



**COUNTY GOVERNMENT OF LAIKIPIA  
COUNTY PUBLIC SERVICE BOARD  
P.O. Box 52-20300 NYAHURURU  
Tel: 0715 052 052  
Email: [cpsb@laikipia.go.ke](mailto:cpsb@laikipia.go.ke)**



**INTERNAL ADVERTISEMENT OF VACANCIES IN THE DEPARTMENT OF  
AGRICULTURE, LIVESTOCK AND FISHERIES.**

Laikipia County Public Service Board invites applications from competent and qualified **servicing officers** to fill the following vacant positions in the department of Agriculture: -

S No	POSITION	JOB GROUP	NUMBER OF VACANCIES
1	Assistant Director - Agriculture	CPSB 05	4
2	Chief Agricultural Officer	CPSB 07	1
3	Chief Assistant Agricultural Officer	CPSB 07	4
4	Assistant Agricultural Officer I	CPSB 09	1
5	Senior Assistant Agricultural Officer	CPSB 08	3
6	Assistant Director Livestock Production	CPSB 05	4
7	Chief Assistant Livestock Production Officer	CPSB 07	1
8	Senior Assistant Livestock Production Officer	CPSB 08	2
9	Chief Veterinary Officer	CPSB 06	1
10	Senior Animal Health Assistant	CPSB 10	1
11	Assistant Director of Fisheries	CPSB 05	1
12	Chief Fisheries Officer	CPSB 07	1
13	Assistant Fisheries Officer I	H/J/K/L	1
14	Chief Fisheries Assistant	CPSB 09	1
15	Principal Assistant Office Administrator	CPSB 06	1
16	Chief Assistant Office Administrator	CPSB 07	1
17	Senior Office Administrative Assistant	CPSB 09	1

**(A) AGRICULTURE SECTION**

**ASSISTANT DIRECTOR OF AGRICULTURE, JOB GROUP ‘CPSB 05’,  
NUMBER OF VACANCIES - 4 (FOUR).**

**Salary:** 87,360X3,190-90,550 X4,490-95,040X4,860-99,900X5,010-104,910X5,240-110,150X5,500-115,650X 5,780-121,430P.M

**Duties and responsibilities**

An officer at this level will be deployed at the County Headquarters. The Officer may be deployed as the Deputy to the County Director of Agriculture or as a subject matter specialist in charge of Horticulture, Crops, Agribusiness and Value addition and Crops Development services.

Duties and responsibilities will involve: implementation of the Strategic Plan and objectives of the Directorate, handling technical, administrative, budgetary and assets management issues; team building and setting performance targets and standards in consultation with the County Director of Agriculture.



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Other duties will involve compilation of field reports, and organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making.

**Requirement for appointment**

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

- a) Served in the grade of Principal Agricultural Officer in the Public Service for at least three [3] years;
- b) A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Agribusiness, Agriculture Extension and Education, or any other relevant and equivalent qualification from a recognized institution;
- c) A Master's degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Agribusiness, Agriculture Extension and Education, or any other relevant and equivalent qualification from a recognized institution;

**Or**

- d) Have served at the directorate's senior management position for a period of not less than 5 years.
- e) A Certificate in Computer application and
- f) Demonstrated a high degree of professional, technical competence and team building as reflected in work performance and results.
- g) Attended a management course lasting not less than four [4] weeks from recognized Institution;

**CHIEF AGRICULTURAL OFFICER, JOB GROUP 'CPSB 07'.**  
**NUMBER OF VACANCIES 1 - (ONE).**

**Salary: KSH. 49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120X2,920-62,040X3,080-65,120P.M.**

**Duties and responsibilities**

An officer at this level may be deployed at the Sub-County Headquarters as a subject matter Specialist to coordinate Gender and Home management; Land Development and Environmental Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training; or Promotion and development of Agribusiness activities.

Specific duties will entail compilation of field reports, Organizing and facilitating training programmes in liaison with relevant institutions and agencies and maintain data for effective decision making.

**Requirement for appointment**

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

- a) Served in the grade of Senior Agricultural Officer in the Public Service for at least three [3] years;
- b) A Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture ,Agriculture Economics, Agribusiness, Agriculture Extension and Education, or any other relevant and equivalent qualification from a recognized institution;
- c) Attended a management course lasting not less than four [4] weeks from recognized Institution;



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- d) A Certificate in Computer application and
- e) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

**CHIEF ASSISTANT AGRICULTURAL OFFICER, JOB GROUP 'CPSB 07'.  
NUMBER OF VACANCIES 4 (FOUR).**

**Salary: KSH. 49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120X2,920-62,040X3,080-65,120P.M.**

**Duties and responsibilities**

An officer at this level will be deployed at the Sub-County as a subject matter Specialist, at the Agricultural Training Centre as a Farm manager, crops or Agro-processing officer or as a ward agricultural officer. Duties as a Sub-county Subject Matter Specialist [SMS] will entail coordination of any of the following programmes: Gender and Home management; Land Development and Environmental Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training; or Promotion and development of Agribusiness activities.

**Requirement for appointment**

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

- a) Served in the grade of Senior Assistant Agricultural Officer in the Public Service for at least three [3] years;
- b) A Diploma in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Agribusiness, Agriculture Extension and Education, or any other relevant and equivalent qualification from a recognized institution;
- c) Attended a management course lasting not less than four [4] weeks from recognized institution;
- d) A Certificate in Computer application and
- e) Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

**ASSISTANT AGRICULTURAL OFFICER 1, (CPSB 09).**

**NO OF VACANCIES: ONE (1)**

**Salary KSH. 38,270X1,470-39,740X1,520-41,260X1,710-42,970X1,920-44,890 X 2,00 - 46,890 X2,110 -49,000 X 2,170 -51,170 P.M**

**Duties and Responsibilities:**

An officer at this level will be deployed in a specific agricultural project area such as Crop Production, Land Development, and Project Management within a division. Further, duties and responsibilities will entail preparation and implementation of farm business plans through analysis of various enterprises. The officer will also be required to monitor and advise on adoption of agricultural technologies.

**Requirements for Appointment:**

For appointment to this grade, an officer must have:

- i) served in the grade of Assistant Agricultural Officer II, for at least three (3) years;
- ii) attended a departmental training course in participatory approaches or supervision; and
- iii) Shown merit and ability as reflected in work performance and results.

**SENIOR ASSISTANT AGRICULTURAL OFFICER (CPSB 08)**



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**NUMBER OF VACANCIES: THREE (3)**

**Salary: KSH. 42,970X1,920-44,890X2000-46,890X2,110-49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120P.M.**

**Duties and Responsibilities:**

An officer at this level will be deployed in a division to be in-charge of an agricultural project implementation area or as a training coordinator/Farm Manager in an Agricultural Training Centre (ATC). Specific duties will involve overseeing the implementation of project work plans and preparation and execution of training programmes. As a Farm Manager the officer will be required to prepare and execute farm plans to ensure efficient running of the farm.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Agricultural Officer I/ chief agricultural assistant or in a relevant and comparable position in the public service for at least three (3) years;
- (ii) Diploma in any of the following fields: Agriculture, Food. Technology, Agriculture & Home Economics, Agricultural Education, Horticulture, or any other relevant and equivalent qualification from a recognized institution.

**(B) LIVESTOCK PRODUCTION SECTION: -**

**ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION, (CPSB 05)**

**NUMBER OF VACANCIES: FOUR (4)**

**SALARY: 87,360X3,190-90,550 X4,490-95,040X4,860-99,900X5,010-104,910X5,240-110,150X5,500-115,650X 5,780-121,430P.M**

**Duties and Responsibilities: -**

Duties and responsibilities at this level will entail:-organizing technical workshops, seminars and agricultural shows; guiding the preparation of technical papers and reports for professional forums; providing technical advice and information in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming; organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; analyzing livestock inputs and products samples; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation; implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding, fodder production and conservation, value addition to livestock products, apiculture, livestock breeding, nutrition, emerging livestock and other animal husbandry interventions; and advising farmers on group formation, construction of farm structures and equipment.

In addition, duties and responsibilities will involve: - overseeing effective and efficient management and preparing work plans and budgets for either a sheep and goat station, livestock farm, mobile pastoral training unit, pastoral training Centre or livestock improvement and multiplication farm; preparing agribusiness, ranch and farm plans; participating in monitoring and evaluation of livestock programmes; maintaining inventory of assets in a livestock production station/farm; collaborating with research institutions and other stakeholders on livestock production matters; and planning for conservation and utilization of range resources.





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**Requirements for Appointment: -**

- i. Served in the grade of Principal Livestock Production Officer for a minimum period of three (3) years.
  - ii. Bachelor's Degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Food Sciences and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution;
  - iii. Master's Degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Food Sciences and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution;
- 1. Or**
- iv. Have served in the directorate's senior management position for a period of not less than 5 years.
  - v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
  - vi. Certificate in computer applications from a recognized institution
  - vii. Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock production policies.

**CHIEF ASSISTANT LIVESTOCK PRODUCTION OFFICER (CPSB 07)**

**NUMBER OF VACANCIES: ONE (1).**

**SALARY: KSH. 49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120X2,920-62,040X3,080-65,120P.M.**

**Duties and Responsibilities: -**

Duties and responsibilities at this level will entail:- participating in organizing technical workshops, seminars and agricultural shows; preparing technical papers and reports for professional forums; maintaining the livestock data base; coordinating range planning, management and conservation; ensuring provision of holding grounds services to the livestock traders; providing technical advice and information in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming, organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; analyzing livestock inputs and products samples. 24 In addition, duties and responsibilities will involve: - disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation, implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding, fodder production and conservation, value addition to livestock products, apiculture, livestock breeding, nutrition, emerging livestock and other animal husbandry interventions; and advising farmers on group formation, construction of farm structures and equipment, guiding operations in either a sheep and goat station, livestock farm, mobile pastoral training unit, pastoral training Centre or livestock improvement and multiplication farm, participating in monitoring and evaluation of livestock programmes.

**Requirements for Appointment: -**

- i. Served in the grade of Senior Assistant Livestock Production Officer for a minimum period of three (3) years.



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- ii. A Diploma in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Food Sciences and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution.
- iii. Certificate in computer applications from a recognized institution.
- iv. A certificate in supervisory management course lasting not less than four weeks from recognized institution.
- v. Demonstrated competence and ability in work performance / results; and

**SENIOR ASSISTANT LIVESTOCK PRODUCTION OFFICER (CPSB 08)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: KSH. 42,970X1,920-44,890X2000-46,890X2,110-49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120P.M.**

**Duties and Responsibilities: -**

Duties and responsibilities at this level will entail:-preparing livestock technical information; providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming, organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation, implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; capturing, maintaining and storing livestock data; implementing livestock breeding and nutrition programmes; advising farmers on group formation, construction of farm structures and equipment, participating in monitoring and evaluation of livestock programmes.

**Requirements for Appointment: -**

- i. Served in the grade of Assistant Livestock Production Officer-1 for a minimum period of at-least three (3) years.
- ii. A Diploma in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Food Sciences and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution.
- iii. Certificate in computer applications from a recognized institution; and
- iv. Demonstrated competence and ability in work performance and results.

**(C) VETERINARY SECTION: -**

**CHIEF VETERINARY OFFICER, (CPSB 06) JOB GROUP 'N'**

**NUMBER OF VACANCIES ONE (1) POST**

**SALARY: KSH56,370X2,750-59,120X2,920-62,040X3,080-65,120X3,440- 68,560X3,590-72,150X3,790-75,940X3,800-79,740X3,810-83,550X3,810-87,360. P.M**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: -



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Disseminating data/information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices; treating sick animals; collating data and preparing reports on animal health, products and markets; undertaking post-mortem examination and other diagnostic tests;

Inspecting, grading and licensing plants processing animal products and transport carriers/containers; examining and issuing animal health certificates; and participating in field efficacy trials for drugs, vaccines and acaricides.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must-

- (i) have served in the grade of Senior Veterinary Officer for a minimum period of three (3) years;
- (ii) Be in-possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- (iii) Be registered by the Kenya Veterinary Board;
- (iv) Have Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

**Or**

- (v) Have served in the directorate's senior management position for not less than 5 years.
- (vi) Have a Certificate in computer applications from a recognized institution; and
- (vii) Have shown ability and demonstrated merit as reflected in work performance and results.

**SENIOR ANIMAL HEALTH ASSISTANT, (CPSB 10) JOB GROUP 'J'**

**NUMBER OF VACANCIES ONE (1)**

**SALARY:KSH.31,270X1,300-32,570X1,380-33,950X1,390-35,340X1,460-**

**36,800X1,470-**

**38,270X1,470-39,740X1,520-41,260P.M.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

Enforcing slaughterhouse hygiene and meat transport regulations; training farmers on livestock records keeping; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits; maintaining dairy units; rearing experimental animals; and participating in animal health field demonstrations and agricultural shows; demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; and undertaking artificial insemination, meat inspection and grading.

**(b) Requirements for Appointments;**

For appointment to this grade an officer must have:

- (i) Served in the grade of Animal Health Assistant I for a minimum period of three (3) years;



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- (ii) Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- (iii) be registered by the Kenya Veterinary Board;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown ability and demonstrated merit in work performance and results.

**(D). FISHERIES SECTION**

**ASSISTANT DIRECTOR OF FISHERIES, (CPSB 05)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY KSH. 87,360X3,190-90,550 X4,490-95,040X4,860-99,900X5,010-104,910X5,240-110,150X5,500-115,650X 5,780-121,430P.M**

**Duties and Responsibilities**

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**

- i. Served in the grade of Principal Fisheries Officer for a minimum period of three (3) years.
  - ii. Bachelor degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualification from a recognized institution.
  - iii. Master's degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualification from a recognized institution;
- Or**
- iv. Have served in the directorate's senior management position for a period of not less than 5 years.
  - v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
  - vi. Certificate in computer application skills from a recognized institution.
  - vii. Knowledge of the Fisheries development and management policies, Fisheries Act and other related Acts and international conventions.
  - viii. Shown merit and ability as reflected in work performance and results.

**CHIEF FISHERIES OFFICER (CPSB 07)**

**NUMBER OF VACANCIES ONE (1)**

**Salary: KSH. 49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120X2,920-62,040X3,080-65,120P.M.**





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**Duties and responsibilities:**

Duties and responsibilities at this level will entail: monitoring, control and surveillance of fisheries resources including frame, stock and catch assessment surveys; identifying critical habitats and seasons and designing appropriate protection strategies; monitoring fish habitats for pollutants; carrying out diagnosis, prevention and control of fish diseases; and disseminating fisheries related information.

In addition, duties and responsibilities will entail: undertaking fish inspection and quality assurance activities; providing fisheries extension services and updating fisheries database; and promoting fish marketing and value addition.

**Requirements for appointment**

- (i) Served in the grade of Senior Fisheries Officer for a minimum period of three (3) years.
- (ii) Bachelor degree in any of the following fields; -Fisheries, Zoology, Aquatic sciences, Natural resource management, Biochemistry, Food science and technology, Environmental science, Biological sciences, Physical sciences, Chemistry or any other equivalent qualifications from a recognized institution.
- (iii) Certificate in computer application skills from a recognized institution
- (iv) Shown merit and ability as reflected in work performance and result

**ASSISTANT FISHERIES OFFICER I (CPSB 09)**

**NUMBER OF VACANCIES ONE (1)**

**Salary: KSH. 38,270X1,470-39,740X1,520-41,260X1,710-42,970X1,920-44,890 X 2,00 - 46,890 X2,110 -49,000 X 2,170 -51,170 P.M**

**(a) Duties and responsibilities**

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

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

**(b) Requirements for Appointment**

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

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

**CHIEF FISHERIES ASSISTANT (CPSB 09)**

**NUMBER OF VACANCIES ONE (1)**

**Salary: KSH. 38,270X1,470-39,740X1,520-41,260X1,710-42,970X1,920-44,890 X 2,00 - 46,890 X2,110 -49,000 X 2,170 -51,170 P.M**

**(a) Duties and responsibilities**



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Duties and responsibilities at this level entail: - providing fisheries extension services including conducting field days and training fishers collecting and collating fisheries statistical data participating in monitoring, control and surveillance of fisheries resources; ensuring fish quality assurance; and promoting fish marketing and Value addition. The officer will also be responsible for conducting, training and supervising Fisheries Assistants at the lower levels.

**(b) Requirements for Appointment**

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

- i. Served in the grade of Senior Fisheries Assistant for a minimum of three (3) years
- ii. Certificate in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

**(E). OFFICE ADMINISTRATORS / SECRETARIES: -**

**PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR (JOB GROUP 'N/ CPSB 06")**  
**NUMBER OF VACANCIES ONE (1)**

**SALARY:KSH.56,370X2,750-59,120X2,920-62,040X3,080-65,120X3,440-68,560X3,590-72,150X3,790-75,940X3,800-79,740X3,810-83,550X3,810-87,360. P.M**

**REQUIREMENTS FOR APPOINTMENT**

For Appointment to this grade an officer must have:-

- i. Served in the grade of Chief Assistant Office Administrator for a minimum period of three (3) years.
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council.

**OR**

Business Education Single and Group Certificate (BES & SC) stage I, II and III from the Kenya National Examinations Council in the following subjects

- (a) Shorthand III (minimum 120 w.p.m)
  - (b) Typewriting III ((50 w.pm)/computerized document Processing III)
  - (c) Business English III/Communication II
  - (d) Commerce II
  - (e) Office Practice II
  - (f) Office management III/Office Administration and management III
  - (g) Secretarial duties II
- iii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government training institution.
  - iv. Certificate in management course lasting not less than four (4) weeks from a recognized institution.
  - v. Certificate in computer applications from a recognized institution.
  - vi. Demonstrated professional competence in office administrative services/

**CHIEF ASSISTANT OFFICE ADMINISTRATOR (CPSB 07)**

**NUMBER OF VACANCIES ONE (1)**

**SALARY: 49,000X2,170-51,170X2,550-53,720X2,650-56,370X2,750-59,120X2,920-62,040X3,080-65,120P.M.**

**REQUIREMENTS FOR APPOINTMENT**



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For Appointment to this grade an officer must have:-

- i. Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) yeas.
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council.

**OR**

Business Education Single and Group Certificate (BES & SC) stage I, II and III from the Kenya National Examinations Council in the following subjects

- (a) Shorthand III (minimum 120 w.p.m)
  - (b) Typewriting III ((50 w.pm)/computerized document Processing III)
  - (c) Business English III/Communication II
  - (d) Commerce II
  - (e) Office Practice II
  - (f) Office management III/Office Administration and management III
  - (g) Secretarial duties II
- iii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government training institution.
  - iv. Certificate in Supervisory skills course lasting not less than two (2) weeks from a recognized institution.
  - v. Certificate in computer applications from a recognized institution.
  - vi. Shown merit and ability as reflected in work performance and results.

**SENIOR OFFICE ADMINISTRATIVE ASSISTANT (JGCPSB 09)**

**NUMBER OF VACANCIES ONE (1)**

**SALARY: KSH. 38,270X1,470-39,740X1,520-41,260X1,710-42,970X1,920-44,890X2,000-46,890X2,110-49,00X2,170-51,170P.M.**

**Duties and Responsibilities**

Taking oral dictation, word and data processing, operating office equipment, documents and records, attending to visitors/clients, handling telephone calls and appointments, maintaining an up to filing system in the office, supervision of office administrative services duties that may be assigned.

**Requirement for Appointment**

- i. Served in the grade of Office Administrative Assistant (1) for a minimum period of three (3) years.
- ii. Business Education Single and Group Certificates (BES&GC) from the Kenya National Examinations Council in the following subjects.
  - a) Typewriting III (minimum 50 WPM)/ computerized documents processing III
  - b) Business English III/Communication II
  - c) Commerce II
  - d) Office Practice II
  - e) Secretarial Duties II
  - f) Office Management III/Office Administration and Management III

**Or**



**COUNTY GOVERNMENT OF LAIKIPIA**  
**COUNTY PUBLIC SERVICE BOARD**  
**P.O. Box 52-20300 NYAHURURU**  
**Tel: 0715 052 052**  
**Email: [cpsb@laikipia.go.ke](mailto:cpsb@laikipia.go.ke)**



- iii. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council.
- iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other government training institution.
- v. Certificate in computer application from a recognized institution.
- vi. Shown merit and ability as reflected in work performance.

*Applications complete with a detailed resume, a copy of the National Identity card, copies of academic and professional certificates and other testimonials should be emailed to:*

[careers@laikipia.go.ke](mailto:careers@laikipia.go.ke)

**IMPORTANT INFORMATION TO ALL APPLICANTS**

1. To be considered, your application must be received on or before **30<sup>th</sup> January 2023**.
2. Application and all other attachments should be sent as **ONE PDF** document of **not more than 5 MBs**.
3. **ONLY** Shortlisted candidates will be contacted and will be required to present their original academic and Professional documents during the interview.
4. Laikipia County Public Service Board only contacts through the number indicated above and does not charge any fee at any of the recruitment stages.
5. Any form of Canvassing will lead to automatic disqualification.
6. Laikipia County Government is an Equal Opportunity Employer, Persons with disability, marginalized and minorities are encouraged to apply.