



## VACANCY ANNOUNCEMENT

The Kenya Forest Service (KFS) is a body corporate established by the Forest Conservation & Management Act, 2016. The Service is mandated to conserve, protect and manage all public forests. In line with the provisions of the Forest Conservation and Management Act, 2016 the Service wishes to recruit competent and qualified persons to fill the following vacant positions:

### 1. FOREST MANAGEMENT TRAINEES: KFS GRADE 9 (10 Positions) - REF-KFS/MT/2019

The successful candidates will undergo both a mandatory Basic Paramilitary Course as well as on-the-job training on forest conservation, protection and management. Thereafter they will be posted to various managerial assignments with KFS field Officers.

#### **Duties & Responsibilities**

Duties and functions will entail and not limited to;

Identifying and rehabilitating degraded sites, establishing plantations and implementing silvicultural prescriptions, devising measures for forest protection and biodiversity conservation, taking initiative for safe custody and control of stores and accountable documents, implementing management initiatives and plans for revenue collection, maintenance of infrastructure, plant and equipment, supervising orderly removal of forest products and community mobilization for forest management, overseeing preparation of annual work plans, progress reports and maintenance of relevant records, preparation of annual work plans, community action plans, and progress reports, providing technical support on forestry field days, ensuring timely collection of revenue, promoting commercial forestry, wood energy conservation, forest based micro-enterprises and ecotourism, any other duties as may be assigned to you by your supervisor from time to time.

#### **Requirements for Forest Management Trainees;**

Must Have:

- i. A Bachelor's degree in Forestry from a recognized University.
- ii. A minimum of 2<sup>nd</sup> class honours - Upper Division
- iii. Be aged between 22-29 years
- iv. Be computer literate

- v. Being an full member of Forest Society of Kenya will be an added advantage

### **Statutory requirements for the program**

Be a person of high integrity who meets the requirements of Chapter (6) six of the Constitution specifically;

- Have been cleared by the Higher Education Loans Board (HELB).
- Have a valid certificate of good conduct.

## **2. FORESTER TRAINEES: KFS GRADE 11(47 Positions) - REF-KFS/FT/2019**

The successful candidates will undergo both a mandatory Basic Paramilitary Course as well as on-the-job training on Forest Conservation, protection and management. Thereafter they will be posted to various assignments with KFS field Officers.

### **Duties & Responsibilities;**

Duties and functions will entail and not limited to;

Maintaining basic forestry records such as cost allocation records, muster roll, seed source and origins, disease/pest outbreak, seed germination results, and seedling production records, supervising land preparation and tree planting, silvicultural operations such as thinning, pruning, clear felling, assisting in forest survey, inventory and research operations, planning and implementing basic forestry practices, recording and reporting on forest activities at the station, undertaking forest conservation and protection, any other duties as may be assigned to you by your supervisor from time to time

### **Requirements for Forester Trainees**

Must Have:

- i. A Diploma in Forestry from Kenya Forestry College with a minimum of credit score
- ii. Be aged between 21-29 years of age
- iii. Be computer literate
- iv. Being an Associate Member of Forest Society of Kenya will be an added advantage

### **Statutory requirements for the program**

Be a person of high integrity who meets the requirements of Chapter (6) six of the Constitution specifically;

- Have a valid certificate of good conduct.

### 3. RECORDS MANAGEMENT ASSISTANTS III (Clerical Officers): KFS GRADE 12 (193 Positions) - REF-KFS/RMA/2019

This is the entry and induction grade into the Records Management Officers cadre. Staff at this level will be deployed at the Headquarters and field stations in any of the following units/sections: **Accounts, Supply Chain Management /Human Resource Management & General Registries; and General and Office Administrative Services**

The officers will be required to carry out clerical duties under the supervision and guidance of a senior officer.

#### **Duties and responsibilities for the positions**

The successful candidates are expected to undertake the following duties;

Carrying out transactions related to accounts, maintenance of cash book, revenue collection, filing receipts and safe custody of accountable documents; Prepare initial documents for issuance of stores, maintain updated inventory and supply chain management records, cleanliness of the stores and orderly arrangement of inventory, For appointment to this position, candidates must have; Receiving filing and dispatching of correspondences, files opening, classification, indexing & shelving of the files, accessing files and conveying to users, tracking movement of files and withdrawals, replacement of obsolete files and maintaining electronic systems of managing records; Record and confirm appointments, record visitors personal details, sort officials and invited guest name tags, keep custody of visitors identification documents, receive direct and guide visitors to designated areas and offices, issue visitors passes and badges, Taking oral dictations, word and data processing from manuscripts, operating office equipment, ensuring security of office equipment; documents and records, attending to visitors/clients, handling telephone calls and appointments;

For appointment to the positions, candidates are expected to have the following minimum requirements;

- i. Certificate in Kenya Accounts Technician Certificate II (KATC) or Diploma in Accounting/Finance from KASNEB or equivalent
- ii. Certificate in computer applications proficiency

OR

- i. Certificate in Supply Chain Management from KISM or equivalent from recognized institution
- ii. Certificate in computer applications proficiency

OR

- i. Certificate in Records Management/Archives Administration/Human Resource/ Front Office or equivalent from recognized institution
- ii. Certificate in computer applications proficiency

OR

- i. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
  - Typewriting II (minimum 40 w.p.m)/Computerised Document Processing II;
  - Business English I/Communications I
  - Office Practice I;
  - Commerce I

OR

- i. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and
- ii. Certificate in computer applications skills from a recognized institution.

**Statutory requirements for the positions;**

Be a person of high integrity who meets the requirements of Chapter (6) six of the Constitution specifically;

- Have a valid certificate of good conduct.

**4. DRIVER III/PLANT OPERATOR III: KFS GRADE 12 (57 Positions)- REF-KFS/DRV/2019**

Driving duties and responsibilities at this level will entail and not limited to:-

Maintaining the work ticket; driving vehicle to approved destinations and carrying only authorized passengers and goods in accordance with traffic laws and regulations; undertaking light maintenance; detecting and reporting faults in vehicles, ensuring safety and security of the vehicle, passengers, and luggage; observing the highway code; road-testing of vehicles following service or repairs, maintenance of a functional tool kit, spare tyres, first aid box and fire extinguishers, ensure general cleanliness of the vehicles; mentor and guide drivers in lower grades; advice on proper vehicle maintenance and use; reporting all accidents, incidences and other damages of vehicle to relevant authority and supervisors; general cleanliness, maintain work discipline; ensure proper management of fuel and lubricants and any other duties that may be assigned to you by your supervisor from time to time.

**Requirements for Drivers III/ Plant Operators III;**

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

- i. Kenya Certificate of Secondary Education with a minimum grade D plain
- ii. Valid driving license for relevant classes

- iii. Certificate of suitability test for drivers grade III/Plant Operators Grade III
- iv. At least two (2) years previous satisfactory driving experience after obtaining the driving licence.
- v. Possess a driving licence free from current endorsements for classes of machine(s) that one may be required to operate at least two plants of difficult rating C
- vi. Certificate of Occupational test grade III
- vii. First Aid certificate
- viii. Have a valid certificate of good conduct
- ix. National Youth Service graduates who meet the above requirements will have an added advantage

### **How to Apply**

Interested candidates who meet the requirements should apply, clearly indicating reference number for the position. Applications should include current curriculum vitae indicating current and expected remuneration, mobile number, names and contact details of three referees, copy of national identity card, copies of testimonials, copies of professional and academic certificates, statutory requirements (As specified for each of the positions in the detailed job description in KFS website) should be sent through the post office or hand delivered to the following address so as to reach the Service not later than 19<sup>th</sup> August, 2019 by 5.00 pm.

All applications should be clearly marked with the position reference number on the envelope.

**Chief Conservator of Forests,  
Kenya Forest Service, Karura, Off Kiambu Road,  
P. O. Box 30513-00100, G.P.O  
Nairobi, Kenya.**

The detailed advertisement with all the job descriptions and requirements is found in the Kenya Forest Service Web Site: <http://www.kenyaforestservice.org> (under jobs)

### **Note:**

Canvassing will lead to disqualification. The Service is ISO accredited and an equal opportunity employer. Only shortlisted candidates will be contacted. Applicants living with disabilities and those from marginalized areas and minority communities are encouraged to apply.

