

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF TANA RIVER  
OFFICE OF THE COUNTY PUBLIC SERVICE BOARD  
P.O.BOX 181-70101, HOLA  
Email: [trepsb@gmail.com](mailto:trepsb@gmail.com)**

**ADVERTISEMENT**

The County Government of Tana River pursuant to section 59(1) (a), (b) as read together with article 235 of the Constitution of Kenya 2010, wishes to recruit competent and qualified persons to fill the following vacant positions:

**Terms of Service: All positions will be on Permanent and Pensionable terms except Director Finance and Drilling Rig Operator.**

**Remuneration: As prescribed by Salaries and Remuneration Commission (SRC).**

**01/2021: DIRECTOR FINANCE, JOB GROUP 'R' (1 POST) (3 YEARS CONTRACT)**

**Duties and responsibilities: -**

The Director Finance shall be In-charge of the County Treasury Financial Services and shall report directly to the Chief Officer Finance and Economic planning.

- a) Direction and coordination of routine & non-routine Accounting transactions and related matters;
- b) Interpretation of Financial and Accounting policies, regulations and circulars in the County Treasury;
- c) Establishment and maintenance of effective internal control system in the County Treasury;
- d) Ensure timely preparation of financial statements and reports;
- e) Coordination of IFMIS activities and overall capacity building;
- f) Ensuring strict compliance with the Government Financial laws, Regulations and Procedures;
- g) Ensures proper handling of Banking Matters;
- h) Coordinates authorization of payment vouchers and approval of payments in the Internet banking system;
- i) Incorporation of County budgets, release of funds to departments and monitoring the use of their financial resources;
- j) Monitoring and review of programmes implementation and taking corrective measures;
- k) Timely issuance of Authority-to-Incur Expenditure (AIE) to various spending points and ensuring that AIEs are consistent with quarterly ceilings; and undertaking risk management for the County.
- l) Liaison with HRM on County Treasury Staff matters and implementation of scheme of service for Accountants;

- (i) Plays advisory role to the Chief Officer and County Executive Committee member for finance on Financial and accounting matters; and
- (ii) Any other relevant duty as may be assigned from time to time.

**Requirements for appointment: -**

- a) Served for at least seven (7) years three (3) of which have been at the grade of Deputy Director Accounting, Job Group ‘Q’ and above or in a comparable and relevant position in the Public Service;
- b) Hold a degree in Business Administration; Economics, Finance, Commerce or in a financial related discipline from a recognized university
- c) A holder of a Master’s degree in any of the following disciplines: Business Management/Administration, Finance, Economics or Commerce from a recognized institution;
- d) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
- e) Be conversant with the Public Finance Management Act
- f) Resource management skills.
- g) Shown outstanding capability in Financial Management.
- h) Ability to articulate and implement Departmental Mandates.
- i) Organizational, analytical, managerial and decision making skills.
- j) Leadership, advocacy, relationship building and collaboration, result oriented and self-driven, Integrity and commitment to producing results
- k) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing.
- l) A certificate in Strategic Leadership and Development Programme Course from a recognized institution;
- m) Demonstrated professional competence in the field of Accounting Services; and shown merit and ability as reflected in work performance and results;
- n) Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

**02/2021: OBSTETRICS AND GYNAECOLOGY, JOB GROUP ‘P’ (1 POST)**

**Duties and responsibilities: -**

- a) Performing complex and advanced clinical patient management in area of specialization including Performance of caesarean sections or other surgical procedures as needed;
- b) Clinical duties in County Hospital;
- c) Teaching and Supervision of health workers;
- d) Preparing and responding to emergencies and disasters;
- e) Outreach clinics and surgeries in the county hospitals;
- f) Assist in the policy formulization;
- g) Monitor patients’ conditions and progress and re-evaluate treatment as necessary;
- h) Explain procedures and discuss test results or prescribed treatments with patients;
- i) Monitoring the provision of forensic and medico-legal services; and
- j) Perform any other duties and responsibilities as shall be assigned from time to time.

**Requirements for appointment: -**

- a) Must be a Kenyan citizen;
- b) Served as senior Medical Officer for a minimum period of three (3) years;

- c) A Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board;
- d) Master's Degree (M.Med) in Obstetrics and Gynaecology or equivalent postgraduate qualification from a recognized institution;
- e) Registered with Medical Practitioners and Dentists Board;
- f) Being in possession of valid practicing license from the Medical Practitioners and Dentists Board;
- g) Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
- h) Certificate in computer application skills from a recognized institution; and
- i) Shown merit and ability as reflected in work performance and results.

### **03/2021: LIVESTOCK PRODUCTION OFFICER, JOB GROUP 'K' (1 POST)**

#### **Duties and Responsibilities**

- a) Preparing livestock technical information;
- b) Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching;
- c) Promoting economic livestock farming;
- d) Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;
- e) Participating in collaborative research activities;
- f) Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation;
- g) Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and
- h) Capturing, maintaining and storing livestock data.

#### **Requirements for Appointment**

For appointment to this grade, candidates must have: -

- a) Bachelor's degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, or Agricultural Education and Extension from a recognized Institution; and
- b) Certificate in Computer Applications.

### **04/2021: FISHERIES OFFICER, JOB GROUP 'K' (1 POST)**

#### **Duties and responsibilities**

- a) Collection and compilation of Fisheries Statistics;
- b) Fisheries exploratory surveys and research;
- c) Fisheries extension work;

- d) Management and development of departmental fish farms;
- e) Research centres and hatcheries;
- f) Compilation of technical reports, fisheries monitoring, control and surveillance; and
- g) Supervision of junior technical staff under his/her area of jurisdiction.

### **Requirements for Appointment**

For appointment to this grade, candidates must possess at least a Bachelor of Science degree in the following disciplines: -

Fisheries Sciences;  
 Biological Sciences;  
 Biochemistry;  
 Physical Sciences;  
 Aquatic Sciences;  
 Food Sciences and Technology; and  
 Environmental science and/or the qualifications equivalent from recognised institutions.

### **05/2021: ASSISTANT FISHERIES OFFICER III, JOB GROUP 'H' (1 POST)**

#### **Duties and responsibilities**

- a) Compilation and initial analysis of fisheries statistics;
- b) Participation in fish stocking programmes;
- c) Assisting in distribution of fish feeds;
- d) Inspection of fish business premises;
- e) Enforcement of fisheries rules and regulations;
- f) Supervision of junior fisheries personnel in the stations and substations; and
- g) Control and surveillance of fisheries resources.

### **Requirements for Appointment**

For appointment to this grade, candidates must: -

- a) Be in possession of at least a KCSE C- or its equivalent qualification from a recognized institution; and
- b) Have successfully completed a Diploma in Fisheries related field or its equivalent from a recognized institution.

### **06/2021: ASSISTANT ANIMAL HEALTH OFFICER III J /G 'H' (1 POST)**

#### **Duties and responsibilities: -**

- a) Participating in animal health field demonstrations and agricultural shows;
- b) Participating in sample collection and dispatch;
- c) Inspecting livestock stock routes;
- d) Collecting data and writing technical reports;
- e) Demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- f) Carrying out vaccination, closed castration, dehorning, tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming;
- g) Carrying out simple treatment of animals;

- h) Participating in disease search and reporting;
- i) Keeping records on animal breeding, animal health, milk production, dipping data; and
- j) Maintaining dairy units.

**Requirements for appointment: -**

For appointment to this grade, candidates must: -

- a) Have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
- b) Be registered by the Kenya Veterinary Board;
- c) Certificate in computer applications from a recognized institution; and
- d) Have shown ability and demonstrated merit in work performance and results.

**07/2021: VETERINARY OFFICER JOB GROUP 'L' (2 POSTS)**

**Duties and responsibilities: -**

- a) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- b) Participating in the training of stakeholders in vector control programmes;
- c) Treating sick animals;
- d) Advising on good veterinary practices;
- e) Collecting data and preparing reports on animal health, products and markets;
- f) Providing advice on animal breeding and welfare; and
- g) Undertaking post-mortem examination and other diagnostic tests.

**Requirements for appointment: -**

For appointment to this grade, candidates must: -

- a) Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- b) Be registered by the Kenya Veterinary Board; and
- c) Have a Certificate in computer applications from a recognized institution.

**08/2021: HUMAN RESOURCE MANAGEMENT OFFICER II, J/G 'J' (3 POSTS)**

**Duties and responsibilities: -**

- a) Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- b) Processing cases for the Departmental Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof; and
- c) Supervising and guiding junior staff in the Section.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) A Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution.

**09/2021: PRINCIPAL ICT OFFICER JOB GROUP ‘N’ (1 POST)**

**Duties and responsibilities: -**

- a) Systems development, implementation and allocation;
- b) Co-ordinating systems development, implementation and maintenance;
- c) Carrying out feasibility studies;
- d) Preparing progress reports of the systems development;
- e) Evaluating systems and ensuring adherence to established ICT Standards;
- f) Training and preparing staff performance reports;
- g) Planning, monitoring and evaluating program/activities with an Information Communication Technology division/Unit;
- h) Ensuring adherence to Information Communication Technology standards;
- i) Liaising with user departments to ensure effective maintenance of Information Communication Technology equipment; and
- j) Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) Served in the grade of Chief Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- b) Attended a Management Course lasting not less than four (4) weeks; and
- c) Demonstrated professional ability, initiative and competence in organizing and directing work.

**10/2021: ICT OFFICER I JOB GROUP ‘K’ (2 POSTS)**

**Duties and responsibilities: -**

- a) Installation and maintenance of computer systems;
- b) Configuration of Local Area Network and Wide Area Network;
- c) Developing and updating application systems; and
- d) Carrying out systems analysis, design and programme specifications in liaison with users;
- e) Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- f) Drawing up hardware specifications for Information Communication Technology equipment;
- g) Verification, validation and certification of Information Communication Technology equipment; and
- h) Overseeing the process of configuration of new Information Communication Technology equipment.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) A degree in any of the following fields: Computer Science/Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.

### **11/2021: RECORDS MANAGEMENT OFFICER III JOB GROUP 'H' (2 POSTS)**

**Duties and responsibilities: -**

- a) Receiving, sorting, opening, filing, minuting and distribution of mail;
- b) Dispatching of mails; and
- c) Guiding on files disposal.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognised institution; and
- b) A Diploma in Records/Information Management or equivalent qualifications from a recognized institution.

### **12/2021: OFFICE ADMINISTRATOR II, JOB GROUP 'J' (2 POSTS)**

**Duties and responsibilities: -**

- a) Taking oral dictation;
- b) Word and data processing;
- c) Managing e-office;
- d) Operating office equipment;
- e) Handling telephone calls and appointments;
- f) Maintaining office diary and travel itineraries;
- g) Managing office protocol;
- h) Ensuring security of office records, documents and equipment;
- i) Maintaining an up to date filing system in the office;
- j) Managing office petty cash;
- k) Supervision of office cleanliness; and
- l) Undertaking any other office administrative services duties that may be assigned.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**

- b) Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; and
- c) Certificate in Computer Applications from a recognised institution.

### **13/2021: ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP 'H' (12 POSTS)**

**Duties and responsibilities: -**

- a) Taking oral dictation;
- b) Word and data processing from manuscripts;
- c) Operating office equipment;
- d) Ensuring security of office equipment, documents and records;



- e) Attending to visitors/clients;
- f) Handling telephone calls and appointments; and
- g) Undertaking any other office administrative services or duties that may be assigned.

**Requirements for appointment: -**

- a) Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- b) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - (i) Typewriting II (minimum 40 w.p.m) /Computerised Document Processing II;
  - (ii) Business English I/Communication I;
  - (iii) Office Practice I;
  - (iv) Commerce I;

**OR**

- c) Certificate in Secretarial Studies from the Kenya National Examination Council; and
- c) Certificate in computer application skills from a recognized institution.

**14/2021: LAND SURVEY ASSISTANT III, JOB GROUP 'H' (1 POST)**

**Duties and responsibilities**

- a) Carrying out angular and distance measurements and computation for small density topographical,
- b) Site engineering, general boundary, and photo controls surveys.

**Requirements for Appointment**

For appointment to this grade, candidates must possess: -

- a) Diploma in Land Surveying from a recognized institution; and
- b) Certificate in computer applications.

**15/2021: WEIGHT AND MEASURES OFFICER II JOB GROUP 'J' (6 POSTS)**

**Duties and responsibilities: -**

- a) Testing, and stamping mechanical and electronic weighing and measuring equipment;
- b) Collecting data on verified equipment at traders premises, stamping stations and verification office;
- c) Sampling pre-packaged goods for quantitative analysis;
- d) Preparing testing equipment for inspection and investigation purposes; and
- e) Preparing weighing and measuring equipment during trade fairs and exhibitions;
- f) Giving evidence in court on cases arising from infringement of the Weights and Measures Act (Cap 513) and Trade Description Act (Cap 505)

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) Bachelor's degree in any of the following disciplines; - Physics, Mathematics, Legal Metrology, Information Communication Technology, or equivalent qualification from a recognised institution; and
- b) Certificate in computer applications from a recognized institution.



## **16/2021: PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER J/G 'N' (1 POST)**

### **Duties and responsibilities: -**

An officer at this level may be deployed at the Directorate of Supply Chain Management Services or in a Department.

At the Directorate of Supply Chain Management Service, officer at this level will be in charge of a schedule of duties consisting of a number of Departments.

- a) The officer will be required to assist in compilation, collation and analysis of Supply Chain Management data/issues from Department.
- b) Monitoring the implementation of the Supply Chain Management policies, guidelines and procedures issued by the Directorate of Supply Chain Management from time to time and recommending appropriate action where necessary.
- c) In the Department an officer will be in-charge of planning, coordinating, organizing and controlling activities in Supply Chain Management unit in a Department.
- d) Specific duties include the correct interpretation and implementation of the Public Procurement and Disposal Act 2005.

### **Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) Served in the grade of Chief Supply Chain Management Officer or in comparable and relevant position in the Public Service for a minimum period of three (3) years;
- b) A Diploma in supplies Management or its approved equivalent from a recognized Institute;
- c) A management course lasting not less than three (3) weeks;
- d) A Bachelor's Degree in any of the following; - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualifications from a recognized institution; and
- e) Demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Disposal Act.

*In addition to the above requirements, an officer must have the following key personal attributes and core competences: -*

#### **(i) Personal Qualities**

- a) Organizational, managerial and administrative skills.
- b) Positive working attitude and ability to give and take instructions.
- c) Ability to work with minimum supervision.
- d) Creativity and innovativeness.
- e) Professionalism and integrity.
- f) Interpersonal skills including being a team player.
- g) Good communication skills.

#### **(ii) Core Competences**

- a) Supervisory management;
- b) Policy implementation;
- c) Oral/Written Communication skills;
- d) Target setting;
- e) Administration skills;
- f) Team leadership;
- g) Problem solving.

## **17/2021: SUPPLY CHAIN MANAGEMENT OFFICER II J/G 'J' (2 POSTS)**

**Duties and responsibilities: -**

- a) Warehousing;
- b) Distribution management;
- c) Fleet management;
- d) Disposal of stores and equipment;
- e) Procurement;
- f) Market surveys and research;
- g) Inventory and stock control, in accordance with the laid down regulations and procedures.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- a) Bachelor's Degree in any of the following: - Commerce, Business Administration, (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing of their equivalent from a recognized Institution.

*In addition to the above requirements, an officer must have the following key personal attributes and core competences: -*

**(i) Personal Qualities**

- Ability to get on well with the diverse workforce;
- Good knowledge in the professional field of specialisation;
- Good communication skills;
- Ability to take instruction;
- Good organisational and supervisory skills.

**(ii) Core Competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execution of instruction;
- Interpersonal skills
- Analytical skills;
- Records Management skills.

**18/2021: SUPPLY CHAIN MANAGEMENT ASSISTANT IV J/G 'G' (2 POSTS)**

**Duties and responsibilities: -**

- i) This will be the entry and training grade for this cadre. An officer at this level will be deployed in a Supply Chain Management unit in the Department and will handle simple tasks such as issuing and receiving stores and preparation and maintenance of records under the supervision of a more experienced officer.

**Requirements for appointment: -**

For appointment to this grade, candidates must have: -

- b) Kenya Certificate of Secondary Education (KCSE) mean grade C- with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution; and
- c) A Certificate in Supplies Management or its approved equivalent from a recognized institution.

**OR**

d) Advanced Certificate in Supply Chain Management from a recognized Institution.

*In addition to the above requirements, an officer must have the following key personal attributes and core competences: -*

(i) **Personal Qualities**

- Ability to get on well with the diverse workforce;
- Good knowledge in the professional field of specialisation;
- Good communication skills;
- Ability to take instruction;
- Good organisational and supervisory skills.

(ii) **Core Competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execution of instruction;
- Interpersonal skills
- Analytical skills;
- Records Management skills.

**19/2021: INTERNAL AUDITOR I J/G 'K' (2 POSTS)**

**Duties and responsibilities: -**

- a) Executing audit programmes;
- b) Collecting audit evidence on major issues;
- c) Reviewing internal control systems in operation;
- d) Verifying the existence and safety of Government assets;
- e) Preparation of draft reports and holding discussions with the clients;
- f) Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments; and
- g) Ensuring completeness and accuracy of records and reports.

**Requirements for appointment: -**

For direct appointment to this grade, candidates must have: -

- a) Passed CPA Part III or CIA Part IV or be in possession of a Bachelor of Commerce Degree (Accounting/Finance option) with CPA Part II or CIA Part III.

**OR.**

- b) Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part IV from a recognized institution; and
- c) Certificate in computer applications from a recognized institution.

**20/2021: PRINCIPAL ACCOUNTANT, JOB GROUP 'N' (2 POSTS)**

**Duties and responsibilities: -**

- a) Assisting in the implementation of an appropriate accounting system, this entails the ability to recognize, calculate, classify, post, summarize and report transactions as a means of maintaining sound financial records;
- b) Implementation of an effective system of internal control for orderly and efficient conduct of business including adherence to Government policies;
- c) Safe guarding of assets;
- d) Prevention of fraud and errors;
- e) Timely preparation of accurate and reliable financial statements and accounts; and
- f) Be responsible for training and development of accounting staff in the Accounting Unit.

**Requirements for appointment: -**

- a) Served in the grade of Chief Accountant, Job Group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- b) A Bachelor’s degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or its equivalent from a recognized institution;
- c) Have passed Part III (final) of the Certified Public Accountants (Kenya) Examination or its equivalent;
- d) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (ARAB); and
- e) Shown merit and ability as reflected in work performance and results.

*In addition to the above requirements, an officer must have the following key personal attributes and core competences:-*

**(iii) Personal Qualities**

- Ability to get on well with the diverse workforce;
- Good knowledge in the professional field of specialisation;
- Good communication skills;
- Ability to take instruction;
- Good organisational and supervisory skills.

**(iv) Core Competences**

- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execution of instruction;
- Interpersonal skills
- Analytical skills;
- Records Management skills.

**21/2021: SENIOR ACCOUNTANT, JOB GROUP ‘L’ (8 POSTS)**

**Duties and responsibilities: -**

- a) The officer will be required to work within Government policies and directives given by the head of the accounting unit;
- b) Overall review of accounting procedures and practices including supervision and development of staff under him/her; and
- c) May occasionally be required to undertake Adhoc assignments relating to accounting services.

**Requirements for appointment: -**

- a) Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- b) A Bachelor's degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or its equivalent from a recognized institution;
- c) Have passed Part III of Certified Public Accountants (Kenya) Examination or its recognized equivalent qualification;
- d) Certificate in Computer Applications;
- e) Shown merit and ability as reflected in work performance and results.
- f) Consideration will also be given to serving Accountant I who has passed CPA II and has served for at least three (3) years.

**22/2021: SHIPSCREW JOB GROUP 'D' (2 POSTS)**

**Duties and Responsibilities**

- a. Cleaning and painting the dock vessel;
- b. Mending and operating the fishing gears;
- c. Fish handling and processing;
- d. Keep watching when the ship is docked;
- e. Ship steering and discharging wastes;
- f. Controlling all fishing operations including landing, handling and storage of ships;
- g. Maintaining and dry docking of ships;
- h. Operating winches for fish drawing;

**Requirements for Appointment**

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

- a) Have possessed Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent qualification from a recognized Institution; and
- b) Be between the age of 18 and 30 years.

**23/2021: COXSWAIN II, JOB GROUP 'E' (2 POSTS)**

**Duties and responsibilities: -**

- a) Rigging of gears and equipment on board vessels;
- b) Operating and maintaining life boats;
- c) Marking fishing grounds using maps and land markers; and
- d) Receiving verbal and radio communications.

**Requirements for appointment**

For appointment to this grade, candidates must: -

- a) Be in possession of Kenya Certificate of Education mean grade D+;
- b) Possess Coxswain Certificate of Competence from the Kenya Ports Authority or any other recognized institution
- c) Have satisfactorily served in the grade of ships-crew or its equivalent for at least three (3) years;
- d) Be between ages 18 and 30 years;

**24/2021: ICT INSTRUCTOR III, JOB GROUP 'H' (1 POST)**

**Duties and responsibilities: -**

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor for:

- a) Theoretical and practical instruction in the area of specialization;
- b) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- c) Carrying out trainee assessment;
- d) Ensuring proper care and maintenance of tools and equipment;
- e) Conducting co-curricular activities;
- f) Maintaining trainees disciplines; and
- g) Guiding and counselling trainees.

**Requirements for appointment: -**

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

- a) Diploma in Computer Studies/Science; Information and communication Technology; or its equivalent qualification from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

**25/2021: FASHION AND DESIGN INSTRUCTOR III, JOB GROUP 'H' (3 POSTS)**

**Duties and responsibilities: -**

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

- a) Theoretical and practical instruction in the area of specialization;
- b) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- c) Carrying out trainee assessment;
- d) Ensuring proper care and maintenance of tools and equipment;
- e) Conducting co-curricular activities;
- f) Maintaining trainees disciplines; and
- g) Guiding and counselling trainees.

**Requirements for appointment: -**

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

- a) Diploma in Clothing; Fashion Design and Textile Technology or its equivalent qualification from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

**26/2021: HAIR DRESSING INSTRUCTOR III, JOB GROUP 'H' (2 POSTS)**

**Duties and responsibilities: -**

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

- a) Theoretical and practical instruction in the area of specialization;
- b) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- c) Carrying out trainee assessment;
- d) Ensuring proper care and maintenance of tools and equipment;
- e) Conducting co-curricular activities;
- f) Maintaining trainees disciplines; and
- g) Guiding and counselling trainees.

**Requirements for appointment: -**

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

- a) Diploma in Hair Dressing and Beauty Therapy or its equivalent qualification from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

**27/2021: ELECTRICAL AND ELECTRONICS INSTRUCTOR III, J/G 'H' (3 POSTS)**

**Duties and responsibilities: -**

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

- a) Theoretical and practical instruction in the area of specialization;
- b) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- c) Carrying out trainee assessment;
- d) Ensuring proper care and maintenance of tools and equipment;
- e) Conducting co-curricular activities;
- f) Maintaining trainees disciplines; and
- g) Guiding and counselling trainees.

**Requirements for appointment: -**

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

- a) Diploma in Electronics Engineering; Telecommunications Engineering; Electrical Engineering; and
- b) Certificate in computer applications from a recognized institution.

**28/2021: ASSISTANT ECDE TEACHER III, JOB GROUP 'F' (37 POSTS)**

**Duties and responsibilities: -**

- a) Class teaching;
- b) Organizing and facilitating play/learning activities for the learners;
- c) Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development);
- d) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance register etc.) and ensuring learners' safety and security.
- e) Preparing and developing play/learning materials.

**Requirements for appointment: -**

For direct appointment to this grade, the candidate must be in possession of: -

- a) Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' Level;
- b) Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent;
- c) A Certificate in Computer Proficiency;
- d) Registered by the Teachers Service Commission;
- e) Certificate of Good Conduct



*In addition to the above requirements, an ECDE Teacher must have the following:*

**Personal Qualities**

- Professionalism and integrity;
- Modest and of sound mind;
- Valid medical report.

**Core Competencies**

- Supervisory management;
- Problem solving;
- Team leadership;
- Interpersonal skills.

**29/2021: AGRI-BUSINESS INSTRUCTOR III, JOB GROUP 'H' (1 POST)**

**Duties and responsibilities: -**

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

- a) Theoretical and practical instruction in the area of specialization;
- b) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- c) Carrying out trainee assessment;
- d) Ensuring proper care and maintenance of tools and equipment;
- e) Conducting co-curricular activities;
- f) Maintaining trainees disciplines; and
- g) Guiding and counselling trainees.

**Requirements for appointment: -**

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

- a) Diploma in Agriculture or its equivalent qualification from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

**30/2021: BUILDING CONSTRUCTION / PLUMBING INSTRUCTOR III, J/G 'H' (1 POST)**

**Duties and responsibilities: -**

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An Instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

- a) Theoretical and practical instruction in the area of specialization;
- b) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- c) Carrying out trainee assessment;
- d) Ensuring proper care and maintenance of tools and equipment;
- e) Conducting co-curricular activities;
- f) Maintaining trainees disciplines; and
- g) Guiding and counselling trainees.

**Requirements for appointment: -**

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

- a) Diploma in Building and Construction or its equivalent qualification from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

**31/2021: SENIOR DRILLING INSPECTOR, JOB GROUP 'J' (1 POST)**

**Duties and responsibilities**

- a) Keeping records and planning supplies of fuel and lubricants for drilling equipment;
- b) Operating drilling rig machines and pumps as well as recording and reporting the use of drilling bits;
- c) Assist the drilling inspector in inspection of the rigs, borehole pumps, welding and cementing operations and preparing detailed drilling inspection reports;
- d) Reporting any hitches or problems noticed while carrying out assigned duties to the Supervisor for appropriate action;
- e) Maintaining a safe working environment for self and others and ensures the work station is kept to the highest standards of cleanliness;
- f) Adhere to the county governments rules and regulations while maintaining a high sense of discipline;
- g) Assisting in the maintenance and repairs of drilling equipment, engines and gears;
- h) Recording all data required for both the drill hole and sampling; and
- i) Handing over all the works and assignments to the supervisor or any other person in charge while leaving for off or leave.

**Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of;

- a) The candidate must be in possession of Diploma of Ground Water (Drilling Option) from a recognized institution, Kenya Water Institute, or any other equivalent qualifications approved by the Chief Officer Water & Energy and the County Director HRM;
- b) At least five (5) years relevant experience in a busy water drilling and installation work shop and working with drilling machines;
- c) Must be in possession of a valid driving license.
- d) Passed the Departmental Occupational Test III.
- e) Minimum 'Secondary' level education.
- f) Ability to work under minimum supervision with a high sense of personal initiative, keen & fast learner, good communicator, a good team player.

**32/2021: DRILLING RIG OPERATOR/DRILLER, JOB GROUP 'J' (1 POST)**  
**CONTRACT**

## **Duties and responsibilities**

- (i) Keeping records and planning supplies of fuel and lubricants for drilling equipment;
- (ii) Operating drilling rig machines and pumps as well as recording and reporting the use of drilling bits;
- (iii) Assist the drilling inspector in inspection of the rigs, borehole pumps, welding and cementing operations and preparing detailed drilling inspection reports;
- (iv) Reporting any hitches or problems noticed while carrying out assigned duties to the Supervisor for appropriate action;
- (v) Maintaining a safe working environment for self and others and ensures the work station is kept to the highest standards of cleanliness;
- (vi) Adhere to the county governments rules and regulations while maintaining a high sense of discipline;
- (vii) Assisting in the maintenance and repairs of drilling equipment, engines and gears;
- (viii) Recording all data required for both the drill hole and sampling; and
- (ix) Handing over all the works and assignments to the supervisor or any other person in charge while leaving for off or leave.

## **Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of;

- (i) The candidate must be in possession of Diploma of Ground Water (Drilling Option) from a recognized institution, Kenya Water Institute, or any other equivalent qualifications approved by the Chief Officer Water & Energy and the County Director HRM;
- (ii) At least five (5) years relevant experience in a busy water drilling and installation workshop and working with drilling machines;
- (iii) Must be in possession of a valid driving license.
- (iv) Passed the Departmental Occupational Test III.
- (v) Minimum 'Secondary' level education.
- (vi) Ability to work under minimum supervision with a high sense of personal initiative, keen & fast learner, good communicator, a good team player.

## **33/2021: PRINCIPAL LAND SURVEYOR, JOB GROUP 'N' (1 POST)**

### **Duties and responsibilities**

The duties and responsibilities of the senior surveyor will include.

- (i) Carrying out national and international boundary and hydrographic surveys, gravity and magnetic analysis, astronomical observations.
- (ii) Establishment of very long base interferometry (VLBI);
- (iii) Supervising gravity and magnetic control observations and computations
- (iv) Carrying out angular and distance measurements and computation, cadastral, adjudication, topographical, sub-divisional schemes, photo control, engineering, and general boundary surveys.
- (v) Maintaining, testing, calibrating, and certifying survey equipment.

### **Requirements for Appointment**

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

- (i) Served for a minimum period of three (3) years in the grade of Land Surveyor I, CSG 9 or in a comparable and relevant position in the Public Service.
- (ii) A bachelor's degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey) or equivalent qualifications from a recognized institution.
- (iii) Affiliate/associate membership of the Institution of Surveyors of Kenya (ISK); and
- (iv) Certificate in computer applications.

### **34/2021: INSPECTOR WATER, JOB GROUP 'H' (7 POSTS)**

#### **Duties and responsibilities**

- a) Planning and supervising construction works for water supplies and sewerage schemes;
- b) Compiling operation and maintenance data; and
- c) Supervising water supply operators and artisans.

#### **Requirements for Appointment**

- a) Three (3) year certificate in Technical Training from a recognized institution;  
**OR**  
Diploma in either Water Supply Technology or Water Engineering from a recognised institution; and
- b) Certificate in computer applications from a recognized institution.

#### **How to apply**

Qualified and interested candidates should download and duly fill a job application form provided on our website: [www.tanariver.go.ke/vacancies](http://www.tanariver.go.ke/vacancies) attach and submit their applications with updated CV, a copy of National Identity Card, copies of academic and professional certificates, names and contacts of three (3) referees, and other relevant testimonials to:

**The Board Secretary/CEO  
County Public Service Board of Tana River  
P.O. Box 181 – 70101  
HOLA**

All applications clearly specifying the position applied for on the top left side of the envelope should be received on or before **23<sup>rd</sup> March, 2021**.

All applicants **MUST** comply with the requirements of Chapter Six (6) of the Constitution.

Kindly note that only shortlisted and successful candidates will be contacted. Any canvassing will lead to automatic disqualification.

***Tana River County Public Service Board is a credible government institution and therefore all its recruitments are devoid of any payments. You are hereby advised not to entertain fraudsters purporting to be employees of the Board promising to assist you have your appointment letter processed at a fee.***

***The County Government of Tana River is an Equal Opportunity Employer.  
Women, the marginalized and Persons with Disabilities (PWDs) are encouraged to  
apply.***