



## VACANCY ANNOUNCEMENT

Kenya Forest Service (KFS) is a body corporate established under the Forest Conservation and Management Act (FCMA), 2016 with the mandate to enhance development, conservation and management of Kenya's forest resources in all public forests for the equitable benefit of present and future generations.

In addition, the Service is mandated to provide technical advice and capacity build the County Governments in executing their respective devolved forestry functions among them management of community, private lands and on-farm forests.

KFS envisages to be an internationally recognized organization of excellence in knowledge based sustainable forest resources conservation and management. Towards this end, KFS has made tremendous and noteworthy milestones among them the attainment and surpassing of the 10% tree cover target as enshrined in the Constitution of Kenya which currently stands at 12.13% as per the National Forest Resources Assessment Report 2021.

These gains have made high positive impact in enhancing environmental integrity, economic growth, sociocultural development and climate change resilience. Subsequently, and in line with the provisions of the FCMA 2016 and *Mwongozo* Code of Governance for State Corporations, KFS is seeking to recruit qualified, performance driven and highly motivated individuals to support achievement of its strategic objectives in the highly dynamic forestry sector in the following positions;

### 1.SENIOR MANAGER COPRORATE SERVICE, JOB GRADE KFS 2–REF KFS/SMCS/2022 ONE (1) POST (3 YEARS RENEWABLE CONTRACT)

#### a) Job Specifications

An Officer at this level shall report to the Chief Conservator of Forests

#### b) Duties and responsibilities

- i. Develop effective policies and strategies in Human Resource Management and Development, Finance and Accounts, Corporate Communications, Administration and Infrastructure Development, Information and Communication Technology(ICT) to meet the objectives of the Service
- ii. Initiate and coordinate the Organization's development intervention aimed at promoting culture change in Human Resource Management and Development, Finance and Accounts, Corporate Communications, Administration and Infrastructure Development, Information and Communication Technology(ICT)

- iii. Prepare and Implement Work-plan for Human Resource Management and Development, Finance and Accounts, Corporate Communications, Administration and Infrastructure Development, Information and Communication Technology(ICT) activities
- iv. Undertake bench marking and current development in Human Resource Management and Development, Finance and Accounts, Corporate Communications, Administration and Infrastructure Development, Information and Communication Technology (ICT) practises.
- v. Ensure Compliance with Financial reporting, Labour legislations, ICT, Infrastructure development and Communication standards.
- vi. Ensure timely preparation of financial report and advise on strategy for debt management
- vii. Preparation of strategic Plans for Human Resource Management and Development, Finance and Accounts, Corporate Communications, Administration and Infrastructure Development, Information and Communication Technology(ICT).
- viii. coordinate the budgeting process, monitoring cash flow and overseeing the organization's financial performance against the budget and operational goals
- ix. Provide creative and constructive leadership in the formulation of annual budgets, board papers, strategic planning as well as advising the management,
- x. oversee high disciplinary standards promotions, employee relations, staff training and development, career planning, compensation management, succession management, staff welfare, industrial relations and performance management
- xi. Oversee all issue regarding the financing of KFS activities and advise the Board on financial planning strategies and policies;
- xii. overseeing the management of administration services, office services, fleet management, registry services, management of assets, and infrastructure development and other allied support services
- xiii. Initiating KFS brand strategy and positioning
- xiv. Developing and managing appropriate channels and partners to meet changing stakeholders needs and business goals
- xv. Undertake multimedia, public relation and content development
- xvi. Oversee editing, publishing, production of documentaries
- xvii. Develop and implement sound financial management policies and procedures;
- xviii. Plan and coordinate timely preparation of annual Work Plans and budget estimates for the Corporate department;
- xix. Develop and manage internal controls and compliance in the corporate department
- xx. Participate in developing resource mobilization strategies for the departments;
- xxi. Oversee preparation of the final Annual Statement of Accounts in accordance with accounting standards and procedures;
- xxii. Monitor and evaluate funds applications and accountability;
- xxiii. Developing and overseeing the implementation of a dynamic corporate strategy that is able to deliver services and results as envisioned in the strategic plan;
- xxiv. Ensure prudent and optimal utilization of KFS funds and Assets;
- xxv. Provide up to date, accurate and prompt management accounts and reports to the management and the Board;
- xxvi. Providing oversight for the KFS human capital affairs, ensuring that the Service has the right and sufficient human resource to meet its objectives;

- xxvii. Providing oversight for effective records management systems;
- xxviii. Participating in the development and review of KFS strategic plan;
- xxix. Reviewing the Corporate Services business plans in line with the overall strategic objectives and government performance contract
- xxx. Overseeing operations of Human Resource Management and Development, Finance and Accounts, Corporate Communications and Administration and Infrastructure Development, Information and Communication Technology (ICT) departments.
- xxxi. Oversee the implementation of Corporate projects
- xxxii. Responsible for resource mobilization for the Directorate
- xxxiii. promote public service values, principles and ethics

### **c) Person Specifications**

- i. Bachelor's Degree in Commerce, Business Administration, Business management (Human Resources, Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution.
- ii. Master's Degree in any of the following disciplines: - Business Administration or equivalent qualifications from a recognized institution.
- iii. At least twelve (12) years' work experience four (4) years of which should have been served in the senior management
- iv. Relevant Professional qualification such as IHRM Practitioner, Institute of Certified Public Secretaries of Kenya (ICPSK), (Certified Public Accountant of Kenya (CPAK) or Association of Certified Chartered Accountant (ACCA) or Chartered Institute of Public Relations (CIPR), CHRP K.
- v. Certificate in Leadership Course lasting not less than our (4) weeks from a recognized institution
- vi. Proficiency in computer applications

## **2. LEGAL OFFICER I, JOB GRADE KFS 7-REF KFS/LOI/2022 ONE (1) POST (PERMANENT & PENSIONABLE)**

### **Job Specification**

This is the entry and induction grade for the Legal Officers cadre. An officer at this level shall report to Head Legal Services.

### **b) Duties and Responsibilities**

- i. Providing legal advice to the Service to ensure implementation of best legal approach
- ii. Drawing up and submitting contracts, agreements and other legal documents
- iii. Preparing the department's budget and expenditure
- iv. Prepare quarterly legal reports
- v. Undertake legal research to ensure that the Service is acting in accordance with applicable law.
- vi. Attend court proceedings
- vii. Preparing Board resolutions, action plans, Board reports and Board minutes
- viii. Liaising with external lawyers on all cases files against the Service to ensure instructions, witnesses and statements are procured on time

- ix. Working with external lawyers to initiate Law suits, formulate defense, gather evidence in legal proceedings involving the Service
- x. Representing the Service in litigation matters
- xi. Responsible for the Legal Assistants in a given section.
- xii. In charge legal registry
- xiii. Oversee verification compiled records for accuracy;
- xiv. Process legal transactions;
- xv. Ensure maintenance of efficient filing system; and keep legal records safe.
- xvi. Promote public values and principles
- xvii. Mentoring and coaching

**c) Job Specifications**

- i. Degree in law, or any other relevant and equivalent qualifications from a recognized Institution.
- ii. Postgraduate Diploma in Law from the Kenya School of Law.
- iii. Advocate of the High court of Kenya
- iv. Member of Law Society of Kenya (LSK)
- v. Proficiency in Computer application

**3. LIBRARY ASSISTANT II, JOB GRADE KFS 10- REF KFS/LAII/2022 ONE (1) POST (PERMANENT & PENSIONABLE)**

**a) Job Specifications**

An officer shall report to the Librarian.

**b) Duties & responsibilities**

- i. Assist users on the use of catalogues and retrieval of information from the library collection
- ii. Issuing library information materials to students, lecturers, and other college staff.
- iii. Receiving returned library information materials from students, lecturers, and other college staff.
- iv. Posting due date labels on library publications.
- v. Keep record of all incoming books, pamphlets, periodicals; catalogue and record all new publications in accordance with established library systems and/or procedures
- vi. Preparing book and file pockets.
- vii. Shelving new and returned library books.
- viii. Ensuring book shelves are tidy.
- ix. Ensuring library seats are well arranged in their proper reading desks/tables.
- x. Assisting in the annual stock taking exercise.
- xi. check and file typed catalogues
- xii. Maintaining newspaper register.
- xiii. Promote public values and principles
- xiv. Mentoring and coaching

**c) Person Specification**

- i. Diploma in Library/Information science from a recognized institution.
- ii. Proficiency in Computer Applications.

#### **4. RECORDS MANAGEMENT OFFICER II, JOB GRADE KFS 8- REF KFS/RMOII/2022 ONE (1) POST (PERMANENT & PENSIONABLE)**

##### **a) Job Specifications**

An officer at this level shall report to Head Registries.

##### **b) Duties and responsibilities**

- i. Ensuring security of information, documents, files and office equipment
- ii. Supervision of the registry; sorting and classifying documents for filing.
- iii. Storage, updating and maintenance of personnel records and file index
- iv. Controlling opening of open, confidential and secret files
- v. Custody and Maintenance of KFS documents; ensuring security of information and Records in a registry/archives.
- vi. Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained
- vii. Planning appropriate office accommodation for registries;
- viii. Ensuring that file movement records are. Updated and maintained; overseeing security of files and documents;
- ix. Ensuring receipt and proper dispatch of mails and maintaining related
- x. Digitizing KFS documents for circulation and archiving.
- xi. Promote public values and principles
- xii. Mentoring and coaching

##### **c.) Person Specifications**

- i. Bachelor's Degree in any of the following disciplines: - Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;
- ii. Proficiency in Computer applications

#### **5. HUMAN RESOURCE MANAGEMENT ASSISTANT II, JOB GRADE-KFS 10- REF KFS/HRMAII/2022 TWO (2) POSTS (PERMANENT & PENSIONABLE)**

##### **Job Specification**

This will be the entry for this cadre. An officer at this level will report to Senior Human Resource Officer.

##### **b) Duties and responsibilities**

- i. Process clearance forms for those retiring
- ii. Write transfer letters
- iii. Record complaints made to the office for further analysis and action
- iv. Populate recruitment template with bio-data of candidate for recruitment process
- v. Guide the staff in filing and compiling wealth declaration forms;
- vi. Assisting in processing salaries, allowances, benefits and final dues;
- vii. Update the staff compliment data;
- viii. Process card and staff ID's.

- ix. Assisting in collating information relating to recruitment and selection, appointments, training, performance management, discipline, pension, medical and complaints
- x. Promote public values and principles
- xi. Mentoring and coaching

**c) Person Specifications**

- i. Diploma in Human Resource Management or relevant qualification from a recognized institution
- ii. Proficiency in computer applications

**6. ADMINISTRATIVE ASSISTANT II, JOB GRADE KFS 10- REF -KFS/AII/2022 TWO (2) POSTS (PERMANENT & PENSIONABLE)**

**a) Job Specification**

This will be the entry for this cadre. An officer in this cadre shall report to Chief Administrative Officer.

**b) Duties and Responsibilities**

- i. Initiate Process of payment of all utility bills like water, electricity, DSTV and newspapers.
- ii. Write requisition for repairs and maintenance of Assets in a timely manner.
- iii. Servicing of all fire equipment.
- iv. Issue working tools to the subordinate staff.
- v. Purchase of airtime and credit for official use and provision of drinking water, receiving flowers to various offices.
- vi. Ensure all equipment are maintained as per the manufacturers' schedule.
- vii. Facilitate the lease of the KFS grounds and allocation of meeting venues.
- viii. Maintain the grounds in terms of trimming grass, pruning and clean ambience
- ix. Co-ordinate the Maintenance of sewerage systems.
- x. Promote Public values and Principles
- xi. Mentoring and coaching

**c) Person Specification**

- i. Diploma in Public Administration; Business Administration; Office Management, Business Administration or equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications

**7. OFFICE ASSISTANT III, JOB GRADE KFS 13- REF KFS/OAIII/2022 -THREE (3) POSTS (PERMANENT & PENSIONABLE)**

**a) Job Specifications**

An officer at this level shall report to relevant Senior Officer.

**b) Duties and responsibilities**

- i. Perform basic nursery duties which include Sowing of seeds in the nursery, Collect forest soil and potting, prick out the seedlings to transplant in, beds, water all seedlings daily, Weed and clean the nursery, Root-prune the seedlings and Apply fertilizers to the seedlings

- ii. Assist the forester in assessment of plantations for purposes of sales by assisting the forester survey plantations, Capture plantation data, assist in times of tree planting and firefighting activities, and damage assessment.
- iii. Perform messengerial duties, cleaning and file movement
- iv. Promote public values and principles
- v. Mentoring and coaching

**c) Person Specifications**

- i. A candidate must have a Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) Grade D+.

**8. ACCOUNTS ASSISTANT, JOB GRADE KFS 10- REF -KFS/ACCA/2022 TWO (2) POSTS (PERMANENT & PENSIONABLE)**

**a) Job Specification**

An officer at this level shall report to relevant Senior officer.

**b) Duties and responsibilities**

- i. Accounting of revenue,
- ii. Receipt and banking of funds,
- iii. Maintenance of vote book and cash book,
- iv. Maintenance of financial records;
- v. Assist the officer in charge in safe custody of accountable documents;
- vi. Maintenance of the assets register at the office.
- vii. Promote public values and principles
- viii. Mentoring and coaching

**c) Person Specification**

Recognized Qualifications for Accounts Assistant II are:

- i. KATC II(Final)or Accounting Technician Diploma from KASNEB
- ii. Proficiency in Computer Applications.

**9.SENIOR ICT OFFICER, JOB GRADE KFS 6- REF KFS/SIO/2022 ONE (1) - POST (PERMANENT & PENSIONABLE)**

**a) Job Specifications**

An Officer at this level will work under supervision of System Management & Development Officer.

**b) Duties and responsibilities**

- i. Undertake system design, development, testing of application programs as per set standards and policies;
- ii. Installing, configuring and maintaining computer applications on ICT equipment (new/existing);
- iii. Providing end user support and training users on effective and efficient use of ICT facilities;
- iv. Work closely with user departments and undertake systems analysis of user requirements, design, implement, and support implemented ICT system changes, configurations and enhancements;



- v. Carrying out repairs and maintenance of ICT equipment and associated peripherals;
- vi. Preparing hardware specifications for ICT equipment;
- vii. verifying, validating and certifying ICT new equipment;
- viii. Maintaining up to date ICT equipment inventory and issuance register;
- ix. Installing, configuring, maintaining and monitoring Local Area Network components;
- x. Administering and managing users in the Active Directory, e-mail server and User applications;
- xi. Updating and maintaining the KFS website;
- xii. Ensuring Business continuity by performing regular data and application backups.
- xiii. Logging user problems, document solutions after resolving them;
- xiv. Preparing preventive maintenance schedule for ICT equipment and software; and
- xv. Ensuring renewal of applications are in line with the renewal schedules.
- xvi. Promote public values and principles
- xvii. Mentoring and coaching

### **c) Person Specifications**

- i. Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution
- ii. Served for at least five (5) years in a relevant position
- iii. Oracle developer programming (Forms and reports),PL/SQL
- iv. Oracle database administration (DBA) certification
- v. Oracle techno-functional certification
- vi. Unix/Linux training/certifications
- vii. Experience in mobile applications development tools like Java/Java scripts,C/C++,PHP/Laravel ,Python, Perl,CSS/HTML,
- viii. Certifications in Cisco Certified Network Administrator (CCNA), Microsoft Certified IT Professional (MCITP), MCSE qualifications or equivalent qualifications
- ix. Membership in good standing of the relevant recognized professional body
- x. Proficiency in Computer applications.

## **10. FORESTER TRAINEES, JOB GRADE KFS 11 - REF -KFS/FT/2022 THIRTY (30) POSTS (PERMANENT & PENSIONABLE)**

### **a) Job Specification**

An officer at this level shall report to Forest Station Manager.

### **b) Duties and responsibilities**

- i. Implement the forest legislation and related policies for enhancing the growth and development of the forest sector.
- ii. Contribute to basic forest data for entry into forest records books and registers.
- iii. Participate in forest survey and inventory activities.
- iv. Record pest and diseases out breaks in the tree nursery and the field.
- v. Label seedlings bed for easy identification and monitoring.
- vi. Identify nursery soil collection sites.



- vii. Supervise nursery activities (seed sowing, pricking out, potting, hardening-off, soil fumigation, root pruning, watering, chemical and fertilizer application, cleaning and weeding).
- viii. Identify sites for a flying nursery to enhance proximity to planting sites.
- ix. Participate forest fire fighting.
- x. Participate in the implementation of forest activities (stake cutting, staking out, planting, beating up, pruning, thinning, re-spacing, coppice reduction, and climber/creeper cutting, weeding, boundary and fire break maintenance).
- xi. Collect basic forest data for entry into forest records books and registers.
- xii. Participate in forest conservation activities.
- xiii. Collect data on seed germination to determine germination percentage.
- xiv. Conduct cold trailing to detect ground fire.
- xv. Promote Public Values and principles
- xvi. Mentoring and coaching

**c) Person Specifications**

- i. Diploma in Forestry from a recognized institution
- ii. Proficiency in computer applications

Successful applicants shall be required to undergo a rigorous Paramilitary Course.

**11. FOREST ASSISTANT III (NURSERY HEADMEN), JOB GRADE KFS 12- REF-KFS/FAIII/2022 ONE HUNDRED & THIRTY-SIX (136) POSTS (PERMANENT & PENSIONABLE**

**a) Job Specification**

This is the entry for cadre for Forest Assistant. An officer at this level shall report to Forest Station Manager.

**b) Duties and Responsibilities**

- i. Implement the forest legislation and related policies for enhancing the growth and development of the forest sector.
- ii. Labelling of seed and seedlings beds for easy identification and monitoring.
- iii. Participate in data collection on seed germination to determine germination percentage.
- iv. Participate to basic forest data for entry into forest records books and registers.
- v. Identification of nursery soil collection sites.
- vi. Participate nursery soil curing and collection.
- vii. Record station rainfall, wind speed, wind strength, humidity and wind direction data.
- viii. Participate in forest survey and inventory activities.
- ix. Carry out forest conservation activities.
- x. Participate in forest fire fighting
- xi. Participate construction of germination and Swaziland beds.
- xii. Participate in monitoring pest and diseases out breaks in the tree nursery and the field.
- xiii. Mixing of nursery soil to ensure appropriate ratios.
- xiv. Participate in nursery activities (seed sowing, pricking out, potting, hardening-off, soil fumigation, root pruning, watering, chemical and fertilizer application, cleaning and weeding).
- xv. Identification of sites for flying nurseries to enhance proximity to planting sites.

- xvi. Participate in the implementation of forest activities (stake cutting, staking out, planting, beating up, pruning, thinning, re-spacing, coppice reduction, and climber/creeper cutting, weeding, boundary and fire break maintenance).

**c) Person Specifications**

- i. KCSE (D+)
- ii. Certificate in Forestry
- iii. Proficiency in computer applications

**12. ASSISTANT HOUSEKEEPER, JOB GRADE KFS 11- REF KFS/AH/2022 -ONE (1) POST (PERMANENT & PENSIONABLE)**

**a) Job Specification**

This will be the entry for this cadre. An officer at this level shall report to Housekeeper.

**b) Duties and responsibilities**

- i. Carrying out the maintenance of the cleanliness and sanitation in housekeeping facilities.
- ii. Undertaking to report any maintenance within his/her area to the housekeeper.
- iii. Carrying out the maintenance of the furniture, linen and beddings within the hostel and guest houses.
- iv. Keeping records of sundry, linen stores and inventory.
- v. Reporting any strange occurrence in the hostel/guest houses to housekeeper.
- vi. Making guest beds and restocking room supplies.
- vii. Carrying out the distribution of Linen, towels and room supplies to respective users.
- viii. Undertaking the issuing of rooms and keys as pre-allocated by the housekeeper.
- ix. Liaising with the housekeeper in dealing with guest requests.
- x. Promote Public Values and principles
- xi. Mentoring and Coaching

**c) Person Specification**

- i. Certificate in Housekeeping and Laundry or any relevant and equivalent qualifications from a recognized institution.
- ii. Proficiency in Computer application skills.

**13. COOK II, JOB GRADE KFS 12- REF KFS/CKII/2022 TWO (2) POST (PERMANENT & PENSIONABLE)**

**a) Job Specification**

The officer in this Cadre shall report to Head Cook.

**b) Duties& responsibilities**

- i. Preparation and cooking of foods following standard practices and procedures
- ii. Observing high standards of personal, food and kitchen hygiene.
- iii. Cleaning the stores and arrange.
- iv. Cleaning all kitchen equipment after use and store them appropriately.
- v. Reporting defects of equipment.
- vi. Cleaning the kitchen floors and surfaces as per the set standards.
- vii. Preparing and cook a variety of food for meal service following standard practices and procedures;

- viii. Assembling foods supplies and equipment for daily food preparation;
- ix. Setting up and prepare equipment for use in food preparation; and adhere to standardized recipes.
- x. Setting up and directing placement of hot foods in serving line and replenishing as necessary and assisting in care and maintenance of work areas, supplies and equipment.
  - i. Promote public values and principles
- xi. Mentoring and Coaching

**c) Person Specification**

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (plain)
- ii. Certificate in Food and Beverage Service from a recognized training institution.
- iii. Be certified medically fit.
- iv. Proficiency in Computer applications

**14. KITCHEN HAND, JOB GRADE KFS 13- REF KFS/KH/2022 -FOUR (4) POSTS (PERMANENT & PENSIONABLE)**

**a) Job Specification**

This will be the entry for this cadre. The officer at this level shall report to Waiter II.

**b) Duties and responsibilities**

- i. Cleaning and washing dishes, glassware, silverware, utensils, pots, and pans
- ii. Collecting dirty dishes and utensils from dining areas and placing them in the designated cleaning areas
- iii. Using special equipment (e.g. pressure hoses, dishwashing machines, steam cleaners, and disinfecting chemicals) to clean dishes and other utensils
- iv. Drying and placing all utensils in their designated storage area.
- v. Maintaining kitchen and dining areas clean and in an orderly manner
- vi. Mopping, sweeping, and scrubbing floors
- vii. Cleaning surfaces, stoves, cutting boards, and other food preparation utensils
- viii. Sorting and removing garbage and other waste
- ix. Sorting and placing garbage in designated containers
  - x. Placing garbage cans and bags in the designated areas for later disposal by sanitation services
  - xi. Cleaning garbage cans with pressured water and disinfecting soap for reusing
- xii. Receiving, unloading, and storing supplies
- xiii. Taking supplies from storage to working areas as requested by Cooks
- xiv. Setting up tables and assisting in the cleaning of dining areas
  - xv. Assisting kitchen personnel with cooking tasks when requested
- xvi. Promote public values and principles
- xvii. Mentoring and Coaching

**c) Person specification**

- i. The KCSE with a mean grade D (plain) or its equivalent.
- ii. Basic firefighting skills
- iii. Certified medically fit.
- iv. Proficiency in computer applications

## **15. DRIVER III, JOB GRADE KFS 12- REF KFS/DRVIII/2022 SEVEN (7) -POSTS (PERMANENT & PENSIONABLE)**

### **a) Job Specification**

An officer at this level shall report to Transport officer/Relevant Officer

### **b) Duties and responsibilities**

- i. Maintaining cleanliness of the vehicle;
- ii. Keeping up to date work tickets for vehicles;
- iii. Cleaning of the assigned motor vehicle;
- iv. Submitting regular reports on motor vehicle assigned;
- v. Reporting any mechanical/accident problems; and
- vi. Proper mechanical working condition of the vehicle.
- vii. Promote public values and principles
- viii. Mentoring and coaching

### **c) Person Specifications**

- i. Kenya Certificate of Secondary Education with a minimum grade D+.
- ii. Valid driving license for relevant classes.
- iii. Certificate of Suitability Test for Drivers Grade III.
- iv. At least two (2) years previous satisfactory driving experience after obtaining the driving license.
- v. Certificate of Occupational test grade III as added advantage at this level
- vi. Have attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.
- vii. Valid certificate of good conduct.
- viii. Proficiency in Computer applications

## **16 PLANT OPERATOR III, JOB GRADE KFS 12- REF KFS/POIII/2022 THREE (3) POSTS (PERMANENT & PENSIONABLE)**

### **a) Job Specification**

An officer at this level shall report to Transport officer/Relevant Engineering Officer.

### **b) Duties and responsibilities**

- i. Operate machines of 'difficult rating' C;
- ii. Assist in machine attendants to identify possible breakdowns;
- iii. Liaise with mechanics for servicing;
- iv. Make daily and weekly oil checks; and
- v. Maintain cleanliness of the plant.
- vi. Promote public values and principles
- vii. Mentoring and coaching

### **c) Person Specifications**

- i. Have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' plain
- ii. Passed the Suitability Test for Plant Operators Grade III.

- iii. Possess a valid driving license free from current endorsements for classes of machine(s) that one may be required to operate.
- iv. Be able to operate at least two (2) Plants of 'difficult rating' C.
- v. Have attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.
- vi. Valid certificate of good conduct.
- vii. Proficiency in Computer applications

## **17. MECHANIC II, JOB GRADE KFS 12- REF KFS/MECII/ 2022 TWO (2) POSTS (PERMANENT & PENSIONABLE)**

### **a) Job Specification**

An officer at this level shall report to Transport officer/Relevant Officer

### **b) Duties and Responsibilities**

- i. Carrying out routine maintenance the vehicle; Fitting new parts in motor vehicles and equipment as required;
- ii. Carrying out inspection and repairs of motor vehicles;
- iii. Overhauling of motor vehicles and equipment to the required standards;
- iv. Keeping repair costs and analysis as required;
- v. Ensuring safe custody of spares, tools and equipment assigned; Initiating purchases of motor vehicle spare parts required for repairs;
- vi. Observing and complying with environmental, health and safety measures and regulations.
- vii. An officer at this level shall report to a senior officer

### **c) Person Specifications**

- i. O' Level Division II or KCSE 'C' plain;
- ii. Certificate in Mechanical Engineering (Automotive Option) or Mechanical Engineering Technician I1 certificate;
- iii. A minimum working experience of not less than five (5) years; Computer literacy.
- iv. Valid driver's license
- v. Proficiency in Computer applications

## **18 WORKSHOP MANAGER (MECHANICAL), JOB GRADE KFS 9- REF KFS/WM/2022 ONE (1) POST (PERMANENT & PENSIONABLE)**

### **a) Job Specifications**

An officer at this level shall report to Head Fleet Management.

### **b) Duties and Responsibilities**

- i. Oversee and supervise parts ordering, vehicle inspection and delivery.
- ii. Control operating costs
- iii. Load the team in conducting repairs and management of workshop efficiency.
- iv. Effective management of workshop resources.
- v. Provision of advisory services to the workshop team.
- vi. Monitor staff performance, attendance and general resolution of problems.

- vii. Staff training, technical advice and participate in the recruitment process of workshop employees.
- viii. Ensure Environment, Health and Safety best practices in the workshop
- ix. Promote public values and principles
- x. Mentoring and coaching

**c) Person Specifications**

- i. Higher National Diploma in Mechanical Engineering/automotive engineering field or equivalent qualifications.
- ii. Valid driver's license

**19. SUPERINTENDENT OF ROADS, JOB GRADE KFS 9- REF KFS/SR/2022 ONE (1)  
POST (PERMANENT & PENSIONABLE)**

**Job Specification**

An officer at this level shall report to Head Engineering.

**b) Duties and responsibilities;**

- i. To supervise maintenance forest Roads and construction of new structures such bridges and culverts in areas of jurisdiction.
- ii. To support and complement the Engineer hence provide a wide range of maintenance of civil works
- iii. Coordinate and supervise road works and construction/ maintenance of bridges within jurisdiction of the road unit
- iv. Supervise selection of suitable construction materials for road works.
- v. Supervise the construction fleet of equipment, plant and vehicles deployed at road units.
- vi. Supervise all staff stationed at construction site(s) such as overseers, senior, inspectors, plant operators, drivers and artisans
- vii. Ensure vehicles, plant and equipment are well serviced and maintained.
- viii. Ensure safety of equipment and personnel in construction sites.
- ix. Ensure professional standards and undertake quality control in road units.
- x. Co-ordinate procurement of materials, fuels, oils and tools garages.
- xi. Compile work progress reports.
- xii. Assist the Engineer in preparation of work programs
- xiii. Prepare civil designs, drawings and specifications.
- xiv. Make cost estimates for all civil projects.
- xv. Arrange for material testing
- xvi. Ensure safety of equipment and personnel in roads unit
- xvii. Ensure correct standards are maintained in road works
- xviii. Inspect and certify all road works upon completion
- xix. Prepare stores, tools, equipment, vehicles and plant ledgers.
- xx. Promote public values and principles
- xxi. Mentoring and coaching

**c) Person specification**

- i. Diploma Civil Engineering from a recognized Institution
- ii. Three (3) Years Working Experience

iii. Proficiency in computer applications

**How to Apply;**

**1. Online applications**

Interested candidates who meet the requirements are asked to apply by visiting Kenya Forest Service website [www.kenyaforestservice.org](http://www.kenyaforestservice.org) and select the **Jobs** tab to proceed with the online application. Following successful online application candidates will receive a **NOTIFICATION EMAIL**.

**2. Hard copy applications**

In addition to the online application, applicants **MUST PRINT** and attach the **NOTIFICATION EMAIL** as the first page to hard copy applications. The hard copy application should clearly indicate reference number for the position and attaching current curriculum vitae (clearly indicating the mobile number, names and contact details of three referees), copies of relevant testimonials, academic and professional certificates and copy of national identity card. The application should clearly be marked with reference number for each position and should either be sent through the post office or hand delivered to the following address in a sealed envelope marked "**APPLICATION FOR (WRITE POSITION & REFERENCE); so as to reach the Service not later than 11<sup>th</sup> July, 2022 by 5.00pm.**

**NB:** The application will not be considered complete until the two steps are successfully undertaken. Further, email applications shall not be considered.

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

**Note:**

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