daily and weekly oil checks; Maintaining and ensuring safe custody of working tools and maintaining the cleanliness of plants.

Requirements for Appointment
For appointment to this grade, a candidate must have:

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

61. MUNICIPAL MANAGER (JOB GROUP CPSB 04)
SALARY KSH. 105,570x5,070–110,640x5,300–115,940x5,560–121,500x5,840–127,340x 6,070–133,410x6,380–139,790 p.m.
NUMBER OF VACANCIES: TWO (2)
TERMS OF SERVICE: CONTRACT-THREE (3) YEARS

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Duties and Responsibilities

Attend all Board of the Municipality meetings unless excused by the Chairperson of the Board or the Board of the Municipality; Make reports and recommendations to the Board of the Municipality about the needs of the Municipality; Administer and enforce all Municipality By-laws, resolutions, franchises, leases, contracts, permits, and other Municipality decisions; Organize Municipality departments and administrative structure; ensuring preparation and submission of the municipal annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill; Administer Municipality utilities and property; encourage and support regional and intergovernmental cooperation; promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community and perform other duties as directed by the Board of the Municipality

Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Relevant knowledge and experience of not less than Seven (7) years in the professional field, Three (3) of which should be at supervisory or managerial level;
ii. A Bachelor's degree in Public Administration, Project Management, Business Administration, Economics, Development Studies, Strategic Management, Finance, Accounting, Commerce, Civil Engineering, Architect, Mechanical Engineering or its equivalent from a recognised institution;
iii. Membership of a relevant professional body;
iv. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and coordination of a Municipality;
v. Demonstrated a clear understanding of national development and County policies, goals and objectives;
vi. Thorough understanding and respect of the diversity within the County;
vii. Certificate in computer application skills.

Possession of a Master's degree will be an added advantage

62. ENGINEER II/SENIOR SUPERINTENDING ENGINEER (WATER) (JOB GROUP CPSB 09)
SALARY: Ksh.41,420 x1,470–42,890x1,520–44,410x1,710–46,120x1,920–48,040x2,000–50,040x2,290–52,330x2,350–54,680x2,550–57,230 p.m.
NUMBER: TWO (2) POSTS
TERMS OF SERVICE: PERMANENT & PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: implementing policies, strategies, guidelines, standards and regulations on water management; updating the water users' associations inventory; collecting and compiling data for water planning; and identifying and compiling inventory on relevant stakeholders in water management.

Requirements for Appointment

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

i. Bachelor's degree in any of the following disciplines: - Water and Environmental Sciences, Agricultural Engineering, Agricultural and Bio-Systems Engineering, Soil and Water Engineering, Geology, Civil Engineering or its equivalent and relevant qualification from a recognized institution;
ii. Registration to a relevant professional body; and,
iii. Certificate in computer application skills.

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63. DIRECTOR, PERFORMANCE MANAGEMENT AND PRODUCTIVITY (JOB GROUP CPSB 03)
SALARY: Ksh. 127,340x6,070–133,410x6,380–139,790x6,570–146,360x6,770–153,130x 6,960–160,090x7,160–167,250x7,820–175,070x7,820–182,890 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will include coordinating the development, implementation and review of policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the County Public Service. The officer will provide technical support on Performance Management to Departments, while also coordinating the development, validation, review, and capacity building of Performance Management tools for these entities. Additionally, the role involves developing and reviewing norms and standards in Performance Management through quality control, as well as coordinating the vetting of Performance contracts for to ensure alignment with official Performance Contracting guidelines.

The Director will be responsible for coordinating research, consultancy, monitoring, evaluation, and reporting on the implementation of Performance Contracts. This includes overseeing the dissemination of information and coordinating the compilation of bi-annual and annual reports on the implementation of Performance Contracts in the County Public Service. The job holder will collaborate with relevant national, regional, and international entities to promote the adoption of best practices, promote citizen engagement in monitoring, and advise County and National Government on enabling legal and institutional frameworks to institutionalize Performance Management.

Additionally, , the position entails coordinating the preparation of the annual performance evaluation report for publication and ensuring the establishment and operationalization of an information and knowledge management platform. The officer will oversee stakeholders' fora for the validation of Customer Satisfaction Survey Reports and spearhead the development and implementation of the Division's work plans, budgets, performance contracts, and staff performance appraisal. Finally, the Director will ensure compliance with principles of good governance, transparency, accountability, ethics, and integrity, while actively managing and developing staff within the Division.

Requirement for appointment

For appointment to this grade, a candidate must have:

i. Relevant knowledge and experience of not less than ten (10) years in the professional field within the Public Service or private sector, five (5) of which should be at supervisory or managerial level;
ii. Master's degree in Human Resource Management, Human Resource Development, Business Administration or Commerce with HR Option, Public Administration or any other equivalent and relevant qualification from a recognized institution.
iii. A Bachelor's degree in any of the following fields: - Human Resource Management; Human Resource Development, Business Administration or Commerce with HR Option, Public Administration or any other equivalent and relevant qualification from a recognized institution;
iv. Certified Human Resource Professional Course (CHRP-K)
v. Membership to IHRM in good standing.
vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
vii. Demonstrated professional competence and managerial capability as reflected in work performance and results;
viii. Demonstrated a clear understanding of County and National development policies, goals and objectives, and ability to integrate them into the County Public Service Performance Management Function.
ix. Have thorough understanding and respect of the diversity within the County; and,
x. Certificate in computer application skills.

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64. DEPUTY DIRECTOR, ENFORCEMENT, (JOB GROUP CPSB 04)
SALARY KSH. 105,570x5,070–110,640x5,300–115,940x5,560–121,500x5,840–127,340x 6,070–133,410x6,380–139,790 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PARMANENT AND PESNIONABLE

Duties and responsibilities

An officer at this level will report to the Director Enforcement; specific duties and responsibilities will entail:- developing, implementing and reviewing policies, guidelines and plans and strategies on enforcement; ensuring that staff have uniforms and the necessary tools of work; coordinating drills and parade matters; supervising field officers in a given zone operational areas; ensuring discipline is maintained by the Non Commissioned Officers; verifying and validating charge sheets from investigation officers; preparing reports on investigation witnesses in court; producing exhibit in court, bonds prosecution witnesses and takes pleas in court; ensuring safe custody of exhibits; liaising with the heads of respective enforcement agencies in preparation of cases, witnesses and production of the past record of an accused person in Court; and supervising field officers in given zone or operational areas.

Requirements for Appointment

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

(i) Relevant knowledge and experience of not less than eight (8) years in the professional field within the Public Service or private sector, four (4) of which should be at supervisory or managerial level;
(ii) Bachelor's Degree in any of the following disciplines: - Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology, any other social science or its equivalent qualification from a recognized institution;
(iii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
(iv) Basic Paramilitary training lasting not less than three months
(v) Demonstrated professional competence and managerial capability as reflected in work performance and results; and
(vi) Demonstrated a clear understanding of County and National development policies, goals and objectives, and ability to integrate them into the County Public Service Performance Management Function.
(vii) have thorough understanding and respect of the diversity within the County;
(viii) Certificate of Good Conduct from Directorate of Criminal Investigation; and,
(ix) Certificate in computer application skills.

Possession of a Master's degree in the relevant discipline will be an added advantage

65. ASSISTANT DIRECTOR, ASSETS AND LIABILITIES MANAGEMENT (CPSB 05)
SALARY: KSH. 92,030x4,100–96,130x4,520–100,650x4,920–105,570x5,070–110,640x 5,300–115,940x5,560–121,500x5,840–127,340x6,070–133,410 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

The Assistant Director will be responsible to the director. Duties and responsibilities will entail: - Implementing assets and liabilities legislation, strategies, policies, standards and guidelines; verifying data on assets and liabilities; generating reports on assets and liabilities for submission to relevant stakeholders; verifying physical assets against departments assets and liabilities registers; eensuring assets tagging in the departments/entities; ensuring adoption of assets optimization and utilization tools; validating risk management reports submitted by user departments; mounting capacity building programmes for the departments/entities; undertaking baseline survey on assets and liabilities; conducting monitoring and

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evaluation of assets and liabilities performance; mainstreaming strategies on compliance with policies and guidelines on leasing of public assets;

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

i. Served for a minimum period of seven (7) years within the Public Service or Private Sector, three (3) of which should have been at managerial level in related area or in a comparable position in the public service;
ii. Bachelor's Degree in Finance, Accounting, Commerce, Economics, Public Administration, Project Management, Business Administration, Business Management, Development Studies, Strategic Management, Procurement and Contract Management or its equivalent and relevant qualification from a recognized institution;

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CPA(K) or its recognized equivalent and Registered with the Institute of Certified Public accountants of Kenya (ICPAK)
iii. Certificate in Senior Management Course lasting not less than six (6) weeks from a recognized institution.
iv. Demonstrated merit and ability as reflected in work performance and results; and,
v. Certificate in computer application skills.

Possession of a master's degree will be an added advantage

66. REVENUE CLERK IV (JOB GROUP CPSB 14)
NUMBER OF VACANCIES: FIFTY (50)
SALARY: Kshs.19, 340x580-19,920x640-20,560x680-21,240x700-21,940x780-22,720x800-23,520x950-24,470p.m.
TERMS OF SERVICE: CONTRACT- THREE (3) YEARS

Duties and Responsibilities
Collecting revenue from assigned streams within the county; maintaining simple records of daily collections; assisting in verification of payments; ensuring safety of receipt books and collection materials; guiding customers on applicable fees and charges and providing invoices and supporting enforcement teams during revenue collection .

Requirements for Appointment
For appointment to this grade, an officer must have: -
(i) Kenya Certificate of Secondary Education (KCSE) with a mean grade of D (Plain) or its equivalent; and,
(ii) Certificate in computer application skills.

67. ACCOUNTANT II (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: EIGHT (8)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities: -
This is the entry and training grade for the accountant's cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: receiving and compiling financial reports from public sector entities; collecting and maintaining a data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; capturing

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Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; preparing payment advice (PA) forms; raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

Requirements for Appointment

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

i. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting Option) or any other relevant equivalent qualification from a recognized institution;
ii. Part II of the Certified Public Accountants (CPA) Examination or any other relevant qualification from a recognized institution; and
iii. Certificate in computer applications skills.
iv. Demonstrated knowledge and experience with using Government Information Systems e.g., IFMIS, Oracle E-Business, SAP will be an added advantage.

68. INTERNAL AUDITOR I (JOB GROUP CPSB 09)
SALARY: KSH. 41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920x48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.
NUMBER OF VACANCIES: SIX (6)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: vouching sample transactions in audit investigation and verification; preparing engagement and work plans; recording proceedings of entry and exit meetings; collecting and analyzing data and statistics; and preparing audit working papers.

Requirements for Appointment

For appointment to this grade a candidate must have: -

i. Have passes CPA Part III or CIA part IV OR Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), with CPA Part II or CIA Part III. Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;

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Certified Internal Auditor (CIA) III/Certified Public Accountants of Kenya CPA (K) III or its equivalent qualification from a recognized institution; and,

ii. Certificate in computer applications skills.

69. ACCOUNTANT I (JOB GRADE CPSB 09)
SALARY: KSH. 41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920x48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.
NUMBER OF VACANCIES: EIGHT (8)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: receiving and analyzing financial reports from public sector entities; collecting and maintaining data base of the public-sector entities; preparing payment and receipt vouchers; capturing data; maintaining primary records such as cashbooks, ledgers and vote books; keeping safe custody of Accounting records; receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; withdrawing and ensuring safety of the cash; ensuring security of cheques and cheque

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books under their custody; capturing Authority to Incur Expenditure (AIE) in the system and filing returns; preparing Appropriation in Aid (AIA) returns; and preparing payment advice(PA) forms.
The officer at this level will also be responsible for: raising accounting debt entries; processing payments, reimbursements and disbursements; preparing annual final accounts; verifying invoices and preparing accounting reports; defining employee and supplier details; uploading and capturing accounting data into the system; and providing user support and help desk management.

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Bachelor's degree in Commerce (Accounting or Finance Option) and passed Part II of the Certified Public Accountants (CPA) Examination
ii. Passed Part III of the Certified Public Accountants (CPA) Examination or its approved equivalent;
iii. Registered with Institute of Certified Public Accountants of Kenya (ICPAK); and,
iv. Certificate in computer applications skills; and,
v. Demonstrated knowledge and experience with using Government Information Systems e.g. IFMIS, Oracle, E-Business, SAP will be an added advantage

70. PRINCIPAL GENDER CULTURE AND SOCIAL SERVICES OFFICER I 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.
NO OF VACANCIES: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
Principal Gender Culture and Social Services Officer manage local social programs, supports community mobilization, and supervises the implementation of grassroots development projects. Coordinate and Oversee community development and social welfare initiatives. Conduct community surveys, profile local groups, and analyze data to identify priority needs. Act as a primary liaison between local communities, government agencies, and partner organizations. Organize and facilitate training workshops, civic education and empowerment sessions. Prepare periodic progress reports, manage project documentation, and assist with basic resource allocation.

Requirement for Appointment

i. Have relevant knowledge and experience of not less than seven (7) years in the professional field in the public service or private sector.
ii. Degree in Community Development, Social Work, Sociology, Project Management, or related social science.
iii. Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution;
iv. Demonstrated a high degree of professional competence and administrative capability; and,
v. A Certificate in Computer Application Skills.

71. ASSISTANT GENDER CULTURE AND SOCIAL SERVICES OFFICER I (JOB GROUP CPSB 09)
SALARY: KSH. 41,420x1,470-42,890x1,520-44,410x1,710-46,120x1,920x48,040x2,000-50,040x2,290-52,330x2,350-54,680x2,550-57,230 p.m.
NO OF VACANCIES:ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
The Chief Community Development Assistant manages community-based projects, builds stakeholder partnerships, and supports local populations by identifying social and economic needs. This senior-level assistant role coordinates field operations and guides junior community workers. Plan and Launch community projects from start to finish, Meet with local groups leaders, and residents to encourage participation. Train mentor, and monitor field personnel and junior assistants. Collect field data track

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project success, and write progress reports. Help write grant proposals and manage allocated project budgets

Requirement for Appointment

i. Have relevant knowledge and experience of not less than seven (7) years in the professional field in the public service or private sector.
ii. Certificate in Supervisory Course lasting for not less than four (4) weeks from a recognized institution;
iii. Diploma in Community Development, Social work, Sociology, or project planning.
iv. Demonstrated a high degree of professional competence and administrative capability; and,
v. A Certificate in Computer Application skills.

72. INSPECTOR III-MOTOR VEHICLE MECHANIC (JOB GROUP CPSB 11)
SALARY: KSH. 28,620x1,110-29,730x1,120-30,850x1,150–32,000x1,170-33,170x1,20–34,420x1,300-35,720x 380-37,100 p.m.
NUMBER OF VACANCIES–FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will be based in the County /Subcounty Workshops and will be attached to a motor vehicle repair unit. The officer will be supervised by a senior officer in the repair and maintenance of motor vehicles; the officer will inspect and test vehicles before and after repairs; the officer will conduct proficiency test for drivers

Requirements for Appointment: -

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

i) Diploma in either Automotive/Mechanical Engineering or Technician Certificate Part III in Mechanical Engineering or Automotive Engineering its equivalent and relevant qualification from a recognized institution.
ii) a valid Driving License, and;
iii) Certificate in Computer Application skills

73. INSPECTOR III-PLANT MECHANIC (JOB GROUP CPSB 11)
NUMBER OF VACANCIES–TWO (2)
SALARY: Ksh. 28,620x1,110-29,730x1,120-30,850x1,150–32,000x1,170-33,170x 1,20–34,420x1,300-35,720x 380-37,100 p.m.
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This is the entry grade for this cadre. An officer at this !cvel will be based in the County /Subcounty Workshops and will be attached to plant repair unit. The officer will be supervised by a senior officer in the repair and maintenance of plant; the officer will inspect, and test plant and equipment before and after repairs; the officer will conduct proficiency test for Plant Operators

Requirements for Appointment

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

i. Diploma in (Plant Mechanic) or other approved equivalent qualification;
ii. Valid Driving License, and;
iii. Certificate in Computer Application skills

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74. ARTISAN III-MOTOR VEHICLE MECHANIC (JOB GROUP CPSB 14)
SALARY: KSH.19,340x580–19,920x640–20,560x680–21,240x700–21,940x780–22,720x 800–23,520x950–24,470 p.m.
NUMBER OF VACANCIES – TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry grade for this cadre. An officer at this level will be based in the County /Subcounty Workshops and will be attached to a small motor vehicle repair section. The officer will be supervised by a senior officer in the repair and maintenance of motor vehicles; the officer will assist in inspection, and testing vehicles before and after repairs; the officer will assist in conducting proficiency test for drivers.

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

(i) Craft certificate in Motor Vehicles Mechanics or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/II/I in Motor Vehicle Mechanic or equivalent qualification from a recognized institution.

(ii) a valid Driving License, and;
(iii) Certificate in Computer Application skills.

75. ARTISAN III-PLANT MECHANIC (JOB GROUP CPSB 14)
SALARY: KSH.19,340x580–19,920x640–20,560x680–21,240x700–21,940x780–22,720x 800–23,520x950–24,470 p.m.
NUMBER OF VACANCIES – TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry grade for this cadre. An officer at this level will be based in the County /Subcounty Workshops and will be attached to plant repair section. The officer will be supervised by a senior officer in the repair and maintenance of plant; the officer will assist in inspecting, and testing plant and equipment before and after repairs; the officer will assist in conducting proficiency test for Plant Operators

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

(i) Craft certificate in Plant Mechanics or equivalent and relevant qualifications from a recognized institution
OR
Government Grade Test III/II/I in Plant Mechanic or equivalent qualification from a recognized institution;
(ii) A valid Driving License, and;
(iii) Certificate in Computer Application skills.

76. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III (JOB GRADE CPSB 11)
SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,40x1,250-32,700x1,300-34,00x1,380-35,380 p.m.
NUMBER OF VACANCIES-ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will include: - writing and testing computer programs according to instructions and specifications; assisting in the implementation of the computer systems;

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providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipment; and reporting any faults for further action.

Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Diploma in any of the following fields: Computer Science, Information Communication and Technology (ICT), System Administration, or its equivalent and relevant qualification from a recognized institution

(Possession of a certificate of membership to a professional body will be an added advantage)

77. PRINCIPAL PUBLIC COMMUNICATIONS OFFICER (JOB GRADE CPSB 06)
SALARY: Ksh. 60,080 x 2,850 -62,930 x2,930 -65,860 x 3,080 -72,480 x 3,690 -76,170 x 3,890 -80,060 x 3,900 -83,960 x 4,010 -87,970 x4,060 -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: implementation of communications strategies; undertaking Public Communications research; packaging press releases, statements and supplements and dissemination of information; reviewing and editing of speeches; handling press and public inquiries; event management; managing media relations; reviewing and editing of speeches; assisting in the implementation of the customer satisfaction surveys; packaging press releases, statements and supplements for dissemination; undertaking Public Communications research; scheduling interviews and press conferences; uploading content onto institutional websites and the Government Portal; managing content development on topical issues; coordinating the provision and uploading of content onto Government Portal and ministerial website; supervising staff and managing Resource.

Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Working experience of not less than five (5) years in which Two (2) is in a Middle or Senior Level Management and leadership position in a public or private organization;

(ii) Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

OR

(iii) Bachelor's Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications Studies or Media Studies from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution

(v) Certificate of membership to a professional body from a recognized institution;

(vi) Certificate in computer application skills;

(vii) Excellent oral and written communication skills;

78. PUBLIC COMMUNICATIONS/PUBLIC PARTICIPATION OFFICER II (JOB GRADE CPSB 10)
SALARY: KSH. 34,420x1,300-35,720x1,380--37,100x1,390-38,490x1,460-39,950x1,470-41,420x1,470-42,890x1,520-44,410x1,710-46,120p.m.
NUMBER OF VACANCIES: SEVEN (7)
TERMS OF SERVICE: SALARY: PERMANENT AND PENSIONABLE

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Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under a senior officer's guidance. Duties and responsibilities will entail: assisting in building corporate relations; developing content on topical issues for uploading onto institutional websites, Information Education Communication (IEC) materials and undertaking media monitoring; assisting in the preparation of media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; and participating in event organization.

Requirement for appointment

For appointment to this grade, a candidate must have:

i. Bachelor's Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

OR

Bachelor's Degree in Social Science with a Postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution; and

ii. Certificate in computer application skills

iii. Certificate of membership to a professional body from a recognized institution.

79. PUBLIC COMMUNICATIONS/PUBLIC PARTICIPATION OFFICER III (JOB GRADE CPSB 11)
SALARY: KSH. 28,620x1,110-29,730x1,120-30,850x1,150-32,000x1,170-33,170x1,250x 34,420x1,300-35,720x1,380-37,100 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT ND PENSIONABLE

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under a senior officer's guidance. Duties and responsibilities will entail: assisting in building corporate relations; sourcing, collating and developing content on topical issues for internal and external public; undertaking media monitoring; assisting in media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; participating in event management.

Requirement for appointment

For appointment to this grade, a candidate must have:

i. Diploma in any of the following: Photojournalism, Mass Communications; Journalism, Public Relations, Communications Studies, Media Studies/Science from a recognized institution; and

ii. A Certificate in computer application skills

iii. Certificate of membership to a professional body from a recognized institution.

80. AGRICULTURAL OFFICER (JOB GRADE 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: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and responsibilities

An officer at this level will be deployed in the division to coordinate activities in one of the following areas: crop production, land Development, agricultural extension and project management. Further, duties and responsibilities will entail management of information desks within the division.

Requirements for Appointment

For appointment to this grade, a candidate must have;

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i. Bachelor of science degree in any of the following fields: -Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution.
ii. Certificate in computer applications skills

Possession of a valid motorbike riding license and experience in riding will be an advantage

81. ASSISTANT AGRICULTURAL OFFICER III (JOB GRADE CPSB 11)
SALARY: KSH. 28,620x1,110-29,730x1,120-30,850x1,150-32,000x1,170-33,170x1,250x 34,420x1,300-35,720x1,380-37,100 p.m.
NUMBER OF VACANCIES: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail: - training and advising farmers on matters related to Crop production, Land Development, and management of demonstration plots.

Requirements for Appointment
For appointment to this grade, a candidate must have:
i. Diploma in any of the following fields; Agriculture, Agriculture & Home Economics, Agricultural Education, Horticulture, or equivalent and relevant qualifications from a recognized institution; and,
ii. Certificate in computer application skills

Possession of a valid motorbike riding license and experience in riding will be an advantage

82. ASSISTANT CREDIT OFFICER II (CO-OPERATIVE REVOLVING FUND) (JOB GRADE CPSB 10)
SALARY: KSH. 34,420x1,300-35,720x1,380--37,100x1,390-38,490x1,460-39,950x1,470-41,420x1,470-42,890x1,520-44,410x1,710-46,120p.m.
NUMBER OF VACANCIES: FOUR (4)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Duties and responsibilities will entail: - enforcing the co-operative legislation; advising societies on proper conduct of meetings and implementing co-operative development policies

Requirements for appointment
For appointment to this grade, a candidate must have: -
i. Bachelor's degree in any of the following disciplines: - Co-operative Management, Entrepreneurship, Marketing, Business Administration, Economics, Commerce, Finance or equivalent qualification from a recognized institution; and
ii. Certificate in computer applications skills

83. SOCIAL DEVELOPMENT OFFICER II (JOB GRADE CPSB10)
SALARY: KSH. 34,420x1,300-35,720x1,380- 37,100x1,390-38,490x1,460-39,950x1,470-41,420x1,470-42,890x1,520-44,410x1,710-46,120p.m.
NUMBER OF VACANCIES: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for Social Development officers. An officer. An officer at this level will perform duties of limited scope and will closely work with a more experienced officer.

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Duties and responsibilities at this level will include:-working with communities to identify and mobilise local resources for implementation of development projects; guiding communities develop Community Action Plans(CAPs);liaising with local communities and other development agencies in implementing community development programmes; identify self -help groups and community-based organisations for registration; collecting sex and disability disaggregated data for all social development programmes; collecting social development related data for planning ;guiding communities and self-help groups to identify their social economic needs; mobilizing communities to implement their development projects; and mainstreaming disability in programmes and projects.

Requirement for Appointment

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

(i) Bachelor's degree in any of the following disciplines: Sociology, Anthropology, social work, Psychology, Community Development, Business Administration/management or equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

84. MORTICIAN III, (JOB GRADE CPSB 14)

SALARY: Ksh. 19,340 x 580 – 19,920 x 640 – 20,560 x 680 – 21,240 x 700 – 21,940 x 780 – 22,720 x 800 – 23,520 x 950 – 24,470 p.m.

NUMBER OF VACANCIES – NINE (9)

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer. Duties and responsibilities at this level will entail:- Picking bodies from wards; admission of bodies to mortuary; recording and documenting data; identifying medico-legal cases; preparing bodies for burial including embalming; cleaning and dressing body; beautification-shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/post-mortems; cleaning of mortuary and equipment and instruments used in the mortuary; harvesting of body organs, fingerprints, fluids and specimens for forensic study; and helping relatives in the identification of unknown bodies.

Requirements for Appointment

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

i. Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution.

ii. Certificate in Mortuary Science, Mortuary Technology, Funeral services, Anatomy Laboratory Technology or related field from a recognized institution; and

iii. At least two (2) years work experience in a mortuary/ anatomy laboratory

iv. Certificate in computer application skills.

85. FINANCE OFFICER II (JOB GRADE CPSB 9)

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

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:- capturing data on budget estimates for The County; checking cost of projects and programs to align them to county financial statistics and classification of the functions of the County 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 programs 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.

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

i. Bachelor's degree in any of the following disciplines: Commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA); and
ii. Certificate in computer applications skills

86. INSPECTOR III (BUILDING) (JOB GRADE CPSB 11)
SALARY: KSH. 28,620x1,110-29,730x1,120-30,850x1,150-32,000x1,170-33,170x1,250x 34,420x1,300-35,720x1,380-37,100 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT ND PENSIONABLE

Duties and Responsibilities
Interpretation of Architectural and Engineering drawings and checking minor repairs and alterations of existing buildings

Requirements for Appointment
For appointment to this grade, a candidate must have:

i. Diploma in any of the following fields: Building and Civil Engineering; Construction Technician Part III; or its equivalent and relevant qualification from a recognized institution.; and
ii. Certificate in computer application skills

87. DIRECTOR-YOUTH, SPORTS & TALENT DEVELOPMENT (JOB GROUP CPSB-03)
SALARY: KSH. 127,340x6,070–133,410x6,380–139,790x6,570–146,360x6,770–153,130x 6,960–160,090x7,160–167,250x7,820–175,070x7,820–182,890 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
The Director will develop and implement sports, recreational and talent development programmes and policies, and create awareness of sporting and talent development activities in the County, including following up on the implementation of related projects. The officer will supervise sports personnel, coordinate and regulate workers developing sports and talents, and oversee the improvement and maintenance of sports facilities in the county. Duties also include coordinating and promoting ward, sub-county, inter-county and national sports programmes, identifying local talent and recommending it to sports organizations, institutions or specialized groups for absorption or funding, and promoting and coordinating sports training and talent development. The Director will create platforms for athletes to showcase and market their talents, expand sports as an industry for sustainable livelihoods, arbitrate in sports disputes, and oversee the certification and registration of sports clubs.

Requirements for Appointment
For appointment to this grade a candidate must have:

i. Have relevant knowledge and experience of not less than Ten (10) years in the professional field in the Public Service or Private Sector, Five (5) of which should be at supervisory or managerial level.
ii. Be a holder of a Bachelor's degree in Sports Management/Physical Education or a relevant and equivalent qualification from a recognized institution.
iii. Demonstrate thorough understanding of National Goals, Policies and Development Objectives, including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan.
iv. Have a thorough understanding of and respect for the diversity within the County.
v. Satisfy the requirements of Chapter Six of the Constitution of Kenya; and,
vi. Certificate in computer applications skills

Possession of a Master's degree in the relevant discipline will be an added advantage

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88. GRADUATE ECDE TEACHER I/ECDE WARD CORDINATOR- (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: EIGHT (8)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: class teaching; facilitating learning; role modelling, guidance and counselling, mentoring and motivation of the learners; preparing reports; ensuring the safety and security of the learners; developing and facilitating play/learning activities that will enable learners to enjoy living and learning through play in ECDE centres; developing relevant play/learning materials for all learners; preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of children's progress, and keeping other professional records; planning and implementing the ECDE Centre programmes; conducting research on ECDE; initiating stakeholder engagements in the ECDE sector; mobilizing and sensitizing communities on the need for ECDE; implementation of the ECDE policy; assisting in the development and implementation of the strategic plan of the ECDE sector; monitoring and evaluation of the ECDE programmes in the Ward/Sub-County; conducting professional development and capacity-building for Early Childhood teachers and other stakeholders; planning and budgeting for the ECDE play/learning materials and the feeding programme; providing mentorship and counselling in a supervisory role over ECDE Teachers in the County; handling the induction of new ECDE teachers; and liaising with the community, education fraternity, other government departments and other relevant stakeholders on ECDE related matters.

A Graduate ECDE Teacher I may also be deployed at the Sub-County or Ward Centre for Early Childhood Education (S-COCECE) to perform specialized duties across specific operational areas as outlined below:

- ECDE Programmes: Participating in the training of ECDE trainees in the Ward/Sub-County; taking charge of student welfare and discipline; ensuring adequate care of materials and equipment in the S-COCECE and maintaining proper inventories of equipment and supplies entrusted to the centre; coordinating the S-COCECE requisitions, receipts and issues of the centre's supplies and stores; and coordinating ECDE data collection and submission to the County Director of ECDE.
- ECDE Curriculum Implementation: Participating in the training of ECDE trainees at the Ward/Sub-County; ensuring that schemes of work, lesson plans and lesson notes are developed and used in the course of training; ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County; coordinating basic research and supervising ECDE Teacher trainees' research projects in the Ward/Sub-County; and advising on the appropriate course materials and equipment required for the training.
- Community Mobilization, Health & Nutrition: Participating in the training of ECDE trainees at the centre; organizing community mobilization and capacity building meetings; coordinating parental education meetings; initiating income generating activities and liaising with NGOs, CBOs and other stakeholders to mobilise resources to support ECDE programmes; linking with the County Department of Health on growth, monitoring and promotion, and immunization campaigns; linking with the Ministry of Water to ensure the supply of water to the ECDE centres; linking with the Children's Department for child protection matters and birth registration; and collaborating with the relevant authorities and stakeholders on the advocacy of children's rights.
- ECDE Quality Assurance: Carrying out standard assessments to ensure proper curriculum implementation and compliance with teaching standards in the ECDE centres; carrying out ECDE Teachers' appraisals in the Ward/Sub-County; designing, developing and implementing standard tools for ECDE data collection; monitoring compliance with the regulatory requirements in the ECDE sector; monitoring and evaluating ECDE programmes; generating regular reports so as to give feedback; and participating in the assessment for the registration of ECDE centres.

Requirements for Appointment

For appointment to this grade, a candidate must have:

i. Have relevant knowledge and experience of not less than Five (5) years in the professional field in the Public Service or Private Sector, Two (2) of which should be at a supervisory or managerial level;

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ii. A Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
iii. Certificate in Senior Management Course from a recognized institution of higher learning-
iv. Be registered by the Teachers Service Commission;
v. Possess a Certificate of Good Conduct from the National Police Service;
vi. Have a valid medical report from a recognized government Health Facility;
vii. Demonstrated professional competence and managerial capability as reflected in work performance and results; and
viii. Certificate in Computer applications

89. DEPUTY DIRECTOR SUPPLY CHAIN (JOB GRADE CPSB 04)
SALARY Ksh.105,570 x 5,070 – 110,640 x 5,300 – 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 x 6,380 – 139,790 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail coordinating implementation of procurement and asset disposal policies, guidelines and procedures; coordinating development and review of county specific draft 63 policies on management of assets in line with laid down regulations; coordinating prequalification of suppliers, review of tenders, pre-qualification and evaluation of bids; coordinating implementation of the e-procurement system; coordinating research, market surveys and benchmarking on best practices; coordinating analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; and monitoring, evaluating and preparing reports on the implementation of the Preference and Reservation Scheme. In addition, duties will include: monitoring, evaluating and reporting on implementation of procurement, inventory management and assets disposal processes and procedures; monitoring, evaluating and reporting on implementation of the e-procurement system; establishing security and safety of stores and warehouse procedures; providing procurement advice on external loan agreements and debts before completing negotiation; providing secretariat services to the tender opening and evaluation committees; and coaching and mentoring staff.

(b) Requirements for Appointment

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

(i) Have relevant knowledge and experience of not less than nine (9) years in the professional field, three (3) of which should be at supervisory or managerial level;
(ii) Bachelor's degree in any of the following disciplines:- Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law with a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;

(iii) Membership of the Kenya Institute of Supplies Management (KISM);
(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) Demonstrated high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.

(Possession of a Master's degree will be an added advantage)

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90. ASSISTANT OFFICE ADMINISTRATOR III (JOB GRADE CPSB 11)
SALARY: KSH. 28,620x1,110-29,730x1,120-30,850x1,150-32,000x1,170-33,170x1,250x 34,420x1,300-35,720x1,380-37,100 p.m.
NUMBER OF VACANCIES: TWELVE (12)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is an entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; managing e-office; ensuring security of office records, documents and equipment; maintaining an up-todate filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment
For appointment to this grade a candidate must have: -

i. Kenya Certificate of Secondary Education, mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;

OR

a. Typewriting III (50 w.p.m)/Computerized Document Processing III;
b. Shorthand II (80 w.p.m);
c. Business English II/Communications I;
d. Secretarial Duties II
e. Commerce II;
f. Office Management III/Office Administration and Management III; and,

ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);
Business Education Single and Group Certificates (BES&GC) from the Kenya National Examinations Council in the following subjects:

iii. Certificate in computer application skills from a recognised institution

91. OFFICE ADMINISTRATIVE ASSISTANT III (CPSB 12)
SALARY: Ksh. 25,420x1,040-26,460x1,070-27,530x1,090-28,620x1,110-29,730x1,120-27,700x1,150-30,850x1,150-32,000x1,170-33,170 p.m.
NUMBER: TWO (2) POSTS
TERMS OF SERVICE: PERMANENT & PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment
For appointment to this grade a candidate must have: -

i. Kenya Certificate of Secondary Education mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;

OR

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Business Education Single and Group Certificates (BES &GC) from the Kenya National Examinations Council in the following subjects:

a. Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
b. Business English I/Communications I;
c. Office Practice I;
d. Commerce I;

ii. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and,
iii. Certificate in Computer application skills from a recognised institution.

92. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, (JOB GRADE CPSB 04)
SALARY Ksh.105,570 x 5,070 – 110,640 x 5,300 – 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 x 6,380 – 139,790 p.m.
NUMBER OF VACANCIES: ONE (1)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities

Duties and responsibilities at this level will entail: developing human resource policies, strategies, regulations, procedures, rules and guidelines; developing human resource standards and guidelines; coordinating human resource management services in functional areas such as recruitment, promotion, discipline, training and development, placement and staff welfare; interpreting and applying on human resource management policies, rules and regulations, procedures and systems; analyzing data on human resource management for decision making; recommending for approval information relating to recruitment, appointment, transfer, human resource management information systems; maintaining staff establishment and complement control; coordinating research in human resource matters; coordinating the implementation of human resource decisions within the existing rules, regulations and procedures; identifying and recommending for approval the use of an appropriate human resource system (both manual and electronics); coordinating the carrying out of training needs assessment and approving trainings for staff; training staff on target setting and carrying out in staff performance appraisals systems: secretariat to the county human resource management advisory committee and coordinating the implementation of its decisions thereof; approving various claims relating to training, medical and others; coordinating the preparation of budget estimates for human resource management including personnel emoluments; administering welfare matters as required; handling staff grievances and industrial relation matters; maintaining an up-to-date human resource information database as per set procedures and policies; ensuring that human resource quality management standards are maintained; and analyzing human resource reports for decision making.

Requirements for appointment

For appointment to this grade, a candidate must have:

i. Bachelor's Degree in any of the following disciplines: Sociology, Public/Business Administration, or its equivalent qualification from a recognized institution

Plus

Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;

OR

ii. Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
iii. Have relevant knowledge and experience of not less than nine (9) years in the professional field, three (3) of which should be at supervisory or managerial level;
iv. Have a Certified Human Resource Practitioner (CHRP) certificate
v. Must have a valid practicing licence from IHRM;
vi. Membership certificate from the Institute of Human Resource Management in good standing;

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vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
viii. Certificate in computer application skills
ix. Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programs;

(Possession of a Master's degree will be an added advantage)

93. INSPECTOR WATER (JOB GRADE CPSB 11)
SALARY: KSH. 26,900x1,110-28,010x1,120-29,130x1,150-30,280x1,170-31,401x1,250-32,700x1,300-34,000x1,380-35,380 p.m.
NUMBER OF VACANCIES: TWO (2)
TERMS OF SERVICE: PERMANENT AND PENSIONABLE

Duties and Responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:

i. Designing, planning and supervising construction for water supplies and sewerage schemes;
ii. Compiling operation and maintenance data for boreholes and supervising water operators and artisans.

Requirements for Appointment
For appointment to this grade, a candidate must have:
i. Diploma in any of the following disciplines: Water Engineering, Water Resource Technology and Management, or any other relevant and equivalent qualification from a recognized institution.

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 26th November, 2026. Applicants MUST attach all the required documents as stipulated under the respective requirements for the position applied for in the advertisement. 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. Applications shall be addressed to: -

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

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