

altCOUNTY GOVERNMENT OF KITUI

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Kitui County Public Service
Board
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KITUI COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT FOR COMPETITIVE PROMOTIONS

Pursuant to Article 235 of the Constitution of Kenya and Sections 59, 65 and 70 (1) of the County Governments Act, 2012, the Kitui County Public Service Board invites applications from competent and qualified officers currently serving in the Kitui County Public Service on **Permanent and Pensionable** terms of service to fill the following vacancies:

1. MINISTRY OF FINANCE, ECONOMIC PLANNING AND REVENUE MANAGEMENT

A. DEPARTMENT OF FINANCE, REVENUE MANAGEMENT & ACCOUNTING

1) Deputy Director - Accounting Services, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director – Accounting Services, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in Commerce (Accounting or Finance option) from a recognized institution;
- iii. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Master’s degree in any of the following: Commerce, Accounting, Business Administration, Finance or their equivalent qualification from a recognized institution;
- v. Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- vi. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and

- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Provision of advisory services to the Accounting Officer and other stakeholders on all financial and accounting matters in an accounting unit;
- ii. Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- iii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- iv. Provision of quality and timely accounting services in the accounting unit including maintenance of accurate accounting records and preparation of management and statutory financial reports;
- v. Participating and advising in all Ministerial Committees especially tender, planning, audit, training, etc.;
- vi. Maintaining an inventory on all bank accounts in the Accounting Unit and their approved signatories;
- vii. Authorize payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate;
- viii. Ensuring all statutory reports are prepared as per the required law;
- ix. Attending Public Accounts Committee hearings;
- x. Safeguarding Government assets and records in the Accounting Unit; and
- xi. Supervision, training, development and deployment of accounts staff.

2) Assistant Director, Supply Chain Management Services, Job Group ‘P’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Supply Chain Management Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Diploma in Supplies Management or its approved equivalent from a recognized Institution;

- iii. a Bachelor's Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- iv. a Master's Degree in any of the following: - Procurement and Supply Management, Logistics and Supply Chain Management, Business Administration, Commerce or any other relevant field from a recognized institution; and
- v. shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Planning, organizing, administration and control of the Supply Chain Management units in the Ministry/Department;
- ii. Analyzing the impact of Supply Chain Management policies and regulations; and
- iii. Ensuring correct interpretation and implementation of Public Procurement and Disposal Act, 2005 and other statutes, policies, rules and regulations that may impact on the Supply Chain Management.

3) Principal Internal Auditor, Job Group 'N', Three (3) Posts

Requirements for Appointment

For appointment to this grade, an officer must have;

- i. Satisfactorily served for at least three (3) years in the grade of Chief Internal Auditor, Job Group 'M' and is in possession of CPA Part III or CIA Part IV;

OR

- ii. Served in the grade of Chief Internal Auditor, Job Group 'M' for at least three (3) years and is in possession of Bachelor of Commerce degree (Accounting/Finance option) and holds a post graduate Diploma in Internal Auditing or its equivalent;

OR

- iii. Be a holder of Master's degree in Business Administration/Master of Science in Auditing and Consultancy and have served for at least three (3) years in the grade of Chief Internal Auditor;

OR

- iv. Served for at least five (5) years in the grade of Chief Internal Auditor, Job Group ‘M’ and in possession of CPA Part II or CIA Part III; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risk inherent in terms of the audit cost involved;
- ii. Determining adequacy and effectiveness of internal control systems;
- iii. Carrying out investigations on irregularities identified or reported in audit reports; and
- iv. Ensuring Government assets are safeguarded and properly utilized.

4) Senior Finance Officer, Job Group ‘M’, Six (6) Posts

Requirements for Appointment

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

- i. Served in the grade of Finance Officer I, Job Group ‘L’, for at least three (3) years;
- ii. A Certificate in Public Finance Management from a recognized institution lasting not less than four (4) weeks;
- iii. Attended a Senior Management Course lasting not less than four (4) from a recognized institution;
- iv. Bachelor’s degree in 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
- v. Shown merit and ability as shown in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Control of expenditure commitments in the Ministries/Departments;
- ii. Initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. Processing of Medium-Term Expenditure Framework and revised estimates budget; and

- iv. Taking initial action for the budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures.

5) Chief Accountant, Job Group 'M', Four (4) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Accountant, Job Group 'L' for a minimum period of three (3) years;
- ii. Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

OR

Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent

- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Planning, directing, coordinating, supervising areas of control;
- ii. Training and development of staff under him/her;
- iii. Setting targets for the division;
- iv. May occasionally be required to undertake ad hoc assignments relating to accounting services;
- v. May be called upon to assist in preparation of final accounts;
- vi. Ensure safe custody of Government assets and records under him/her;
- vii. Responsible for authorizing payments and signing cheques subject to set limits;
- viii. Timely and accurate preparation of management reports that fall under his/her division; and
- ix. Providing guidance to officers under him/her to achieve desired results.

6) Principal Library Assistant, Job Group ‘N’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Library Assistant, Job Group ‘M’ for a minimum period of three (3) years;
- ii. A Diploma in Library or Information Studies or equivalent qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Work at this level will include:

- i. Coordinating and implementation of work programs;
- ii. Overseeing indexing and abstracting of journal articles;
- iii. Operating current awareness service;
- iv. Editing of reports, newsletters and other publications;
- v. Selection and purchasing of Library and other research materials in consultation with professionals and researchers;
- vi. Ensuring provision of facilities for efficient utilization of services required by users.
- vii. Other responsibilities will include training, supervising and guiding of technical staff working under the officer.

7) Principal Assistant Office Administrator, Job Group ‘N’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Assistant Office Administrator, Job Group ‘M’ for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages 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.p.m)/Computerized Document Processing III;

- c. Business English III/Communications 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 Institute;
 - 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; and
 - vi. Demonstrated professional competence in office administrative services.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Handling customer inquiries and complaints;
- vii. Coordinating schedules of meetings and appointments;
- viii. Coordinating travel arrangements;
- ix. Ensuring security of office records, equipment and documents, including classified materials;
- x. Ensuring security, integrity and confidentiality of data;
- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xii. Maintain an up to date filing system in the office;
- xiii. Preparing responses to routine correspondence;
- xiv. Managing office protocol and etiquette;
- xv. Managing petty cash; and
- xvi. Any other office administrative services duties that may be assigned.

8) Chief Supply Chain Management Officer, Job Group ‘M’, Three (3) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Supply Chain Management Officer, Job Group ‘L’ for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its approved equivalent in a relevant field from a recognized institution;
- iii. A Bachelor’s degree in any of the following disciplines: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution; and
- iv. Shown administrative ability, wide knowledge and experience in procurement procedures.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Analyze Supply Chain Management issues emanating from the department and initiate appropriate action;
- ii. Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures;
- iii. Planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control; and
- iv. The officer will be involved in tender committee secretariat duties and implementation of policy decisions.

9) Senior Supply Chain Management Officer, Job Group ‘L’, Nine (9) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Supply Chain Management Officer I, Job Group ‘K’ for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its approved equivalent from a recognized institution;

- iii. A Bachelor Degree in any of the following: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Planning and Coordination of Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and equipment, market surveys and research, procurement planning and inventory stock control; and
- ii. The officer may also be called upon to head a Supply Chain Management section or unit in a Ministry/Department or district.

10) Senior Supply Chain Management Assistant, Job Group ‘L’, One (1) Post

Requirement for Appointment

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

- i. Served in the grade of Supply Chain Management Assistant I, Job Group ‘K’ for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its equivalent qualification from a recognized Institution; and
- iii. shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specifically, duties will entail:

- i. Supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer;
- ii. Assisting in procurement, preparation of procurement plans, market survey and research;
- iii. Disposal of stores and equipment in accordance to the laid down regulations and procedures; and
- iv. Preparation of periodic and annual Supply Chain Management reports/returns.

11) Supply Chain Management Assistant I, Job Group ‘K’, Two (2) Posts

Requirements for Appointment

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

- i. Served in the grade of Supply Chain Management Assistant II, Job Group ‘J’, for a minimum period of three (3) years;
- ii. a Diploma in Supplies Management or its equivalent qualification from a recognized Institution; and
- iii. shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Warehousing;
- ii. Distribution;
- iii. Fleet management;
- iv. Inventory; and
- v. Stock control.

12) Senior Clerical Officer, Job Group ‘H’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its approved equivalent;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. compiling statistical records;
- ii. carrying out transactions related to accounts or personnel information;
- iii. filing receipts;
- iv. receiving, sorting out, filling and dispatching correspondence;
- v. recording, folioing and filling applications for registration and licensing documents;
- vi. preparing initial documents for issuance of stores;
- vii. preparing Pay Change Advices (PCAs);
- viii. checking general office cleaning and security of buildings and equipment;
- ix. verifying pension claims;
- x. processing documents for issuance of licenses;
- xi. maintaining and updating files;
- xii. controlling movements of records and files; and
- xiii. managing registers.

B. DEPARTMENT OF ECONOMIC PLANNING AND BUDGETING

1) Deputy Chief Economist/Deputy Chief Statistician, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Economist/Principal Statistician, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in Economics or Economics and Mathematics or Economics and Statistics from a recognized institution;
- iii. Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results;
- iv. Managerial experience necessary for the effective management of staff; and
- v. Attained qualifications in Economics or Statistics of at least Master of Arts (MA), Master of Science (MSc) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. General direction of the economic planning function and production of statistical data;
- ii. Preparation of development plans, strategies, policies and programmes;
- iii. Monitoring and evaluation of policies and programmes;
- iv. Collation and presentation of statistical data in the form of survey reports and bulletins in ministries;
- v. Direction, control and coordination of all the various planning or statistical activities of professional and supporting staff within the planning department as well as those serving in similar capacities in other Ministries.

2) Senior Economist I/Senior Statistician I, Job Group ‘N’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served at the level of Senior Economist II/Senior Statistician II, Job Group ‘M’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in Economics or Economics and Mathematics or Economics and Statistics from a recognized institution;
- iii. Demonstrated administrative and professional competence in executing work at this level; and
- iv. Attained qualifications in Economics or Statistics of at least Master of Arts (MA), Master of Science (MSc) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Supervision of several Economists I/Statisticians I;
- ii. Assisting in formulation of economic and statistical policies; and
- iii. Initiation, implementation and appraisal of national, rural or urban development strategies and projects.

2. OFFICE OF THE DEPUTY GOVERNOR

1) Director, Tourism, Job Group ‘R’, One (1) Post

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Served in the grade of Deputy Director, Tourism, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. A Bachelor’s Degree in any of the following disciplines: Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option) or International Relations from a recognized institution;
- iii. A Master’s Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography or International Relations or any other equivalent qualification from a recognized institution;
- iv. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- v. Shown merit as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Providing technical advice on matters pertaining to Tourism;
- ii. Overall planning, direction, overseeing, coordination, evaluation and implementation of programmes/projects of the Department;
- iii. Initiation, formulation, review and implementation of policies;
- iv. Integrating National Development and County policies, goals and objectives in to the Tourism functions;
- v. Representing the Chief Officer in relevant Boards and Councils; and
- vi. Coordinating and consulting with local, national and international bodies on matters relating to tourism as well as developing appropriate vision for the department.

2) Deputy Director, Tourism, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Served in the grade of Assistant Director, Tourism, Job Group ‘P’ for a minimum period of three (3) years;
- ii. A Bachelor’s Degree in any of the following disciplines: - Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option) or International Relations from a recognized institution;
- iii. A Master’s Degree in any of the following fields: Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography or International Relations or any other equivalent qualification from a recognized institution;
- iv. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- v. Shown merit as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Facilitating, coordinating and monitoring of activities performed by all divisions for efficient functioning of the Department;
- ii. Undertaking special duties and programmes in the tourism sector including responding to critical issues and activities such as tourism safety concerns, crisis management and wildlife management policy implementation and reviews, coordinating tourism sustainability strategies, ensuring regular surveys on impact of tourism on economic growth, and coordinating preparation of tourism strategic plans;
- iii. Initiating tourism policy reviews and procedures, respond to County Assembly queries, preparation of reports and briefs;
- iv. Coordinating local and national investment programmes in tourism;
- v. Reviewing and implementation of bilateral and multilateral tourism agreements/protocols;

- vi. Maintenance of necessary linkages between the department and other stakeholders such as parastatals and national organizations concerned with tourism; and
- vii. Being in charge of administrative matters in the department including staff establishment and development, training, coaching and mentoring of staff.

3) Chief Tourism Officer, Job Group ‘M’ One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Senior Tourism Officer, Job Group ‘L’ for a minimum period of three (3) years;
- ii. A Bachelor’s Degree in any of the following disciplines: - Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option) or International Relations from a recognized institution;
- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution;
- iv. Demonstrated merit and ability as reflected in work performance and results; and
- v. Shown merit as reflected in work performance and results.

Duties and Responsibilities

- i. Supervision of Tourism Assistants;
- ii. Supervision of processing of applications for licenses;
- iii. Organize and schedule for routine inspection of tourist facilities; and
- iv. Preparation of period reports regarding revenue and registration of tourism enterprises.

4) Chief Game Warden, Job Group ‘M’, Two (2) Posts

Requirements for Appointment

For appointment to the grade, an officer must:

- i. Have served in the grade of Senior Game Warden for at least three (3) years;
- ii. Have a Bachelor's Degree in either Wildlife Management, Environment, Ecotourism, Physical or Biological Science;

- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- iv. Shown merit as reflected in work performance and results.

Duties and Responsibilities

- i. Guide in policy formulation in wildlife and conservation;
- ii. Park/Reserve Security master plan generation;
- iii. Supervise enforcement of Park/Reserve/protected area Conservation Laws;
- iv. Preparation of park/Reserve budgets;
- v. Liaison with other organizations who are involved in game parks;
- vi. Developing and undertaking the strategic implementation of game reserve management plans;
- vii. Coordinate and supervise research, surveys, and monitoring of wildlife in the game reserves and wildlife conservancies;
- viii. coordinating searches and rescue and emergency operations in the game reserves;
- ix. Supervise the management of tourist facilities and services in the county game reserves;
- x. Spearheading wildlife conservation in the game reserves including restocking of plant and animal species;
- xi. Designing and implementing training programs for wardens and community rangers; and
- xii. Developing and maintenance of protected areas' infrastructure.

5) Chief Assistant Office Administrator, Job Group 'M', One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Assistant Office Administrator, Job Group 'L' for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- iii. Business Education Single and Group Certificates (BES & GC) Stages 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.p.m)/ Computerized Documents Processing III;

- c. Business English III/Communications II;
 - d. Commerce II;
 - e. Office Practice II;
 - f. Office Management III/Office Administration and Management III;
 - g. Secretarial Duties II;
- iv. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institution;
 - v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from recognized institution;
 - vi. Certificate in computer applications from a recognized institution; and
 - vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. taking oral dictation;
- ii. using e-office to research and process data;
- iii. operating office equipment;
- iv. attending to visitors/clients;
- v. handling telephone calls;
- vi. coordinating schedules of meetings and appointments;
- vii. ensuring security of office records, equipment and documents, including classified materials;
- viii. preparing responses to routine correspondence;
- ix. managing office protocol and etiquette;
- x. managing petty cash;
- xi. monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office;
- xii. coordinating travel arrangements;
- xiii. handling customer inquiries and complaints; and
- xiv. establishing and undertaking any other office administrative services duties that may be assigned.

3. MINISTRY OF CULTURE, GENDER, YOUTH, ICT, SPORTS AND SOCIAL SERVICES

A. Department of Youth, Sports & ICT

1) Director of Sports, Job Group ‘R’, One (1) Post

Requirements for Appointment

For Appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director of Sports, Job Group ‘Q’ for a minimum period of three (3) years.
- ii. Bachelor’s degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

OR

- Bachelor’s degree in social sciences with Post Graduate Diploma in Sports Administration and Management or equivalent qualification from a recognized institution;
- iii. Master’s degree in any of the following disciplines; Physical Education, Recreation Management, Exercise and Sports Science, Social Sciences, Management and Administration or equivalent qualification from recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in Computer Application from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating design, implementation, monitoring and evaluation of sports programmes and activities;
- ii. Liaising with relevant stakeholders in mobilizing resources for sports programmes and activities;
- iii. Coordinating research and innovation in sports;
- iv. Ensuring annual work plans, procurement plans and budgeting for the Department is undertaken;
- v. Coordinating Cash Awards and Honour Scheme for sports persons and veterans;
- vi. Mainstreaming of sports affairs at local, national and international levels;
- vii. Liaising with stakeholders in the development of sports infrastructure; and

viii. Ensuring efficient staff management, training and development.

2) Deputy Director of Sports, Job Group 'Q', One (1) Post

Requirements for Appointment

For Appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director Sports Officer for a minimum period of three (3) years.
- ii. Bachelor's degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

OR

- Bachelor's degree in social sciences with Post Graduate Diploma in Sports Administration and Management or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines; Physical Education, Recreation Management, Exercise and Sports Science, Social Sciences, Management and Administration or equivalent qualification from recognized institution;
 - iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
 - v. Certificate in Computer Application from a recognized institution; and
 - vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Designing and coordinating sports programmes;
- ii. Coordinating identification and establishment of Youth Sports Centres;
- iii. Acquisition, distribution and maintenance of sports equipment and implements;
- iv. Sensitizing the sports fraternity on dangers of doping, drugs and substance abuse;
- v. Coordinating sports programmes and activities for vulnerable groups;
- vi. Participating in addressing sports complaints, petitions and disciplinary matters from Sports Federation and field offices;
- vii. Coordinating marking and weighing standards in sports;
- viii. Overseeing implementation of sports development projects; and
- ix. Monitoring implementation and evaluation of sports programmes and activities.

3) Assistant Director of Sports, Job Group ‘P’, One (1) Post

Requirements for Appointment

For Appointment to this grade, an officer must have:

- i. Served in the grade of Principal Sports Officer, Job Group ‘N’ for a minimum period of three (3) years.
- ii. Bachelor’s degree in any of the following disciplines; Physical Education, Sports Science or Leisure and Recreation Management, from a recognized institution.

OR

- Bachelor’s degree in social sciences with Post- Graduate Diploma in Sports Administration and Management equivalent qualification from a recognized institution;
- iii. Master’s degree in any of the following disciplines; Recreation Management, Exercise and Sports Science, Social Sciences, Management and Administration or equivalent qualification from recognized institution;
 - iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 - v. Certificate in Computer Application from a recognized institution; and
 - vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- i. Coordinating preparation of sports annual work plans, sports highlights and reports;
- ii. Organizing sports championships;
- iii. Coordinating establishment of Youth Sports Centers;
- iv. Selecting teams and individuals for national competitions;
- v. Partnering with public and private organizations and individuals in developing sports facilities in the County;
- vi. Liaising with sports federations, clubs and teams in conducting clinics to promote sports standards;
- vii. Recommending exceptionally talented individuals to Sports Department Headquarters, Sports Federations, clubs or sports academics;
- viii. Collaborating with Sports Federations to monitor doping in sports;

- ix. Conduction sports seminars, workshops, clinics, retreats and symposia for sports officials;
- x. Coordinating budget preparation, human resource management and development;
- xi. Serving as Secretary to the County Sports Council;
- xii. Coordinate acquisition, distribution and maintenance of sports equipment and implements;
- xiii. Participate in addressing sports complaints, petitions and disciplinary matters from federations and field offices;
- xiv. Ensures maintenance of standards of sports goods and equipment; and
- xv. Participate in monitoring and evaluating sports programmers and activities in the County.

4) Deputy Director, Information Communication Technology, Job Group ‘Q’, Two (2) Posts

Requirements for Appointment

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

- i. Served in the grade of Assistant Director, Information Communication Technology, Job Group ‘P’ for a minimum period of three (3) years;
- ii. A Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized institution;

OR

A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

- iii. Master’s degree in Computer Science or any other ICT related discipline from a recognized institution; and
- iv. Demonstrated a high degree of competence as in identifying, designing and monitoring information technology projects.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Ensuring the implementation of ICT Projects;
- ii. Adherence to standards and procedures for ICT systems development projects;
- iii. Participating in selection, interviews and recruitment of ICT project team members;
- iv. Providing guidelines and advise to ICT project managers;

- v. Periodic review of project systems and procedures and recommending improvements;
- vi. Initiating policy review and updating of existing regulations on computing management including drawing of computer specifications for equipment and services; and
- vii. Ensuring adherence enforcement of all regulations, procedures and practices on computing management in all County Government Ministries/Departments.

5) Chief Information Communication Technology Officer, Job Group 'M', Eight (8) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Information Communication Technology Officer, Job Group 'L' for a minimum period of three (3) years;
- ii. A Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized institution;

OR

A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

- iii. Shown merit and ability as reflected in work performance and results; and
- iv. Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Coordinating systems analysis, design and programme specifications;
- ii. Ensuring timely implementation and effective maintenance of systems;
- iii. Developing reports on ICT standards and supervising overall systems documentation;
- iv. Taking charge of Information Communication Technology equipment maintenance;
- v. Preparing progress reports of the Information Communication Technology equipment maintenance;
- vi. Evaluating and recommending on the suitability of Information Communication Technology equipment;

- vii. Training of Information Communication Technology Hardware personnel and users; designing Local Area Network (LAN) and Wide Area Network (WAN); and
- viii. Preparing staff performance reports.

6) Deputy Director for Youth Development, Job Group ‘Q’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Assistant Director for Youth Development, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in Social Sciences/Arts from a recognized institution;
- iii. Master’s degree in Social Sciences/Arts from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in Computer Application from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Coordinating the formulation and implementation of policies, programmes, strategies and activities that promote youth development;
- ii. Mainstreaming youth affairs at county level;
- iii. Undertaking research and consultancy and disseminating information on youth development issues;
- iv. Coordinating the development of guidelines to strengthen linkages and dynamic partnership between stakeholders on absorption of youth into employment, internship and volunteerism; and
- v. Ensuring that an integrated youth information system is developed.

B. Department of Culture, Gender and Social Services

1) Director, Culture and Social Services, Job Group ‘R’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Deputy Director, Culture and Social Services, Job Group ‘Q’ for a minimum period of three (3) years;

- ii. A Bachelor's degree in any of the following disciplines: Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- iii. A Master's degree in any of the following disciplines: Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics (African Languages), Psychology, Political Science, International Relations, Cultural Tourism or its equivalent from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in Computer Application from a recognized institution;
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- i. Overseeing the formulation and implementation of cultural policies, strategies and programmes;
- ii. Implementation of bilateral and multilateral cultural matters;
- iii. Ensuring the establishment and management of community cultural centres, art galleries and research institutes;
- iv. Overseeing monitoring and evaluation of cultural programmes and submit periodic reports;
- v. Endorsing proposals to development partners aimed at empowerment of cultural practitioners;
- vi. Registering cultural practitioners;
- vii. Endorsing nomination documents of viable elements of intangible cultural heritage for inscription and safeguarding;
- viii. Recommending outstanding cultural personalities for awards and honors as national heroes and heroines;
- ix. Liaising with stakeholders in the preparation of cultural, cooperation agreements, ratification and domestication of cultural conventions; and

- x. Initiating and participating in cultural cooperation protocol meetings and implementing local, regional and national cultural exchange programmes.

2) Deputy Director, Community Development, Job Group ‘Q’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Assistant Director, Culture, Job Group ‘P’ for a minimum period of three (3) years;
- ii. A Bachelor’s degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent and relevant qualification from a recognized institution;
- iii. A Master’s degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent and relevant qualification from a university recognized in Kenya;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in Computer Application from a recognized institution;
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- i. Providing policy direction on community development matters;
- ii. Coordinating National and Regional community development programmes;
- iii. Overseeing intergovernmental partnerships and collaborations; and
- iv. Advising the Chief Officer on community development strategies.

3) Assistant Director, Community Development, Job Group ‘P’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Principal Cultural Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. A Bachelor’s degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent and relevant qualification from a university recognized in Kenya;
- iii. A Master’s degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent and relevant qualification from a university recognized in Kenya;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- i. Participating in the formulation, implementation and reviewing of culture and Arts policies, strategies and plans;
- ii. Developing project proposals for implementation;
- iii. Managing the and culture Arts Centres and galleries;
- iv. Identifying and nurturing new talents; and
- v. Initiating programmes with other Departments, Ministries, Regional and national and international institutions in matters related to The Culture and Arts.

4. MINISTRY OF EDUCATION, TRAINING AND SKILLS DEVELOPMENT

A. Department of Polytechnics, Vocational Centres & Home craft Centres

1) Chief Youth Polytechnic Instructor, Job Group ‘M’, Two (2) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Youth Polytechnic Instructor, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Computer Studies/ Science; Information and Communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/ Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; Carpentry & Joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- iii. Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Demonstrated a high degree of administrative and professional competence.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Participating in formulation of educational plans, management, administration, & development strategies for the Youth Polytechnic
- ii. Co-coordinating curriculum development, implementation and evaluation;
- iii. Instructing in areas of specialization;
- iv. Guiding and supervising newly deployed Youth Polytechnic Instructors;
- v. Co-coordinating setting, moderation and administering of examinations;
- vi. Carrying out research in relevant technical areas;

- vii. Ensuring proper utilization of training and learning resources in the Youth Polytechnic;
- viii. Liaising with relevant industries for trainee industrial attachments;
- ix. Coordinating and monitoring trainee progress reports;
- x. Ensuring proper maintenance of inventory of tools, equipment and training materials;
- xi. Participating in preparation of recurrent and development expenditures for the Youth Polytechnic; and
- xii. Supervising, training and developing staff.

2) Senior Clerical Officer, Job Group ‘H’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its approved equivalent;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Recording, folioing and filling applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing Pay Change Advices (PCAs);
- viii. Checking general office cleaning and security of buildings and equipment;

- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;
- xii. Controlling movements of records and files; and
- xiii. Managing registers.

5. MINISTRY OF ENERGY, ENVIRONMENT, CLIMATE CHANGE, FORESTRY, NATURAL AND MINERAL RESOURCES

A. Department of Environment and Forestry

1) Deputy Director, Environment, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have;

- i. Served in the grade of Assistant Director, Environment, Job Group ‘P’ for a minimum period of three (3) years.
- ii. Bachelor’s degree in any of the following disciplines: - Environmental Science and Management, Aquatic Science, Natural Resources Management, Forestry, Geospatial information and Remote Sensing, Bio-diverse systems Engineering, Water Resources Management, Agriculture or equivalent qualification from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Environmental Economics, Natural Resource Management, Aquatic Science, Environmental Education, Zoology, Health, Chemistry, Agriculture, Land and Water Management or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Membership to a relevant professional body.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Implementation of the strategic plan;
- ii. Coordinate the setting of performance targets;
- iii. Handling technical, administrative, human resource, budgetary and asset management;

- iv. Policy formulation, interpretation and implementation;
- v. Negotiation, legislation and domestication of relevant MEAs;
- vi. Conceptualization, development, implementation and monitoring of environmental and natural projects initiatives and programs; and
- vii. Rehabilitation, restoration and conservation of river basin and other riparian ecosystems.

2) Chief Forestry Officer, Job Group ‘M’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Senior Forestry Officer, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Bachelor of Science Degree in Forestry or its equivalent qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Membership to a relevant professional body;
- v. Certificate in computer application skills; and
- vi. shown merit and ability as reflected in work performance and results.

An officer at this level will be deployed either as a Subject Matter Specialist (SMS) or in the Sub-County or in the County headquarters.

Duties and Responsibilities as a Subject Matter Specialist (SMS)

- i. Farm forestry and extension;
- ii. Plantation management;
- iii. Natural forest conservation;
- iv. Forest protection;
- v. Forestry inventory;
- vi. Forest economics;
- vii. Participatory Forest Management;
- viii. Forest ecology and silviculture;
- ix. Forest fires;
- x. Forest health;

- xi. Marine ecosystem; and
- xii. Forest engineering.

Duties and Responsibilities at the Sub County

- i. Implementing forest programmes and projects;
- ii. Undertaking silvicultural operations;
- iii. Undertaking general forest conservation management and forestry extension;
- iv. Initiating gazettelement of additional forests;
- v. Preparing progress reports;
- vi. Collecting revenue; and
- vii. Forest protection.

Duties and Responsibilities at the County Headquarters

- i. Preparing technical reports;
- ii. Providing advice on areas of specialization;
- iii. Preparing forest management plans and liaising with research institutions on matters pertaining to forest development and research findings; and
- iv. Supervising work and staff in the station.

B. Department of Energy, Minerals and Natural Resources

1) Director of Administration, Job Group ‘R’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Deputy Director of Administration, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;

- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

- i. Initiating, interpreting, implementing and reviewing Administrative policies, strategies, procedures and programmes;
- ii. Coordinating, managing and supervising the general administrative function in the County;
- iii. Coordinating public service reforms;
- iv. Overseeing service delivering in the County;
- v. Overseeing development of programmes and projects to empower the community;
- vi. Coordinating and facilitating citizen participation in development of policies, plans and delivery of services;
- vii. Facilitating intra and inter-governmental relations and conflict resolutions;
- viii. Overseeing safe custody of county government assets;
- ix. Coordinating and liaising with other directorates and departments in the County;
- x. Ensuring compliance with legal, statutory and regulatory requirements;
- xi. Ensuring compliance with National Values and Principles of Good Governance;
- xii. Exercising any functions and powers delegated by the County Public Board under Section 86;
- xiii. Coordinating the development and implementation of the departmental strategic plan;
- xiv. Ensuring the development and review of departmental work plans and budgets;
- xv. Managing departmental performance;
- xvi. Ensuring compliance with principles and values of good management of departmental assets; and
- xvii. Overall management and development of staff.

2) Deputy Director, Energy, Job Group ‘Q’ One (1) Post

Requirements of Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director, Energy, Job Group ‘P’ for a minimum period of three (3) years;
- ii. A Bachelor’s degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental Science, Engineering (Mechanical, Chemical, Electrical, Energy) or equivalent qualification from a recognized institution;
- iii. A Master’s degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental Science, Engineering (Mechanical, Chemical, Electrical, Energy) or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution; and
- v. Certificate in computer application skills from a recognized institution;

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Developing and appraising alternative energy technologies, energy efficiency and conservation and bio-energy programmes and projects;
- ii. Undertaking feasibility studies to harness renewable energy resources;
- iii. Supporting private sector participation in production, distribution and marketing of renewable energy technologies;
- iv. Identifying and initiating programmes and projects in renewable energy as well as collaborative research activities;
- v. Advising investors on the statutory requirements and procedures for investment and implementation of renewable energy programmes and projects;
- vi. Initiating the mainstreaming of climate change mitigation and adaptation in renewable energy development;
- vii. Initiating the preparation of terms of reference (TOR) for outsourcing expertise and resources for implementing renewable energy programmes; and
- viii. Mentoring, coaching and managing performance of staff.

3) Senior Superintending Geologist (Geological Survey), Job Group ‘P’, One (1) Post Requirements for Appointment

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

- i. Served in the grade of Superintending Geologist (Geological Survey), Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor of Science degree in any of the following disciplines:- Geology, Geophysics, Geochemistry, Environmental Geology or its equivalent qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- iv. Membership to a relevant professional body.

Duties and responsibilities

- i. Supervision of geological mapping;
- ii. Supervision of mineral exploration and geological hazards programmes;
- iii. Planning, implementation, evaluation and assessment of the progress of various geological mapping, geophysical and geochemical mineral exploration, geotechnical and environmental investigation programmes; and
- iv. Prepare and negotiate projects’ plans that require external funding.

6. MINISTRY OF TRADE, COOPERATIVES AND INVESTMENT

A. Department of Trade, Industry, MSMEs and County EIZs

1) Director of Administration, Job Group ‘R’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Deputy Director of Administration, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

- i. Initiating, interpreting, implementing and reviewing Administrative policies, strategies, procedures and programmes;
- ii. Coordinating, managing and supervising the general administrative function in the County;
- iii. Coordinating public service reforms;
- iv. Overseeing service delivering in the County;
- v. Overseeing development of programmes and projects to empower the community;
- vi. Coordinating and facilitating citizen participation in development of policies, plans and delivery of services;
- vii. Facilitating intra and inter-governmental relations and conflict resolutions;
- viii. Overseeing safe custody of county government assets;
- ix. Coordinating and liaising with other directorates and departments in the County;
- x. Ensuring compliance with legal, statutory and regulatory requirements;
- xi. Ensuring compliance with National Values and Principles of Good Governance;
- xii. Exercising any functions and powers delegated by the County Public Board under Section 86;
- xiii. Coordinating the development and implementation of the departmental strategic plan;
- xiv. Ensuring the development and review of departmental work plans and budgets;
- xv. Managing departmental performance;
- xvi. Ensuring compliance with principles and values of good management of departmental assets; and
- xvii. Overall management and development of staff.

2) Deputy Director, Strategy and Branding, Job Group ‘Q’, Two (2) Posts

Requirements for Appointment

- i. Served in grade of the Assistant Director, Strategy and Branding, Job Group ‘P’ for a minimum period of three (3) years.
- ii. Be a holder of a Bachelor’s degree in Strategic Management, Public Administration, Urban and Rural Development, Management Science, Economics, Project Management, Marketing, Statistics or other relevant discipline from a recognized institution;
- iii. Be a holder of a Master’s degree in Strategic Management, Public Administration, Urban and Rural Development, Management Science, Economics, Project Management, Marketing, Statistics or other relevant discipline from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Leading in development and review of County Integrated Development Plan in line with Identified strategic objectives;
- ii. Promoting innovative, forward thinking as part of the strategic planning process;
- iii. Leading County wide collaborative efforts to help project the implication of possible actions and to inform the identification of key strategic initiatives for the County;
- iv. Leading and implementing select strategic projects and initiatives, often liaising closely with the Governor’s office;
- v. Driving and supporting key County wide planning processes, including portfolio planning, staffing planning, development planning and budgeting;
- vi. Coordination and review of achievements against planned County strategic objectives;
- vii. Participating in the communication of the County strategic direction that outlines strategic intent, initiatives required to address gaps and meet future preferred outcomes;
- viii. Reviewing the County long term strategic direction and providing strategic advice that reflects that direction;
- ix. Leading in the development and review of County Brand Elements and branding policies.
- x. Maintaining an awareness of the goals and accomplishments of the County Government;

- xi. Develop and document a continuous monitoring strategy/ framework for the County Government initiatives;
- xii. Providing regular monitoring and evaluation reports on the implementation of County initiatives;
- xiii. Defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the county projects;
- xiv. Analyzing compliance gaps and providing advice on possible solutions; and
- xv. Providing linkage between the County Government and various sector regulators.

3) Deputy Director, Trade, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Assistant Director, Trade, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent qualifications from a University recognized in Kenya;
- iii. Master’s degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent qualifications from a University recognized in Kenya;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail: -

- i. Monitoring and evaluating trade activities and programmers;
- ii. Analyzing and interpreting reports and field returns;
- iii. Monitoring the impact of trade practices and making recommendations;
- iv. Undertaking research and market intelligence;

- v. Participating in the preparation of the national business mapping directory;
- vi. Preparing briefs and position papers;
- vii. Interpreting and analyzing the Empowerment Fund quarterly returns and periodic inspections reports;
- viii. Promoting activities of Public Private Sector Partnership for trade development;
- ix. Coordinating the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain;
- x. Graduating Micro, Small and Medium Enterprises (MSMEs);
- xi. Selecting and prioritizing the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain;
- xii. Analyzing county reports, returns, and business mapping data and undertaking intra and inter-ministerial liaison on trade matters for trade development;
- xiii. Coordinating preparation of individual work plans;
- xiv. Facilitating the settlement of trade disputes and address to public complaints/customer care issues;
- xv. Identifying business opportunities in the domestic market;
- xvi. Undertaking research and carrying out market intelligence for trade development;
- xvii. Monitoring and evaluating trade activities and programmes and facilitating cross border trade;
- xviii. Promoting public-private sector partnership; promoting entrepreneurial venture creation, growth and development;
- xix. Facilitating the settlement of trade disputes of trade disputes;
- xx. Responding to public complaints/customer care issues;
- xxi. Monitoring the impact of trade practices and making recommendations; and
- xxii. Undertaking business counseling and consultancy services.

4) Assistant Director, Trade Development, Job Group ‘P’, One (1) Post

For appointment to this grade, a candidate must have:

- i. Served in the grade of Principal Trade Development Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International

Trade/Business/Relations or its equivalent qualifications from a University recognized in Kenya;

- iii. Master's degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent qualifications from a University recognized in Kenya;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- v. Shown merit as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Monitoring and evaluating trade activities and programmers;
- ii. analyzing and interpreting reports and field returns;
- iii. monitoring the impact of trade practices and making recommendations;
- iv. undertaking research and market intelligence;
- v. participating in the preparation of the national business mapping directory;
- vi. preparing briefs and position papers;
- vii. interpreting and analyzing the Empowerment Fund quarterly returns and periodic inspections reports;
- viii. Promoting activities of Public Private Sector Partnership for trade development; Coordinating the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain;
- ix. Graduating Micro, Small and Medium Enterprises (MSMEs); selecting and prioritizing the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain; analyzing county reports, returns, and business mapping data; and undertaking intra and inter-ministerial liaison on trade matters for trade development.
- x. Coordinating preparation of individual work plans; facilitating the settlement of trade disputes and address to public complaints/customer care issues; and
- xi. Identifying business opportunities in the domestic market; undertaking research; carrying out market intelligence for trade development;

- xii. monitoring and evaluating trade activities and programmes; and facilitating cross border trade;
- xiii. Promoting public-private sector partnership; promoting entrepreneurial venture creation, growth and development;
- xiv. Other duties will include facilitating the settlement of trade disputes of trade disputes; responding to public complaints/ customer care issues; monitoring the impact of trade practices and making recommendations; and undertaking business counseling and consultancy services.

5) Principal Trade Officer, Job Group ‘N’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Chief Trade Development Officer, Job Group ‘M’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business management, Entrepreneurship, Economics, International Trade/Business/Relations or its equivalent qualifications from a University recognized in Kenya;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- iv. Shown merit as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and evaluating trade activities and programmers;
- ii. Analyzing and interpreting reports and field returns;
- iii. Monitoring the impact of trade practices and making recommendations;
- iv. Undertaking research and market intelligence;
- v. Participating in the preparation of the national business mapping directory;
- vi. Preparing briefs and position papers;
- vii. Interpreting and analyzing the Empowerment Fund quarterly returns and periodic inspections reports;

- viii. Promoting activities of Public Private Sector Partnership for trade development; Coordinating the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain;
- ix. Graduating Micro, Small and Medium Enterprises (MSMEs); selecting and prioritizing the development of wholesale hubs/whole sale markets and tier 1 retail markets in the distribution value chain; analyzing county reports, returns, and business mapping data; and undertaking intra and inter-ministerial liaison on trade matters for trade development.
- x. Coordinating preparation of individual work plans; facilitating the settlement of trade disputes and address to public complaints/customer care issues; and
- xi. Identifying business opportunities in the domestic market; undertaking research; carrying out market intelligence for trade development;
- xii. Monitoring and evaluating trade activities and programmes; and facilitating cross border trade; and
- xiii. Promoting public-private sector partnership; promoting entrepreneurial venture creation, growth and development.

6) Chief Clerical Officer, Job Group ‘J’, Two (2) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer, Job Group ‘H’, for at least three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;

- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licenses;
- x. Maintaining an efficient filing system and safe keeping of invoices;
- xi. Drafting agenda for cases due for presentation to the Ministerial Human Resource Management and Advisory Committee (MHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;
- xiv. Controlling movements of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe of equipment, documents and records.

B. Department of Cooperatives and Citizen Group Economic Empowerment Initiatives

1) Deputy Director, Cooperative Development, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Assistant Director, Co-operative Development, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines; - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- iii. Master’s degree in any of the following disciplines; - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;

- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Demonstrated administrative ability and a high degree of professional competence in planning, conducting and supervising cooperative work.

Duties and Responsibilities

- i. Providing technical advice in area of specialization;
- ii. Advising on co-operative investments;
- iii. Preparing reports for policy formulation;
- iv. Enforcing compliance with cooperative legislation;
- v. Designing, coordinating and monitoring the implementation of cooperative activities, programmes and policies;
- vi. Carrying out market research and disseminating research findings;
- vii. Promoting value addition and processing;
- viii. Conducting co-operative banking inspections;
- ix. Undertaking co-operative risk assessment; and
- x. Developing new financial products and credit policies.

7. OFFICE OF THE GOVERNOR

A. Office of the County Secretary

1) Director of Administration, Job Group ‘R’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Deputy Director of Administration, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;

- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

- i. Initiating, interpreting, implementing and reviewing Administrative policies, strategies, procedures and programmes;
- ii. Coordinating, managing and supervising the general administrative function in the County;
- iii. Coordinating public service reforms;
- iv. Overseeing service delivering in the County;
- v. Overseeing development of programmes and projects to empower the community;
- vi. Coordinating and facilitating citizen participation in development of policies, plans and delivery of services;
- vii. Facilitating intra and inter-governmental relations and conflict resolutions;
- viii. Overseeing safe custody of County Government assets;
- ix. Coordinating and liaising with other directorates and departments in the County;
- x. Ensuring compliance with legal, statutory and regulatory requirements;
- xi. Ensuring compliance with National Values and Principles of Good Governance;
- xii. Exercising any functions and powers delegated by the County Public Board under Section 86;
- xiii. Coordinating the development and implementation of the departmental strategic plan;
- xiv. Ensuring the development and review of departmental work plans and budgets;
- xv. Managing departmental performance;
- xvi. Ensuring compliance with principles and values of good management of departmental assets; and
- xvii. Overall management and development of staff.

B. Office of the County Attorney

1) Deputy Director – Litigation and Case Management Services, Job Group ‘Q’, One (1) Post

Requirements for Appointment

For promotion to this grade, an officer must have:

- i. Served in the grade of Principal Legal Officer, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor of Laws (LLB) degree from a recognized university;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Membership to a relevant professional body; and
- vi. Proficiency in computer applications.

Duties and Responsibilities

- i. Representing the County Government in court in any legal proceedings to which the County Government is a party or has interest other than criminal proceedings;
- ii. Preparation of legal briefs;
- iii. Recommending investigation where necessary;
- iv. Liaison with departments and external lawyers;
- v. Negotiation of legal fees;
- vi. Verification and approval of external lawyers’ fee notes;
- vii. Prosecuting offences under the county laws;
- viii. Drawing and verifying charges;
- ix. Conducting pre-trials to prosecution witnesses and being a liaison with other county agencies on enforcement of county laws; and
- x. Bonding and ensuring execution of warrants of arrests.

**2) Deputy Director – Legislative Drafting, Contracts and Advisory, Job Group ‘Q’ One
(1) Post**

Requirements for Appointment

- i. Served in the grade of Principal Legal Officer, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor of Laws (LLB) degree from a recognized university;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Membership to a relevant professional body; and
- vi. Proficiency in computer applications.

Duties and Responsibilities

- i. Negotiation, drafting, vetting and interpretation of contracts, agreements, public private partnership, memoranda of understanding and treaties for and on behalf of the County Government and its agencies;
- ii. Advising all county agencies, departments and county co-operations on contracts and other legal matters;
- iii. Following up on the process of registration of leases;
- iv. Liaising with external lawyers in the preparation of leases;
- v. Undertaking legal research;
- vi. Preparing legal opinions;
- vii. Negotiating agreements on behalf of the County executive and its agencies;
- viii. Advising all county agencies, departments and county co-operations on contracts and other legal matters;
- ix. Following up on the process of registration of leases;
- x. Liaison with external lawyers in the preparation of leases;
- xi. Drafting legal documents and agreements on behalf of the county executive and its agencies;
- xii. Vetting legal documents and agreements on behalf of the county executive and its agencies;
- xiii. Interpreting documents and agreements for and on behalf of the county executive and its agencies;

- xiv. Maintaining a repository of all County laws and policies;
- xv. Providing advisory briefs to departments in the County executive on legislative and Constitutional matters;
- xvi. Undertaking reviews of framework agreements in line with the law and the best interests of the County executive and its agencies;
- xvii. Preparing draft policies and legislations for consideration by the County Executive; and
- xviii. Running the County Gazette.

C. Department of Public Service Management and General Administration

1) Director of Administration, Job Group ‘R’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Deputy Director of Administration, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

- i. Initiating, interpreting, implementing and reviewing Administrative policies, strategies, procedures and programmes;
- ii. Coordinating, managing and supervising the general administrative function in the County;
- iii. Coordinating public service reforms;

- iv. Overseeing service delivering in the County;
- v. Overseeing development of programmes and projects to empower the community;
- vi. Coordinating and facilitating citizen participation in development of policies, plans and delivery of services;
- vii. Facilitating intra and inter-governmental relations and conflict resolutions;
- viii. Overseeing safe custody of county government assets;
- ix. Coordinating and liaising with other directorates and departments in the County;
- x. Ensuring compliance with legal, statutory and regulatory requirements;
- xi. Ensuring compliance with National Values and Principles of Good Governance;
- xii. Exercising any functions and powers delegated by the County Public Board under Section 86;
- xiii. Coordinating the development and implementation of the departmental strategic plan;
- xiv. Ensuring the development and review of departmental work plans and budgets;
- xv. Managing departmental performance;
- xvi. Ensuring compliance with principles and values of good management of departmental assets; and
- xvii. Overall management and development of staff.

2) Deputy Director, Policy and Research, Job Group 'Q', One (1) Post

Requirements for Appointment:

- i. Served in the grade of Assistant Director, Policy and Research, Job Group 'P', for a minimum period of three (3) years;
- ii. Be a holder of a Bachelor's degree in Management Science, Economics, Statistics, Project Management, Strategic Management, Public Administration, Urban & Rural development, or equivalent qualification from a recognized institution;
- iii. Master's degree in Management Science, Economics, Statistics, Project Management, Strategic Management, Public Administration, Urban & Rural development, or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Proficiency in conceptualizing and developing proactive prospecting methodologies using such tools as constituent list segmentation, data mining, and electronic and peer screenings;

- vi. Demonstrated proficiency with electronic and printed reference materials;
- vii. Strong analytical skills, including expertise in the modeling and analysis of data;
- viii. Proficiency in relevant Computer applications; and
- ix. Valid membership to a legally recognized Professional Body will be an added advantage.

Duties and Responsibilities

- i. Advising on the establishment and management of policies that guide operations of the County Government;
- ii. Advising on and leading in the development of County specific policies on identified strategic initiatives;
- iii. Promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in areas related to the goals of the County Government;
- iv. Acting as the nexus between the County Government and the public with respect to research initiatives of mutual benefit;
- v. Transferring knowledge to society through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer;
- vi. Supervising research staff and ensuring adherence to professional standards and ethics of prospect research; and
- vii. Identifying sources of data, collection methods, resources needed and related cost.

3) Deputy Director, Monitoring and Compliance, Job Group ‘Q’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Assistant Director, Monitoring and Compliance, Job Group ‘P’, for a minimum period of three (3) years;
- ii. a Bachelor’s degree in Management Science, Economics, Project Management, Statistics, Strategic Management or equivalent qualification from a recognized institution;
- iii. Master’s degree in Management Science, Economics, Project Management, Statistics, Strategic Management or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;

- v. Understanding of wealth indicators and ability to translate such information into prospect ratings and gift estimates;
- vi. Strong analytical skills, including expertise in the modeling and analysis of data;
- vii. Ability to appropriately communicate sensitive information and to judge how and with whom this information should be shared; and
- viii. Advanced computer skills, particularly with the Microsoft Office suite of application.

Duties and Responsibilities

- i. Maintaining an awareness of the goals and accomplishments of the County Government;
- ii. Developing and documenting a continuous monitoring strategy/ framework for the County Government initiatives/ activities;
- iii. Providing regular monitoring and evaluation reports on the implementation of County Government initiatives;
- iv. Providing linkage between the County Government and various sectors regulators;
- v. Reviewing and analyzing weekly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting; and
- vi. Analyzing compliance gaps and providing advice on possible solutions.

4) Deputy Director, Human Resource Management and Development, Job Group ‘Q’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Assistant Director of Human Resource Management and Development, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- iii. Master’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution;

- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing human resource management and development policies, rules and regulations and analyzing their impact on performance management;
- ii. Advising the Authorized Officer on delegated powers including constitution of relevant committees and panels;
- iii. Coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee;
- iv. Ensuring that professional human resource management standards are maintained;
- v. Advising the Technical Departments on career and succession management, human resource planning and optimal utilization of human resources;
- vi. Coordinating the preparation of Personnel Emoluments (PE) budgets;
- vii. Coordinating the implementation of performance management systems including Staff Performance Appraisal System and the Rewards and Sanctions Framework;
- viii. Coordinating in-service training;
- ix. Ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
- x. Forecasting skill and competency requirements including administration of competency tests;
- xi. Overseeing preparation of training projections and plans; and
- xii. Performing any other relevant duties as may be assigned from time to time.

5) Assistant Director, Human Resource Management and Development, Job Group 'P', One (1) Post

Requirements for Appointment

- i. Served in the grade of Principal Human Resource Management and Development Officer, Job Group 'N' for a minimum period of three (3) years;

- ii. Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- iii. Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating human resource services in such areas as appointment, promotion, payroll management;
- ii. Discipline, pensions, establishment and complement control;
- iii. Analyzing staffing levels and making proposals for succession planning;
- iv. Analyzing utilization of human resources and advising on proper deployment;
- v. Analyzing staff career progression and making proposals for career development;
- vi. Ensuring the correct interpretation and implementation of human resource management and development regulations;
- vii. Preparing reports on the implementation of Performance Management and Performance Appraisal System;
- viii. Preparing reports on the administration and management of the Human Resource Information System;
- ix. Coordinating and implementing technical assistance training programmes;
- x. Undertaking training needs assessment;
- xi. Developing training plans and training programmes on performance and service delivery;
- xii. Monitoring implementation of human resource management and development policies, rules and regulations;

- xiii. Preparing and submitting reports on human resource management and development; and
- xiv. Validation and authentication of academic and professional certificates in liaison with the relevant authorities.

**6) Principal Human Resource Management and Development Officer, Job Group ‘N’,
One (1) Post**

For appointment to this grade, an officer must:

- i. Served in the grade of Chief Human Resource Management and Development Officer, Job Group ‘M’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
- iii. Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results

Duties and Responsibilities

- i. Coordinating human resource services in such areas as appointment, promotion, payroll management;
- ii. Discipline, pensions, establishment and complement control;
- iii. Analyzing staffing levels and making proposals for succession planning;
- iv. Analyzing utilization of human resources and advising on proper deployment;
- v. Analyzing staff career progression and making proposals for career development;
- vi. Ensuring the correct interpretation and implementation of human resource management and development regulations, labour laws and other statutes;
- vii. Managing the human resource information systems;

- viii. Preparing and compiling reports on the implementation of Performance Management Systems including Performance Appraisal Systems;
- ix. Developing training projections and plans;
- x. Coordinating the preparation and processing of cases for the Ministerial Human Resource Management Advisory Committee or County Human Resource Management Advisory Committee;
- xi. Organizing, coordinating, monitoring and evaluating training programmes;
- xii. Facilitating the nomination of officers for scholarships;
- xiii. Taking custody of Human Resource Development records; and
- xiv. Supervising training needs assessment and development.

7) Human Resource Assistant I, Job Group ‘K’, One (1) Post
Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Human Resource Assistant II, Job Group ‘J’ for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months;

OR

- Part II of the Certified Public Secretaries Examination from KASNEB;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Verifying information relating to: recruitment, appointment, transfers, training and development, discipline, establishment and complement control;
- ii. Implementing human resource management and development decisions within existing rules, Regulations and procedures;
- iii. Verifying human resource data in HRIS; and
- iv. Processing pension documents.

8) Chief Assistant Office Administrator, Job Group ‘M’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Assistant Office Administrator, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- iii. Business Education Single and Group Certificates (BES & GC) Stages 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.p.m)/ Computerized Documents Processing III;
 - c. Business English III/Communications II;
 - d. Commerce II;
 - e. Office Practice II;
 - f. Office Management III/Office Administration and Management III;
 - g. Secretarial Duties II;
- iv. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institution;
- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from recognized institution;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Coordinating schedules of meetings and appointments;
- vii. Ensuring security of office records, equipment and documents, including classified materials;

- viii. Preparing responses to routine correspondence;
- ix. Managing office protocol and etiquette;
- x. Managing petty cash;
- xi. Monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office;
- xii. Coordinating travel arrangements;
- xiii. Handling customer inquiries and complaints; and
- xiv. Establishing and undertaking any other office administrative services duties that may be assigned.

9) Principal Driver, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle(s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break systems, etc.;

- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

**10) Chief Information Communication Technology Officer, Job Group ‘M’, One (1) Post
Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Information Communication Technology Officer Job group ‘L’ or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized institution;

OR

A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

- iii. Shown merit and ability as reflected in work performance and results; and
- iv. Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Coordinating systems analysis, design and Programme specifications;
- ii. Ensuring timely implementation and effective maintenance of systems;
- iii. Developing reports on ICT standards;
- iv. Supervising overall systems documentation;
- v. Taking charge of Information Communication Technology equipment maintenance;
- vi. Preparing progress reports of the Information Communication Technology equipment maintenance;

- vii. Evaluating and recommending on the suitability of Information Communication Technology equipment;
- viii. Training of Information Communication Technology Hardware personnel and users;
- ix. Designing Local Area Network (LAN) and Wide Area Network (WAN); and
- x. Preparing staff performance reports.

11) Chief Clerical Officer, Job Group ‘J’, Three (3) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer, Job Group ‘H’, for at least three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licenses;
- x. Maintaining an efficient filing system and safe keeping of invoices;

- xi. Drafting agenda for cases due for presentation to the Ministerial Human Resource Management and Advisory Committee (MHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;
- xiv. Controlling movements of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe of equipment, documents and records.

12) Senior Clerical Officer, Job Group ‘H’, Five (5) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Recording, folioing and filling applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing Pay Change Advices (PCAs);

- viii. Checking general office cleaning and security of buildings and equipment;
- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;
- xii. Controlling movements of records and files; and
- xiii. Managing registers.

D. Department of Decentralized Units

1) Director of Administration, Job Group ‘R’, One (1) Post.

Requirements for Appointment

- i. Served in the grade of Deputy Director of Administration, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

- i. Initiating, interpreting, implementing and reviewing Administrative policies, strategies, procedures and programmes;
- ii. Coordinating, managing and supervising the general administrative function in the County;
- iii. Coordinating public service reforms;
- iv. Overseeing service delivering in the County;

- v. Overseeing development of programmes and projects to empower the community;
- vi. Coordinating and facilitating citizen participation in development of policies, plans and delivery of services;
- vii. Facilitating intra and inter-governmental relations and conflict resolutions;
- viii. Overseeing safe custody of county government assets;
- ix. Coordinating and liaising with other directorates and departments in the County;
- x. Ensuring compliance with legal, statutory and regulatory requirements;
- xi. Ensuring compliance with National Values and Principles of Good Governance;
- xii. Exercising any functions and powers delegated by the County Public Board under Section 86;
- xiii. Coordinating the development and implementation of the departmental strategic plan;
- xiv. Ensuring the development and review of departmental work plans and budgets;
- xv. Managing departmental performance;
- xvi. Ensuring compliance with principles and values of good management of departmental assets; and
- xvii. Overall management and development of staff.

2) Deputy Director of Administration, Job Group (Q), Two (2) Posts

Requirement for Appointment

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

- i. Served in the grade of Assistant Director of Administration, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;

- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

Duties and responsibilities at the Headquarters will entail:

- i. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- ii. Managing and supervising the general administration services;
- iii. Implementing public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Planning and coordinating office accommodation; and
- vi. Managing county Government assets.

Duties and Responsibilities in the Field Office will entail:

- i. Ensuring service delivering in the area of jurisdiction;
- ii. Facilitating mobilization and ensuring prudent utilization of resources;
- iii. Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- iv. Facilitating intra and inter-governmental relations and conflicts resolutions;
- 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 in the area of jurisdiction;
- viii. Ensuring compliance with national values and principles of good governance;
- ix. Identifying development project;
- x. Disseminating information to the Public; and
- xi. Providing linkages between the office and the community.

3) Principal Driver, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break system;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

4) Chief Clerical Officer, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer, Job Group ‘H’, for at least three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licenses;
- x. Maintaining an efficient filing system and safe keeping of invoices;
- xi. Drafting agenda for cases due for presentation to the Ministerial Human Resource Management and Advisory Committee (MHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;
- xiv. Controlling movements of records and files;
- xv. Drafting correspondences; and

- xvi. Ensuring safe of equipment, documents and records.

5) Senior Clerical Officer, Job Group ‘H’, Ten (10) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Recording, folioing and filling applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing Pay Change Advices (PCAs);
- viii. Checking general office cleaning and security of buildings and equipment;
- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;
- xii. Controlling movements of records and files; and
- xiii. Managing registers.

E. Department of Governor's Service Unit, SEKEB and Intergovernmental Relations

1) Assistant Director of Public Communication, Job Group 'P', One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. have served in the grade of Principal Public Communications, Job Group 'N' Officer for a minimum period three (3) years;
- ii. have a Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- iii. have a Master's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
- iv. possess advanced computer application skills;
- v. possess good oral and written communication skills in both English and Kiswahili;
- vi. be a person of high integrity, motivated and a team player; and
- vii. have demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Analyzing information on programmes, significant events and impact on the customers in a specific sectoral area;
- ii. Researching on possible causes of negative publicity on the Government on both local and international press and assisting in the development of possible strategies to address the situation;
- iii. Identifying Government events that require packaging for dissemination to the media and the public;
- iv. Preparing and organizing fora where Government policies, programmes and projects can be propagated and promoted;
- v. Prepare media supplements, documentaries, press releases/media feature; and
- vi. Regularly attend meetings at the Public Communications Office to deliberate on cross cutting issues that require to be centrally disseminated by the Office of Public Communications.

2) Senior Public Communications Officer, Job Group ‘L’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Public Communications Officer I for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following: Mass Communications, Communications Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualification from a recognized institution;

OR

Bachelor’s Degree in Social Sciences with a Postgraduate Diploma in Mass Communications, Communications Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution;

OR

Diploma in any of the following disciplines: - Journalism, International Relations, Mass Communication, Communication Studies, Public Relations or its approved equivalent qualifications from a recognized institution;

- iii. Possess good oral and written communication skills in both English and Kiswahili;
- iv. Possess advanced computer application skills; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Gathering information on programmes and significant events in a specified sectoral area and the impact on customers and forwarding the same to the Head of Public Communication Unit for dissemination;
- ii. Assisting in the development of communications and media strategy;
- iii. Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern;
- iv. Scheduling interviews with Government officials;
- v. Managing assigned projects/programmes; and
- vi. Organizing events under the guidance of the head of the Unit/Section.

8. MINISTRY OF AGRICULTURE AND LIVESTOCK

A. Department of Agriculture and Fisheries

1) Director of Agriculture, Job Group ‘R’, One (1) Post

Requirements for Appointment

For promotion to this grade, an officer must have:

- i. Served in the grade of Deputy Director of Agriculture, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master of Science (MSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution; and
- v. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Implementation of the strategic plan and objectives of the Department;
- ii. Handling technical, administrative, human resource, budgetary and assets management issues;
- iii. Team building and setting performance targets and standards;
- iv. Addressing stakeholders concerns and instituting operational accountability;
- v. Incorporating new initiatives into the departmental schemes of work;
- vi. Cost effective research to advance national and sectoral priorities;
- vii. Modernize and make extension services responsive to customer needs;
- viii. Update and rationalize technical training;

- ix. Maximize sustainable gains from crop development activities;
- x. Devise and apply strategies to maximize value of land and optimize its use for alternative purposes;
- xi. Promote value addition to agricultural produce; and
- xii. Enhance gainful cooperation between the sector and local/international stakeholders.

2) Assistant Director, Farm Development & Agricultural Mechanization, Job Group ‘P’, One (1) Post

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Principal Agricultural Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master of Science (MSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Provision of technical support on development of policies, strategies and guidelines on farm development and agricultural mechanization;
- ii. Formulation, implementation, monitoring and evaluation of projects, programs and activities related to farm development and Agricultural mechanization;
- iii. Establishing farming systems and land use patterns in the county;
- iv. Agricultural/farm mechanization advisory services including, design of farm buildings and structures;
- v. Development of farm lay out;

- vi. Soil and water conservation;
- vii. Coordination of tractor ploughing program;
- viii. Preparation and implementation of work plans and budgets;
- ix. Support preparation and implementation of field days, shows, exhibitions and trade fairs;
- x. Agricultural value chain development; and
- xi. Participating in the development of farm compensation guideline.

3) Assistant Director, Crop Development, Food & Nutrition Security, Job Group ‘P’,

One (1) Post

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Principal Agricultural Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master of Science (MSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Provision of technical support on development of crop policies and legislations;
- ii. Support implementation of national policies, strategies and programs on crop development, food and nutrition security;
- iii. Develop and implement Crop development strategies, programs and projects;
- iv. Promote appropriate crops, crop varieties and crop diversification;
- v. Promote soil fertility management and improvement;
- vi. Support soil testing and analysis;

- vii. Crop technology assessment and adaptation;
- viii. Collaboration with relevant stakeholders in the development of crop technologies;
- ix. Support preparation and organization of field days, agricultural shows, exhibitions and trade fairs;
- x. Preparation and implementation of crop development work plans and budgets;
- xi. Participation in the development of farm compensation guidelines;
- xii. Collaborating with stakeholders on availability and quality of farm inputs;
- xiii. Promotion of compliance to standards of crops production;
- xiv. Development of training packages on crop development in liaison with ATCs;
- xv. Assessment of county food production, requirements and deficits/surplus,
- xvi. Management of pest & diseases and postharvest losses; and
- xvii. Monitoring and reporting on county crop situation and food security.

**4) Assistant Director, Agricultural Extension & Training Services, Job Group ‘P’,
One (1) Post**

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Principal Agricultural Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master of Science (MSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Administration of agricultural extension services;
- ii. Formulation, implementation, monitoring and evaluation of extension projects and programs;
- iii. Setting up, structures and procedures for the operation of extension programs;
- iv. Undertake staff training needs assessment and development;
- v. Development and promotion of appropriate technology transfer in liaison with institutions involved in agricultural technology development;
- vi. Budgeting for agricultural extension programs;
- vii. Oversee management of Kitui Agricultural Training Centre;
- viii. Monitoring and evaluation of extension programs and activities;
- ix. Formulation and implementation of the extension performance contracts;
- x. Organization and Coordination of field days, shows, exhibitions and trade fairs; and
- xi. Collection and documentation farmer database.

5) Assistant Director, Planning and Agriculture Policy Development, Job Group ‘P’, One (1) Post

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Principal Agricultural Officer, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master of Science (MSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Development of agricultural policies and bills;
- ii. Identification, formulation, monitoring, evaluation and coordination of Development Projects and Programmes in collaboration with other Departments;
- iii. Oversee proper preparation of the technical department's work plans and budgets;
- iv. Formulation and implementation of performance contracts for the technical department; and
- v. Coordination of preparation of periodic reports of programs and activities.

6) Assistant Director, Sub-County Agricultural Offices, Job Group 'P', Eight (8) Posts

Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Principal Agricultural Officer, Job Group 'N' for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master of Science (MSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinate Implementation of agricultural policies, projects and programmes in the Sub County;
- ii. Harmonization of extension approaches and methodologies of various project/programmes in liaison with all stakeholders in Sub County;
- iii. Organization and Management of resources in the Sub County;
- iv. Coordination of preparation and implementation of work plans and budgets;

- v. Coordinate the organization of field days, exhibition and shows;
- vi. Promoting collaboration in the implementation of projects and programmes;
- vii. Preparation and implementation of performance contract for the Sub County staff appraisal and coordination of preparation of periodic reports;
- viii. Implementation of the agricultural extension services and training programmes in the Sub County;
- ix. Coordinating dissemination of relevant information and appropriate technology to farmers and other stakeholders; and
- x. Participating in monitoring and evaluation of projects and programmes in the Sub County.

7) Principal Agricultural Officer, Job Group ‘N’, Three (3) Posts

Requirements for Appointment

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

- i. Served in the grade of Chief Agricultural Officer, Job Group ‘M’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution; and
- iii. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Gender and home management;
- ii. Land development and environmental management;
- iii. Crop development;
- iv. Projects monitoring and evaluation;
- v. Extension, research liaison and training;
- vi. Promotion and development of Agribusiness activities; and

- vii. Compilation of field reports, organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making.

8) Chief Agricultural Officer, Job Group ‘M’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Senior Agricultural Officer, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Bachelor of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Coordination of all agricultural services in the administrative division;
- ii. Gender and home management;
- iii. Land development and environmental management;
- iv. Crop development;
- v. Projects monitoring and evaluation;
- vi. Extension, research liaison and training; and
- vii. Promotion and development of Agribusiness activities.

9) Chief Assistant Agricultural Officer, Job Group ‘M’, One (1) Post

Requirements for appointment

For appointment to this grade an officer must have: -

- i. Served in the grade of Senior Assistant Agricultural Officer, JG ‘L’, for a minimum period of three (3) years;

- ii. Diploma in any of the following fields: Agriculture, Food Technology, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Extension, or any other relevant and equivalent qualification from a recognized institution;
- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Gender and Home management;
- ii. Land Development and Environmental Management;
- iii. Crop Development;
- iv. Projects Monitoring and Evaluation;
- v. Extension, research liaison and training; and
- vi. Promotion and development of Agribusiness activities.

10) Senior Assistant Agricultural Officer, Job Group ‘L’, Ten (10) Posts

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, Job Group ‘K’ for a minimum period of three [3] years;
- ii. Diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Overseeing the implementation of project work plans and preparation;
- ii. Execution of training programmes; and
- iii. As a farm manager, prepare and execute farm plans to ensure efficient running of the farm.

11) Assistant Agricultural Officer I, Job Group ‘K’, Eleven (11) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Agricultural Officer II, Job Group ‘J’ for a minimum period of three [3] years;
- ii. Diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized institution;
- iii. Attended a departmental training course in Participatory approaches or supervision; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Preparation and implementation of farm business plans through analysis of various enterprises; and
- ii. Monitor and advise on adoption of agricultural technologies.

12) Senior Superintending Engineer (Agriculture), Job Group ‘N’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served in the grade of Superintending Engineer (Agriculture) for a minimum period of three (3) years;
- ii. Have Bachelor’s degree in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Surveying, Structures or any other relevant and equivalent qualification from a recognized institution;
- iii. Be registered by the Engineers Board of Kenya;
- iv. Have attended a Management Course lasting not less than four (4) weeks from a recognized institution; and
- v. Have demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- i. Planning and preparation of various projects and programmes including mechanization, agro-processing;
- ii. Planning and preparation of major structures in soil and water engineering; and
- iii. Designing and executing the training program for the technical staff.

13) Principal Clerical Officer, Job Group ‘K’, Three (3) Posts

Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- iii. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Passed the Proficiency Examination for Clerical Officers;
- vi. Certificate in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Verifying compiled statistical records for accuracy;
- ii. Coordinating processing of human resource records and accounting transactions;
- iii. Ensuring maintenance of efficient filing system;
- iv. Safe custody of invoices, receipts, vouchers and related records;
- v. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- vi. Verifying payment vouchers; computing financial or statistical records based on routine or special sources of information;

- vii. Drafting complex routine correspondences;
- viii. Drafting indents for advertisement;
- ix. Processing pension documents;
- x. Processing documents for issuance of academic records;
- xi. Inducting new clerical personnel; and
- xii. Mentoring and guiding other clerical officers.

14) Chief Clerical Officer, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer, Job Group ‘H’, for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;

- x. Maintain an efficient filing system and safe keeping of invoices;
- xi. Drafting agenda for cases due for presentation to the County Human Resource Management Advisory Committee (CHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;
- xiv. Controlling movement of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe custody of equipment, documents and records.

15) Senior Clerical Officer, Job Group ‘H’, Two (2) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);

- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintaining and updating files;
- xi. Controlling movement of records and files; and
- xii. Managing registers.

16) Senior Supply Chain Management Assistant, Job Group ‘L’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Supply Chain Management Assistant I, Job Group ‘K’ for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its equivalent qualification from a recognized Institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specifically, duties will entail:

- i. Supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer;
- ii. Assisting in procurement, preparation of procurement plans, market survey and research;
- iii. Disposal of stores and equipment in accordance to the laid down regulations and procedures; and
- iv. Preparation of periodic and annual Supply Chain Management reports/returns.

17) Senior Public Communications Officer, Job Group ‘L’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Public Communications Officer I for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following: Mass Communications, Communications Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent

qualification from a recognized institution;

OR

- iii. Bachelor's Degree in Social Sciences with a Postgraduate Diploma in Mass Communications, Communications Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution;

OR

Diploma in any of the following disciplines: - Journalism, International Relations, Mass Communication, Communication Studies, Public Relations or its approved equivalent qualifications from a recognized institution;

- iv. Possess good oral and written communication skills in both English and Kiswahili;
- v. Possess advanced computer application skills; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Gathering information on programmes and significant events in a specified sectoral area and the impact on customers and forwarding the same to the Head of Public Communication Unit for dissemination;
- ii. Assisting in the development of communications and media strategy;
- iii. Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern;
- iv. Scheduling interviews with Government officials;
- v. Managing assigned projects/programmes; and
- vi. Organizing events under the guidance of the head of the Unit/Section.

18) Chief Assistant Office Administrator, Job Group 'M', One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Assistant Office Administrator, Job Group 'L' for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

- iii. Business Education Single and Group Certificates (BES & GC) Stages 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.p.m)/ Computerized Documents Processing III;
 - c. Business English III/Communications II;
 - d. Commerce II;
 - e. Office Practice II;
 - f. Office Management III/Office Administration and Management III;
 - g. Secretarial Duties II;
- iv. Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institution;
- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from recognized institution;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Coordinating schedules of meetings and appointments;
- vii. Ensuring security of office records, equipment and documents, including classified materials;
- viii. Preparing responses to routine correspondence;
- ix. Managing office protocol and etiquette;
- x. Managing petty cash;
- xi. Monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office;
- xii. Coordinating travel arrangements;
- xiii. Handling customer inquiries and complaints; and

- xiv. Establishing and undertaking any other office administrative services duties that may be assigned.

B. Department of Livestock Development and Apiculture

1) Director of Veterinary Services, Job Group ‘R’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served in the grade of Deputy Director of Veterinary Services, Job Group ‘Q’ 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. Have Master of Science degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;
- iv. Registered by Kenya Veterinary Board;
- v. Have a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. Have a certificate in computer applications skills; and
- vii. Have shown outstanding administrative capability and professional competence required in managing Veterinary Services.

Duties and Responsibilities

- i. Participation in the formulation, development, implementation, monitoring and review of policies, legislations and strategies in the animal health sector;
- ii. Planning and coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests;

- iii. Compiling and interpreting technical reports;
- iv. Evaluating slaughterhouse designs and making recommendations for approval;
- v. Enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants;
- vi. Evaluate import/export request documents in respect to live animals, animal products, by-products and inputs and making appropriate recommendations;
- vii. Planning field efficacy trials for drugs, vaccines and acaricides;
- viii. Disseminating information on animal health, products and markets;
- ix. Collaborating with stakeholders in providing veterinary services;
- x. Coordinating veterinary services at ports of entry;
- xi. Organizing disease search, investigations, monitoring, mapping and outbreak responses;
- xii. Carrying out investigations on antimicrobial and acaricidal resistance;
- xiii. Liaising with training institutions on training and development of staff, students and interns;
- xiv. Planning collaborative activities with relevant stakeholders in the animal health sector;
- xv. Coordinating inspection of private veterinary practices and input outlets in collaboration with Kenya Veterinary Board;
- xvi. Preparing project proposals for resource mobilization;
- xvii. Planning and coordinating staff management and development; and
- xviii. Preparing and implementing work plans and budgets.

2) Assistant Director of Livestock Production, Job Group ‘P’, Two (2) Posts

Requirements for Appointment

- i. Served in the grade of Principal Livestock Production Officer, Job Group ‘N’ for a minimum of three (3) years;
- ii. Bachelor’s Degree in any of the following fields: Animal Science and Production, Agriculture, 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 fields: Animal Science and Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Extension from a recognized institution.
 - iv. Certificate in computer application; and
 - v. Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock production policies.

Duties and Responsibilities

- i. Organizing technical workshops, seminars and agricultural shows;
- ii. Guiding the preparation of technical papers and reports for professional forums;
- iii. Providing technical advice and information in animal production, livestock marketing, range management, apiculture, and ranching;
- iv. Promoting economic livestock farming
- v. Organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits;
- vi. Participating in collaborative research activities;
- vii. Analyzing livestock inputs and products samples;
- viii. Disseminating livestock 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;
- ix. 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;
- x. Advising farmers on group formation, construction of farm structures and equipment

- xi. 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 center or livestock improvement and multiplication farm;
- xii. Preparing agribusiness, ranch and farm plans;
- xiii. Participating in monitoring and evaluation of livestock programmes; and
- xiv. Maintaining inventory of assets in a livestock production station/farm.

3) Principal Driver, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break systems etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;

- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

4) Principal Clerical Officer, Job Group ‘K’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must

- i. Served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- iii. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Passed the Proficiency Examination for Clerical Officers;
- vi. Certificate in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Verifying compiled statistical records for accuracy;
- ii. Coordinating processing of human resource records and accounting transactions;
- iii. Ensuring maintenance of efficient filing system;
- iv. Safe custody of invoices, receipts, vouchers and related records;
- v. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- vi. Verifying payment vouchers; computing financial or statistical records based on routine or special sources of information;
- vii. Drafting complex routine correspondences;

- viii. Drafting indents for advertisement;
- ix. Processing pension documents;
- x. Processing documents for issuance of academic records;
- xi. Inducting new clerical personnel; and
- xii. Mentoring and guiding other clerical officers.

5) Chief Clerical Officer, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer, Job Group ‘H’, for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintain an efficient filing system and safe keeping of invoices;

- xi. Drafting agenda for cases due for presentation to the County Human Resource Management Advisory Committee (CHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;
- xiv. Controlling movement of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe custody of equipment, documents and records.

9. MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT

A. Department of Urban Development

1) Principal Driver, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break systems etc.;

- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

2) Chief Assistant Office Administrator, Job Group ‘M’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Assistant Office Administrator, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) 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.p.m)/Computerized Document Processing III;
- (c) Business English III/Communications 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 Institute;
- 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; and
- vi. Shown Merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Coordinating schedules of meetings and appointments;
- vii. Ensuring security of office records, equipment and documents, including classified materials;
- viii. Preparing responses to routine correspondence;
- ix. Managing office protocol and etiquette;
- x. Managing petty cash;
- xi. Monitoring procedures for record keeping of correspondence and file movements;
- xii. Maintaining an up to date filing system in the office;
- xiii. Coordinating travel arrangements;
- xiv. Handling customer inquiries and complaints; and
- xv. Establishing and undertaking any other office administrative services duties that may be assigned.

3) Senior Clerical Officer, Job Group ‘H’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain

Management or Records Management lasting not less than six (6) months from a recognized institution;

- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintaining and updating files;
- xi. Controlling movement of records and files; and
- xii. Managing registers.

B. Department of Lands and Housing

1) Deputy Director of Administration, Job Group (Q), One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Assistant Director of Administration, Job Group 'P' for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

Duties and responsibilities at the Headquarters will entail:

- i. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- ii. Managing and supervising the general administration services;
- iii. Implementing public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Planning and coordinating office accommodation; and
- vi. Managing county Government assets.

Duties and responsibilities in the Field Office will entail:

- i. Ensuring service delivering in the area of jurisdiction;
- ii. Facilitating mobilization and ensuring prudent utilization of resources;
- iii. Facilitating citizen participation in the development of policies, plans and delivery of services in the area of jurisdiction;
- iv. Facilitating intra and inter-governmental relations and conflicts resolutions;
- 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 in the area of jurisdiction;
- viii. Ensuring compliance with national values and principles of good governance;
- ix. Identifying development project;
- x. Disseminating information to the Public; and

- xi. Providing linkages between the office and the community.

C. Kitui Municipality

i. Principal Driver, Job Group ‘J’, Two (2) Posts

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break systems etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

10. MINISTRY OF WATER AND IRRIGATION

A. Department of Water

1) Director, Water Management, Job Group ‘R’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Deputy Director, Water Management, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Water and Environmental Sciences, Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, Agricultural Resource Management, Agriculture and Home Economics, Agricultural Engineering, Agricultural and Bio-Systems Engineering, Soil and Water Engineering, Geology, Environmental Science, Civil Engineering or its equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines:- Water Management, Land and Water Management, Agronomy, Soil Science, Horticulture, Crop Protection, Agriculture Economics, Agribusiness, Agriculture Extension, Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resources Engineering, Irrigation Engineering, Water Engineering Statistics or its equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in computer application skills;
- vii. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Water Management Function; and
- viii. Demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Water Management Function.

Duties and Responsibilities

- i. Overseeing the implementation of policies, strategies, guidelines, standards and regulations on water management;
- ii. Coordinating the implementation of the recommendations of reports on water management;
- iii. Initiating the development and review of appropriate statutory and policy framework on water management;
- iv. Establishing networks and linkages with the relevant stakeholders;
- v. Coordinating the monitoring and evaluation of water management programmes/projects;
- vi. Coordinating and facilitating implementation of recommendations of the reports on training needs assessment on water management;
- vii. Overseeing the establishment and management of water management information systems;
- viii. Coordinating the transfer and adoption of modern appropriate water management technologies;
- ix. Coordinating environmental and socio economic surveys on the viability of water management programmes/projects;
- x. Promoting public- private partnership in water management;
- xi. Collaborating with development partners to enhance the impact of water management on economic performance;
- xii. Overseeing research on water management;
- xiii. Overseeing the development of water management training programmes;
- xiv. Preparing and implementing of water management work plan;
- xv. Coordinating the development and implementation of the departmental strategic plan;
- xvi. Ensuring the development and review of departmental annual work plans and budgets;
- xvii. Managing departmental performance;
- xviii. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- xix. Overseeing the management of departmental assets and finances; and
- xx. Overall management and development of staff.

2) Deputy Director, Water Management, Job Group ‘Q’, One (1) Post

Requirements for Appointment

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

- i. Served in the grade of Assistant Director, Water Management, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Water and Environmental Sciences, Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, Agricultural Resource Management, Agriculture and Home Economics, Agricultural Engineering, Agricultural and Bio-Systems Engineering, Soil and Water Engineering, Geology, Environmental Science, Civil Engineering or its equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines:- Water Management, Land and Water Management, Agronomy, Soil Science, Horticulture, Crop Protection, Agriculture Economics, Agribusiness, Agriculture Extension, Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resources Engineering, Irrigation Engineering, Water Engineering Statistics or its equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in computer application skills; and
- vii. Demonstrated a high degree of professional competence as reflected in work performance and results.

Duties and Responsibilities

- i. Liaising with relevant stakeholders to develop and review policies, strategies, guidelines, standards and regulations on water management;
- ii. Interpreting reports on water management for planning and decision making;
- iii. Validating training materials and disseminating information on water management; establishing networks and linkages with the relevant stakeholders;
- iv. Carrying out Training of Trainers programmes on water management;

- v. Monitoring and evaluation of water management programmes/projects;
- vi. Validating training manuals on water management;
- vii. Establishing and managing water management information systems;
- viii. Promoting transfer and adoption of modern appropriate water management technologies;
- ix. Undertaking environmental and socio economic surveys on the viability of water projects;
- x. Promoting public-private partnership in water management;
- xi. Undertaking research on water management;
- xii. Identifying priority research themes and agenda on water management; and
- xiii. Organizing and facilitating water management training programmes.

3) Senior Superintending Hydrologist, Job Group 'N', One (1) Post
Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Superintending Hydrologist, Job Group 'M' for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Hydrology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Hydrogeology, Water Resource Engineering or equivalent qualifications from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Membership to a relevant professional body;
- v. Certificate in computer application skills; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing policies on hydrology;
- ii. Supervising hydrological activities and programmes;
- iii. Enforcing technical standards in data collection and improving existing hydro-meteorological network;
- iv. Initiating hydro-meteorological investigations and studies; and
- v. Controlling the hydrological Data Bank in the County.

4) Chief Superintendent (Electrical), Job Group ‘M’, One (1) Post

Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Superintending (Electrical), Job Group ‘L’ for a minimum period of three (3) years;
- ii. Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution;
- iii. Attended a Supervisory Management Course lasting not less than two (2) weeks from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Supervision of inspections;
- ii. Maintenance of electrical installations in public buildings and Government quarters;
- iii. Commissioning, testing and maintenance of electrical controls related to fire-detection equipment, cookers, water heaters, general domestic appliances, power generating plants and machinery, catering equipment and low/medium voltage distribution systems;
- iv. Undertaking field activities including surveys, commissioning and acceptance of electrical equipment;
- v. Assessment of equipment performance and making recommendations where necessary for replacement of unserviceable equipment;
- vi. Supervise staff working under him/her; and
- vii. Preparation of design drawings and preparing estimates for electrical installation for supply of power to public buildings, hospitals and other institutions in consultation with the Electrical Engineer.

5) Chief Superintendent (Water and Sewerage), Job Group ‘M’, Eight (8) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Superintendent (Water and Sewerage), Job Group ‘L’ for a minimum period of three (3) years;
- ii. Three (3) years certificate in Technical Training from a recognized institution;

OR

Diploma in either Water Supply Technology or Water Engineering from a recognized institution;

- iii. Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution; and
- v. Demonstrated merit and shown ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Ensuring availability of requirements for the operations and maintenance of water supply;
- ii. Preparing bills of quantities for water projects;
- iii. Checking the adherence to specification and standards;
- iv. Supervising complex water works;
- v. Preparing water supply and sewerage programmes; and
- vi. Ensuring that work is progressing on schedule.

6) Geologist I (Water), Job Group ‘M’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Geologist II (Water), Job Group ‘L’ for a minimum period of three (3) years;
- ii. Bachelor of Science degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry or its equivalent from a recognized institution;
- iii. Demonstrated competence in planning, designing and undertaking hydrogeological, geophysical, geotechnical, borehole drilling and groundwater development programmes; and
- iv. Be a member of a relevant professional body.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Long-term ground water planning and management;
- ii. Evaluation of geotechnical water projects;

- iii. Preparation of field groundwater programmes;
- iv. Control and supervise field hydrogeological, geophysical and geotechnical survey programmes;
- v. Borehole drilling and groundwater development programmes;
- vi. Setting and designing standards and specification for programmes to be followed by Geologists; and
- vii. Plan for resources required in execution of long-term programmes.

7) Senior Charge Hand, Job Group 'J', Three (3) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Charge Hand, Job Group 'H' for a minimum period of three (3) years;
- i. Government Trade Test Certificate Grade III/II I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing);
- ii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- iii. Demonstrated ability to organize works, train and supervise junior staff; and
- iv. Shown merit and ability in work performance and results.

Duties and Responsibilities

- i. Preparation of improvement, repair and maintenance schedules;
- ii. Managing maintenance workshops; and
- iii. Supervising, training and guiding other staff.

8) Principal Plant Operator, Job Group 'J', Two (2) Posts

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Plant Operator, Job Group 'J' for a minimum period of three (3) years;
- ii. A valid driving licence free from any current endorsement(s) for relevant class(es) of plants;

- iii. Passed Occupational Trade Test I for Plant Operators;
- iv. Ability to operate two (2) Plants of ‘difficult rating’ A and two (2) Plants of ‘difficult rating’ B;
- v. Attended a Refresher Course for Plant Operators lasting not less than one (1) week within a period of three (3) years at the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vi. Attended a First Aid Course lasting not less than one (1) week from St John Ambulance of Kenya or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution; and
- vii. Demonstrated outstanding professional competence and ability in work performance and results.

Duties and Responsibilities

- i. Operating plants of ‘difficult rating’ A and B;
- ii. Keeping record of inventory of all plants in a project/unit;
- iii. Formulating and administering working techniques;
- iv. Assisting in costing and evaluating small roads and accesses;
- v. Preparing maintenance schedules for servicing of machines;
- vi. Organizing, managing and controlling operatives and equipment on a given construction project and unit;
- vii. Carrying out filter and oil changes and simple adjustments not requiring special tools;
- viii. Assisting in training of plant operators; and
- ix. Managing staff in implementing programmes approved by the maintenance unit.

9) Principal Driver, Job Group ‘J’, Two (2) Posts

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its

- equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
 - vi. A valid certificate of Good Conduct from the Kenya Police;
 - vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
 - viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and break systems etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

10) Senior Clerical Officer, Job Group 'H', One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group 'G' for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;

- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintaining and updating files;
- xi. Controlling movement of records and files; and
- xii. Managing registers.

B. Department of Irrigation

1) Senior Assistant Agricultural Officer, Job Group ‘L’, One (1) Post

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, Job Group ‘K’ for a minimum period of three [3] years;
- ii. Diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Overseeing the implementation of project work plans and preparation;
- ii. Execution of training programmes; and
- iii. As a farm manager, prepare and execute farm plans to ensure efficient running of the farm.

11. MINISTRY OF ROADS, PUBLIC WORKS AND TRANSPORT

A. Department of Roads and Public Works

1) Chief Superintending Quantity Surveyor, Job Group ‘P’, One (1) Post

Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Superintending Quantity Surveyor, Job Group ‘N’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in Building Economics/Quantity Surveying or its equivalent and relevant qualification from a recognized institution;
- iii. Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;
- iv. Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);
- v. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- vi. demonstrate a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function.

Duties and Responsibilities

Headquarters

- i. Coordination, checking and recommending for approval of tender documents including Bills of Quantities prepared by Quantity Surveyors in the unit to ensure professional standards and accuracy;
- ii. Counter checking of site measurements and valuations, variation orders, calculation of fluctuations and preparation of final accounts;
- iii. Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works;
- iv. Undertaking research activities in area of jurisdiction; and

- v. Supervision of all staff working under him/her.

2) Chief Supply Chain Management Officer, Job Group 'M', One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Supply Chain Management Officer, Job Group 'L' for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its approved equivalent in a relevant field from a recognized Institution;
- iii. Bachelor's Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized Institution; and
- iv. Shown administrative ability, wide knowledge and experience in procurement Procedures.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Analyze Supply Chain Management issues emanating from the department and initiate appropriate action;
- ii. Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures;
- iii. Planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control; and
- iv. The officer will be involved in tender committee secretariat duties and implementation of policy decisions.

iii. Chief Public Communications Officer, Job Group ‘M’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Public Communications Officer, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following disciplines: Mass Communications, Communications Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;

OR

- iii. Bachelor’s Degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Communications Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution;
- iv. Have a clear understanding of the working of the media and the socio-political environment in Kenya;
- v. Possess good oral and written communication skills in both English and Kiswahili;
- vi. Possess advanced computer application skills; and
- vii. Have shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Gathering information on programmes, significant events in a specific sectoral area and the impact on customers and forwarding the same to the head of Public Communications Unit for dissemination;
- ii. Assisting in the development of communications and media strategy;
- iii. Editing stories on various topical issues before they are released to the public; and
- iv. Liaising with media practitioners and the public on issues of mutual concern.

B. Department of Transport and Bodaboda

1) Director of Administration, Job Group ‘R’, One (1) Post

Requirements for Appointment

- i. Served in the grade of Deputy Director of Administration, Job Group ‘Q’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Master’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

- i. Initiating, interpreting, implementing and reviewing Administrative policies, strategies, procedures and programmes;
- ii. Coordinating, managing and supervising the general administrative function in the County;
- iii. Coordinating public service reforms;
- iv. Overseeing service delivering in the County;
- v. Overseeing development of programmes and projects to empower the community;
- vi. Coordinating and facilitating citizen participation in development of policies, plans and delivery of services;
- vii. Facilitating intra and inter-governmental relations and conflict resolutions;
- viii. Overseeing safe custody of county government assets;
- ix. Coordinating and liaising with other directorates and departments in the County;

- x. Ensuring compliance with legal, statutory and regulatory requirements;
- xi. Ensuring compliance with National Values and Principles of Good Governance;
- xii. Exercising any functions and powers delegated by the County Public Board under Section 86;
- xiii. Coordinating the development and implementation of the departmental strategic plan;
- xiv. Ensuring the development and review of departmental work plans and budgets;
- xv. Managing departmental performance;
- xvi. Ensuring compliance with principles and values of good management of departmental assets; and
- xvii. Overall management and development of staff.

2) Principal Assistant Office Administrator, Job Group ‘N’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Assistant Office Administrator, Job Group ‘M’ for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages 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.p.m)/Computerized Document Processing III;
 - c. Business English III/Communications 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 Institute;
 - 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; and
- vi. Demonstrated professional competence in office administrative services.

Duties and Responsibilities

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Handling customer inquiries and complaints;
- vii. Coordinating schedules of meetings and appointments;
- viii. Coordinating travel arrangements;
- ix. Ensuring security of office records, equipment and documents, including classified materials;
- x. Ensuring security, integrity and confidentiality of data;
- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xii. Maintain an up to date filing system in the office;
- xiii. Preparing responses to routine correspondence;
- xiv. Managing office protocol and etiquette;
- xv. Managing petty cash; and
- xvi. Any other office administrative services duties that may be assigned.

3) Senior Clerical Officer, Job Group ‘H’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain

Management or Records Management lasting not less than six (6) months from a recognized institution;

- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filling and dispatching correspondence;
- v. Recording, folioing and filling applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing Pay Change Advices (PCAs);
- viii. Checking general office cleaning and security of buildings and equipment;
- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;
- xii. Controlling movements of records and files; and
- xiii. Managing registers.

12. MINISTRY OF HEALTH AND SANITATION

1) Deputy Director of Administration, Job Group ‘Q’, One (1) Post

Requirement for Appointment

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

- i. Served in the grade of Assistant Director of Administration, Job Group ‘P’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;

- iii. Master's degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Certify chapter six (6) of the Constitution; and
- viii. Demonstrated thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

Duties and Responsibilities

Duties and responsibilities at the Headquarters will entail:

- i. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programme;
- ii. Managing and supervising the general administration services;
- iii. Implementing public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Planning and coordinating office accommodation; and
- vi. Managing county Government assets.

2) Principal Administration Officer, Job Group 'N', One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Administration Officer, Job Group 'M' for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

OR

Diploma in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science plus a 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.

Duties and Responsibilities

- 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.

3) Principal Driver, Job Group ‘J’, Twenty (20) Posts

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;

- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and break systems etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

4) Human Resource Assistant I, Job Group 'K', One (1) Post

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Human Resource Assistant II, Job Group 'J' for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months;

OR

Part II of the Certified Public Secretaries Examination from KASNEB;

- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Verifying information relating to recruitment, appointment, transfers, training and development, discipline, establishment and complement control;
- ii. Implementing human resource management and development decisions within existing rules, regulations and procedures;

- iii. Verifying human resource data in HRIS; and
- iv. Processing pension documents.

5) Senior Finance Officer, Job Group 'M', Two (2) Posts

Requirements for Appointment

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

- i. Served in the grade of Finance Officer I, Job Group 'L', for at least three (3) years;
- ii. A Certificate in Public Finance Management from a recognized institution lasting not less than four (4) weeks;
- iii. Attended a Senior Management Course lasting not less than four (4) from a recognized institution;
- iv. Bachelor's degree in 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
- v. Shown merit and ability as shown in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Control of expenditure commitments in the Ministries/Departments;
- ii. Initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. Processing of Medium-Term Expenditure Framework and revised estimates budget; and
- iv. Taking initial action for the budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures.

6) Chief Accountant, Job Group ‘M’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Accountant, Job Group ‘L’ for a minimum period of three (3) years;
- ii. Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination;

OR

Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent

- iii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Planning, directing, coordinating, supervising areas of control;
- ii. Training and development of staff under him/her;
- iii. Setting targets for the division;
- iv. May occasionally be required to undertake ad hoc assignments relating to accounting services;
- v. May be called upon to assist in preparation of final accounts;
- vi. Ensure safe custody of Government assets and records under him/her;
- vii. Responsible for authorizing payments and signing cheques subject to set limits;
- viii. Timely and accurate preparation of management reports that fall under his/her division;
and
- ix. Providing guidance to officers under him/her to achieve desired results.

**7) Chief Information Communication Technology Officer, Job Group ‘M’, Two (2)
Posts**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Information Communication Technology Officer Job group ‘L’ or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized institution;

OR

A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution;

- iii. Shown merit and ability as reflected in work performance and results; and
- iv. Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Coordinating systems analysis, design and Programme specifications;
- ii. Ensuring timely implementation and effective maintenance of systems;
- iii. Developing reports on ICT standards;
- iv. Supervising overall systems documentation;
- v. Taking charge of Information Communication Technology equipment maintenance;
- vi. Preparing progress reports of the Information Communication Technology equipment maintenance;
- vii. Evaluating and recommending on the suitability of Information Communication Technology equipment;
- viii. Training of Information Communication Technology Hardware personnel and users;
- ix. Designing Local Area Network (LAN) and Wide Area Network (WAN); and
- x. Preparing staff performance reports.

8) Principal Clerical Officer, Job Group ‘K’, Six (6) Posts

Requirements for Appointment

For appointment to this grade, an officer must

- i. Served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- iii. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Passed the Proficiency Examination for Clerical Officers;
- vi. Certificate in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Verifying compiled statistical records for accuracy;
- ii. Coordinating processing of human resource records and accounting transactions;
- iii. Ensuring maintenance of efficient filing system;
- iv. Safe custody of invoices, receipts, vouchers and related records;
- v. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- vi. Verifying payment vouchers; computing financial or statistical records based on routine or special sources of information;
- vii. Drafting complex routine correspondences;
- viii. Drafting indents for advertisement;
- ix. Processing pension documents;
- x. Processing documents for issuance of academic records;
- xi. Inducting new clerical personnel; and

xii. Mentoring and guiding other clerical officers.

9) Chief Clerical Officer, Job Group ‘J’, Four (4) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer, Job Group ‘H’, for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintain an efficient filing system and safe keeping of invoices;
- xi. Drafting agenda for cases due for presentation to the County Human Resource Management Advisory Committee (CHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;

- xiv. Controlling movement of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe custody of equipment, documents and records.

10) Senior Clerical Officer, Job Group 'H', Five (5) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group 'G' for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintaining and updating files;
- xi. Controlling movement of records and files; and

- xii. Managing registers.

11) Chief Supply Chain Management Officer, Job Group ‘M’, One (1) Post

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Supply Chain Management Officer, Job Group ‘L’ for a minimum period of three (3) years;
- ii. A Diploma in Supplies Management or its approved equivalent in a relevant field from a recognized Institution;
- iii. Bachelor’s Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized Institution; and
- iv. Shown administrative ability, wide knowledge and experience in procurement Procedures.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Analyze Supply Chain Management issues emanating from the department and initiate appropriate action;
- ii. Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures;
- iii. Planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control; and
- iv. The officer will be involved in tender committee secretariat duties and implementation of policy decisions.

13. KITUI COUNTY PUBLIC SERVICE BOARD

1) Principal Driver, Job Group ‘J’, One (1) Post

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Chief Driver, Job Group ‘H’ for a minimum of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A Valid driving license free from any current endorsements (s) for class(es) of vehicle (s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- vi. A valid certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

Duties and Responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicle’s cooling, oil, electrical, tyre pressure and break systems etc.;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work ticket(s) for vehicle(s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and /or goods therein;
- vii. Maintaining cleanliness of the vehicle(s); and
- viii. Supervise and guide staff working under him/her in a small transport unit.

2) Senior Clerical Officer, Job Group ‘H’, Two (2) Posts

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I, Job Group ‘G’ for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licences;
- x. Maintaining and updating files;
- xi. Controlling movement of records and files; and
- xii. Managing registers.

How to Apply:

Interested and qualified candidates are requested to make their applications **ONLINE** through the Kitui County Government website: www.kitui.go.ke

Candidates should complete one Kitui County Public Service Board 2 (KCPSB 2) (revised 2025) application form. The completed KCPSB 2 (revised 2025) form, together with certified copies of applicant's National Identity Card, Academic certificates and transcripts, professional certificates and licenses (where applicable), letters of appointment, confirmation and/or promotion to the current post should be uploaded to the Kitui County Public Service Board jobs portal on or before **Thursday 20th March, 2025.**

Please Note:

- i. Detailed job requirements of the above positions can be accessed through the Kitui County Government website: www.kitui.go.ke
- ii. The KCPSB 2 and KCPSB 2A (revised 2025) forms are also available in the County Government website.
- iii. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- iv. Only short listed and successful candidates will be contacted.
- v. Short listed candidates shall be required to produce originals of their national identity card, academic certificates and transcripts, professional certificates and licenses (where applicable) and letters of appointment, confirmation and/or promotion to the current post during the interview. In addition, they will be required to ensure that the Head of Department's recommendation on KCPSB 2A (revised 2025) form is forwarded before the interview.
- vi. Candidates should **NOT** attach original documents to the application form.
- vii. It is a criminal offence to present **fake certificates/documents.**
- viii. Canvassing in any form will lead to automatic disqualification.

The County Government of Kitui and the Kitui County Public Service Board are committed to zero tolerance to corruption. Candidates are cautioned against fraudsters and impersonators soliciting for money to influence the competitive promotion process. The person giving bribes and the person receiving will be treated equally as criminals and reported to the relevant law enforcement agencies.