



**ELGEYO MARAKWET COUNTY GOVERNMENT
COUNTY PUBLIC SERVICE BOARD**

DATE: 26TH MARCH, 2025

INTERNAL ADVERTISEMENT-PHASE II, 2024/25

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act 2012, the County Public Service Board of Elgeyo Marakwet invites applications from suitably qualified **serving officers** in the County Public Service for the following positions;

1. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

VACANCY NO: FEP/ 01/2025

SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP 'CPSB 09'-ONE (1) POST

Salary Scale: Ksh.41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.

DUTIES AND RESPONSIBILITIES: -

Procurement of goods, works and services in adherence to the provisions of the law; opening and evaluation of tenders; conducting market surveys for common user items; processing LPOs, drafting contract documents; receiving and control of goods/stores; Warehousing, distribution and stock control; officer will assist in the preparation of annual procurement plans and Supply Chain Management reports; proper management of procurement records.

For appointment to this grade, an applicant **MUST** have;

- i. Served in the grade of Supply Chain Management Officer II or in Comparable and relevant position in the County Public Service for a minimum period of three (3) years;
- ii. 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;
- iii. Shown merit and ability as reflected in work performance and results;
- iv. Membership from Kenya Institute of Supplies Management (KISM);
- v. Valid practicing license from Kenya Institute of Supplies Management (KISM);
- vi. Certificate in computer application packages and skills from a recognized institution.



VACANCY NO: FEB/ 02/2025

SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP 'CPSB 11'-THREE (3) POSTS

Salary Scale: Ksh27,900 x 1,110 – 29,010 x 1,170 – 30,180 x 1,200 – 31,380 x 1,220 – 32,600 x 1,300 – 33,900 x 1,350 – 35,250 x 1,430 – 36,680 p.m.

For appointment to this grade, an applicant **MUST** have;

- i. Kenya Certificate of Secondary Education (KCSE) mean. grade C- (minus) with a minimum of C- in -Mathematics. and English or Kiswahili or its equivalent qualification from a recognized Institution;
- ii. Diploma in (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution;
- iii. Membership from Kenya Institute of Supplies Management (KISM)
- iv. Valid practicing license from Kenya Institute of Supplies Management (KISM);
- v. Certificate in computer application packages and skills from a recognized institution.

DUTIES AND RESPONSIBILITIES: -

Procurement of goods, works and services in adherence to the provisions of the law; Opening and evaluation of tenders; Conducting market surveys for common user items; Processing LPOs, drafting contract documents; Receiving and inspection of goods; Warehousing, distribution and stock control; the officer will assist in the preparation of annual procurement plans and Supply Chain Management reports; Proper management of procurement records.

VACANCY NO: FEP/ 03/2025

SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'CPSB 10'-TWO (2) POSTS

Salary Scale: Ksh33,900 x 1,350 – 35,250 x 1,430 – 36,680 x 1,500 – 38,180 x 1,560 – 39,740 x 1,580 – 41,320 x 1,580 – 42,900 x 1,630 – 44,530 p.m.

For appointment to this grade, an applicant **MUST** have;

- i. Bachelor's Degree in any of the following: - Commerce, Business Administration (supply management option), Economics, Procurement and Supplies Management, Marketing, or their equivalent qualification from a recognized institution;
- ii. Membership from Kenya Institute of Supplies Management (KISM);
- iii. Valid practicing license from Kenya Institute of Supplies Management (KISM);
- iv. Certificate in computer application packages and skills from a recognized institution.



DUTIES AND RESPONSIBILITIES: -

Procurement of goods, works and services in adherence to the provisions of the law; Opening and evaluation of tenders; Conducting market surveys for common user items; Processing LPOs, drafting contract documents; Receiving and control of goods/stores; Warehousing, distribution and stock control; The officer will assist in the preparation of annual procurement plans and Supply Chain Management reports; Proper management of procurement records.

VACANCY NO: FEP/ 04/2025

SENIOR ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT, JOB GROUP 'CPSB 04' TWO (2) POSTS

Salary Scale: Ksh107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 x 6370-135,670 x 6,670-142,340 p.m.

For appointment to this grade, an applicant **MUST** have;

- i. Served in the grade of Assistant Director Supply Chain Management Services or in a comparable and relevant position in the County Public Service for a minimum period of three (3) years;
- ii. Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- iii. Bachelor's Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing or their equivalent qualification from a recognized institution;
- iv. Master's Degree in any of the following: - Procurement and Supply Management, Logistics and Supply Chain Management, business Administration, Commerce, and any other relevant field from a recognized Institution,
- v. Membership from Kenya Institute of Supplies Management (KISM);
- vi. Valid practicing license from Kenya Institute of Supplies Management (KISM);
- vii. Certificate in computer application packages and skills from a recognized institution.

DUTIES AND RESPONSIBILITIES: -

Procurement of goods, works and services in adherence to the provisions of the law; analyzing Supply Chain Management structures and Systems; initiating and developing Supply Chain Management policies; and performance improvement strategies that are adaptive to the changing environment and technology; in addition, the officer will be expected to coordinate the development of strategic plans for the Directorate of Supply Chain Management; ensure Implementation and adherence to the provisions of the Public Procurement and Disposal Act; and other statutes, rules and Regulations; analyzing the impact of Supply Chain Management policies, rules and regulations; advising the Accounting Officer on Supply Chain Management matters; ensuring high professional Supply Chain Management standards; procurement planning and budget preparation;



interpreting of other laws and statutes that impact on Supply Chain Management operations.

VACANCY NO: FEP/ 05/2025

SENIOR ACCOUNTANT, JOB GROUP 'CPSB 08'-TWO (2) POSTS

Salary Scale: Ksh 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

Duties and Responsibilities: -

Maintaining control of main and subsidiary accounts; monitoring and controlling expenditure e.g. Vote book posting, Cashbook postings, etc; verifying financial documents and payments to avoid forgeries and fraud; preparing periodic financial statements and reconciliation; preparing expenditure estimates for the sections; providing technical support to the sections on financial matters; guiding and supervising staff under him and any other work as may be assigned from time to time by the Chief Accountant.

For appointment to this grade, an officer **MUST** have: -

- i. Served in the grade of Accountant I, in a comparable and relevant position in the County Public Service for a minimum period of three (3) years;
- ii. Passed part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

- iii. Bachelor's Degree in either Commerce (Accounting or Finance option) Business Administration ((Accounting option) from a recognized institution or any other relevant qualification adjudged to be equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent;
- iv. Hold a professional Accounting Qualification such as ACCA **OR** CPA (K).
- v. Certificate in computer applications;
- vi. Shown merit and ability as reflected in work performance and results;

VACANCY NO: FEP/ 06/2025

ACCOUNTANT I, JOB GROUP 'CPSB 09'-TWO (2) POSTS

Salary Scale: Ksh. 41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.

Duties and Responsibilities: -

Examining all expenditure at the accounts section; preparing monthly, Quarterly and annual reports e.g COB reports, Expenditure reports, Cash flows, etc; reconciling bank



statements with cash books; Answering audit queries and inquiries; supervising and guiding staff under him/her and any other duties assigned from time to time.

For appointment to this grade, an officer **MUST** have: -

- i. Bachelor's Degree in either Commerce (Accounting or Finance option) Business Administration ((Accounting option) from a recognized institution or any other relevant qualification adjudged to be equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent;
- OR**
- ii. Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification;
- iii. Registered with the institute of Certified Public Accountants of Kenya (ICPAK).

VACANCY NO: FEP/ 07/2025

DEPUTY CHIEF FINANCE OFFICER, JOB GROUP 'CPSB 04'-ONE (1) POST

Salary Scale: Ksh 107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 x 6370-135,670 x 6,670-142,340 p.m.

Duties and Responsibilities: -

Administering personnel functions of budget department, such as work scheduling, promotions, transfers, and performance ratings; act as interface between the Budget Unit and other Units on issues related to expenditures, posting and their guiding principles; providing technical budgeting and policy guidance on matters relating to implementation of projects and project maintenance; developing training materials and providing necessary training and support to Organization Units, budget and resources management coordinators; planning, supervising and conducting complex organizational and functional studies as assigned or on own initiative covering departmental matters such as fiscal operations, budget preparation and control, equipment usage, staff patterns, contract development, work flow, space utilization, training, affirmative action and legislation; developing reports and recommendations for action based on an analysis of gathered data; coordinating implementation of approved changes; receiving and evaluating diverse financial data; supervising the development of various financial and operational reports; formulating, obtaining approval for and implements improved fiscal procedures; reviewing various financial transactions; Supervising preparation of initial budgets, developing justifications for budget recommendations, preparing budgets for final publication; supervising monitoring of budget performance against projected performance to ensure that budget objectives are met; initiating and recommending corrective action on budget variances; developing and establishing contract forms and procedures, supervising preparation of contracts or prepare the most complex contracts; interpreting financial and operational contract terms; directing audits to ensure contracts operate in compliance with these terms and with County, State and Federal regulations; recommending solutions to contractual problems; assisting in developing and coordinating electronic data processing systems and programs; determining information to be gathered, stored and retrieved; identifying uses for such data; analyzing existing



and proposed legislation and directives to determine their impact on fiscal or operational procedures of organizations served; maintaining standard practice manuals; and developing organizational and workflow charts, workload standards and work scheduling systems.

For appointment to this grade, an officer **MUST** have: -

- i. Served in the grade of Senior Principal Finance Officer/ Assistant Director of Budget or an equivalent position in the County Public Service for at least three (3) years;
- ii. Bachelor's degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- iii. Masters' degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- iv. Attended a strategic leadership development course (SLDP) lasting not less than six (6) weeks;
- v. Be a registered member of the Institute of Certified Public Accountants of Kenya (ICPAK)/Association of Chartered Certified Accountant (ACCA);
- vi. Participate in various meetings with officials, managers, or the general public to discuss operational matters or to explain recommendations for change and implementation procedures;
- vii. Shown outstanding capability in Financial Management.

VACANCY NO: FEP/ 08/2025

CHIEF ACCOUNTANT, JOB GROUP 'CPSB 07'-ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities: -

Preparing financial statements and reports; managing and controlling utilization of county assets(e.g. Vehicles) and liabilities(e.g. utility bills); coordinating budgets and work plans for the department; verification of reconciliation statements; responding to audit queries and mandatory inquiries whenever necessary; providing technical support to departments on financial matters; coordinating payments for goods and services; enforcing adherence to financial policies, regulations and professional practices in all financial transactions and any other duties assigned from time to time.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Senior Accountant, job group '**CPSB 08**' or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Commerce (Accounting or Finance option) and passed part II of the Certified Public Accountants (CPA) Examination

OR



- iii. Passed part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iv. Registered with the institute of Certified Public Accountants of Kenya (ICPAK)
- v. Management course lasting not less than four (4) weeks from the Kenya Institute of administration or any other recognized institution
- vi. Shown merit and ability as reflected in work performance and results.

VACANCY NO: FEP/ 09/2025

PRINCIPAL ACCOUNTANT, JOB GROUP 'CPSB 06'-ONE (1) POST

Salary Scale: Ksh60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

Duties and Responsibilities: -

Certifying financial transactions and expenditure (e.g. journal entries, ledger reposting etc); verifying and approving Payments in the County Government prior to authorization; providing technical support and guidance to County Government on financial matters; ensuring timely preparation of periodic financial statements and reports; ensuring maintenance of sound financial records; ensuring timely reconciliation of statements; responding to queries and inquiries whenever necessary; supervising staff under him or her; carrying out Performance appraisal of staff under him or her and any other duties assigned from time to time.

For appointment to this grade, an officer **MUST** have: -

- i. Served in the grade of Chief Accountant, job group '**CPSB 07**' or in a comparable and relevant position in the County public service for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Commerce (Accounting or Finance option) and passed part II of the Certified Public Accountants (CPA) Examination;

OR

- iii. Passed part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iv. Registered with the institute of Certified Public Accountants of Kenya (ICPAK);
- v. Shown merit and ability as reflected in work performance and results.

VACANCY NO: FEP/ 10/2025

ECONOMIST II/STATISTICIAN II, JOB GROUP 'CPSB 09'-TWO (2) POSTS

Salary Scale: Ksh. 41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.

Duties and Responsibilities: -

Undertaking economic planning and data collection and analysis; engaging the members of the public during public forum participation on dissemination of development policy



documents identification, preparation and evaluation of development projects and program and monitoring of their implementation; conducting feasibility studies, determining project viability and setting project priorities; collecting, collation and analysis of data relating to production and marketing of agricultural/industrial products; Computerizing and analyzing of data; writing and submitting reports on specific assignments; drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action; coordinating and directing budget making processes in Departments and Wards; undertaking continuous Monitoring and Evaluation (M&E) on county and donor funded projects; directing and supervising of other support staff and any other duties as may be assigned.

For appointment to this grade, an officer **MUST** have: -

- i. A minimum of Upper Second-Class Honours degree in Economics; Economics and Mathematics; Economics and Statistics; Statistics; Project Planning and Management from a recognized university;
- ii. A minimum of Upper Second-Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer science, operations research, survey techniques and Demographic technics from a recognized University/Institutions; or
- iii. A minimum of Upper Second-Class Honours degree in statistics with appropriate specialization from a recognized university/Institution; or
- iv. A postgraduate Bachelor of philosophy degree in economics from the University of Nairobi or equivalent institution or a postgraduate Diploma or Masters degree in subjects enumerated at (i) -(iii)above.

VACANCY NO: FEP/ 11/2025

CHIEF CLERICAL OFFICER, JOB GROUP 'CPSB 10'-FOUR (4) POSTS

Salary Scale: Ksh 33,900 x 1,350 – 35,250 x 1,430 – 36,680 x1,500 – 38,180 x 1,560 – 39,740 x 1,580 – 41,320 x 1,580 – 42,900 x 1,630 – 44,530 p.m.

Duties and Responsibilities: -

Overseeing and ensuring smooth operation of clerical activities in the section; assigning and monitoring tasks for clerical staff, ensuring tasks are completed efficiently and accurately; ensuring that the office environment is clean, organized, and conducive to productive work; ensuring the security and safety of office equipment, assets, and confidential documents; ensuring that all required documentation is completed, filed, and processed correctly according to legal and regulatory requirements; providing orientation and training to new clerical staff to ensure they understand their responsibilities and the office procedures; ensuring new staff members are familiar with the office environment,



protocols, and relevant legislation; Supervising clerical staff in the section, providing guidance, support, and mentoring; evaluating performance and address any issues related to staff performance and development.

For appointment to this grade, an officer **MUST**: -

- i. Have served in the grade of Senior Clerical Officer for at least three (3) years
- ii. Have Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iii. Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database;
- iv. Shown merit and ability as reflected in work performance and results.

2. DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, ADMINISTRATION, COMMUNICATION, ICT& E-GOVERNANCE

VACANCY NO: PSMA/ 01/2025

PRINCIPAL INFORMATION COMMUNICATION & TECHNOLOGY OFFICER, JOB GROUP 'CPSB 06', -ONE (1) POST

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

For appointment to this grade, an applicant **MUST** have;

- i. Served in the grade of Chief Information Communication Technology Officer or in an equivalent and relevant position in the County Public Service for a minimum period of three (3) years or its equivalent;
- ii. Degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution;
- iii. Management Course lasting not less than four (4) weeks;
- iv. Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities: -

Maintaining ICT standards within the County; spearheading e-Government initiatives in the Service; application of Information Communication Technology; systems analysis and design, providing advisory services to departments on all matters related to ICT; training on the use of computers, relevant software packages and providing hardware maintenance support services; and liaising with hardware vendors for administration of guarantees and warranties; systems development, implementation and allocation; coordinating systems development, implementation and maintenance; carrying out feasibility studies; preparing progress reports of the systems development; evaluating



systems and ensuring adherence to established ICT Standards; training and preparing staff performance reports; planning, monitoring and evaluating program/activities within an Information Communication Technology division/Unit; ensuring adherence to Information Communication Technology standards; liaising with user departments to ensure effective maintenance of Information Communication Technology equipment; and reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

VACANCY NO: PSMA/ 02/2025

**ASSISTANT DIRECTOR ADMINISTRATION SERVICES, JOB GROUP `CPSB 05'-
TWO (2) POSTS**

Salary Scale: Ksh 94,170 x 3,320-97,490 x 4,620-102,110 x 5,020-107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 p.m.

Duties and Responsibilities: -

Coordinating County Government service delivery, conducting developmental activities to empower the community, enhancing administrative capacity for effective governance; exercising functions and powers delegated by the county government agencies as stipulated in Section 86 of the County Governments Act; periodic monitoring and evaluation of county projects at the ward level and other programs in the sector's annual work plan and budgets; ensuring effective service delivery at the ward level on a day-to-day basis; coordinating developmental activities to empower the community; facilitating and coordinating citizen participation in the development of policies and delivery of service; coordinating, managing and supervising the general administrative functions in the ward unit including the ward public service; develop policies and plans for implementation at ward level; liaising with county and national government staff at the ward level; Exercise any functions and powers delegated by the county public service board or any other authority.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Principal Administration officer/Principal ward Administrator for a period of 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. Masters' 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 Senior Management Course lasting not less than four (4) weeks 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. Have demonstrated managerial, administrative and professional competence in work performance and results.

VACANCY NO: PSMA/ 03/2025

SENIOR SECURITY OFFICER JOB GROUP 'CPSB 08'-ONE (1) POST

Salary Scale: Ksh 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460-55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

Duties and responsibilities

Training of staff under him, Maintaining records of acts of unlawful interference; updating of emergency procedures and consistency planning; maintaining crimes and incidents records and charts; security surveys; inspections and threat assessment; investigations and prosecution; periodic returns on operational affairs; and planning and designing of security documents e.g passes, register etc; staff development matters; and in charge of other personnel who are performing duties relating to security matters; Leading a team of security personnel in investigating complex crimes; liaising with relevant security agencies; and attending security meetings.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Security Officer 1 for at least 3 years;
- ii. Bachelors' degree in social science (Sociology, History, Philosophy, anthropology) from a recognized university
- iii. Acquired the adult first aid certificate;
- iv. Demonstrated capability in handling security matters and have undergone six weeks approved security course at C.I.D training school.

VACANCY NO: PSMA/04/2025

SENIOR ADMINISTRATION OFFICER, JOB GROUP 'CPSB 08'-ONE (1) POST

Salary Scale: Ksh 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460-55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

Duties and Responsibilities: -

Overseeing transport management; planning and coordinating office accommodation; facilitating meetings, conferences and other special events; supervising provision of security and office services; supervising records management and messenger services



within various departments; handling public concerns and issues; facilitating citizen participation in development activities; handling occupational health and safety issues; facilitating mobilization of resources at the local level; collecting and collating data on developmental activities and disseminating information to the public.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Administration Officer I for 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 recognized institution;
- Or**
- iii. Diploma in Public Administration; Business Administration/Management; community development and or any social Science from a recognized institution;
- iv. Administrative Officers examination (PSCK)
- v. Certificate in Computer applications from recognized institution;
- vi. Demonstrated an ability as reflected in work performance and results.

3.DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT

VACANCY NO: RPW&T/01/2025

PRINCIPAL SUPERINTENDING ENGINEER (ROADS) 'CPSB 04'-ONE (1) POST

Salary Scale: Ksh 107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 x 6370-135,670 x 6,670-142,340 p.m.

Duties and Responsibilities: -

Directing and coordinating roads activities including; supervision ,planning ,monitoring and evaluation training and recommending planning, controlling and coordination of all road's activities in section; monitoring and evaluation of construction activities in the roads section; assessing /checking performances and making recommendation where necessary and Supervise staff under him / her.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Chief Superintending (Roads/Materials) or comparable and relevant position in County Public Service for at least three (3) years;
- ii. Bachelor's degree in Civil engineering or equivalent and relevant qualification from a recognized institution;
- iii. Registered with Engineers Board of Kenya;
- iv. Valid annual Practicing License from the Engineers Registration Board of Kenya;
- v. Corporate Membership with the Institution of Engineers of Kenya (IEK);



- vi. Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- vii. Demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

VACANCY NO: RPW&T/ 02/2025

PRINCIPAL DRIVER JOB GROUP 'CPSB 10'-SIX (6) POSTS

Salary scale: Ksh 33,900 x 1,350 – 35,250 x 1,430 – 36,680 x 1,500 – 38,180 x 1,560 – 39,740 x 1,580 – 41,320 x 1,580 – 42,900 x 1,630 – 44,530 p.m.

Duties and responsibilities: -

Driving assigned vehicle as authorized; carrying out routine checks on the vehicles cooling, oils, electrical tyre pressure and brake system; detecting and reporting malfunction in the vehicle; maintaining work tickets; ensuring security and safety of vehicle and passenger; supervising and guiding staff working under him /her.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of chief driver for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution;
- iii. Passed occupation trade test I for drivers;
- iv. Valid driving license free from any current endorsement(s) for class (es) of vehicle(s) the officer is required to drive;
- v. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- vi. 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;
- vii. Valid Certificate of Good Conduct from the Kenya Police;
- viii. 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;
- ix. Demonstrated outstanding professional competence in work performance and results.

VACANCY NO: RPW&T/ 03/2025

SENIOR INSPECTOR JOB GROUP 'CPSB 09'-ONE (1) POST

Salary Scale: Ksh. 41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.



Duties and responsibilities

Supervising all road construction and maintenance works, preparing work plan, control stores material and fuel; analyzing of technical information required by project teams; coordinating, organizing and scheduling of works Attendant meetings

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Inspector Roads or comparable and relevant position for at least three (3) years;
- ii. Diploma in civil Engineering or its equivalent qualification from a recognized institution;
- iii. Demonstrated ability and competence in the road's construction and maintenance services;
- iv. Registered with Engineers Board of Kenya;
- v. Valid annual Practicing License from the Engineers Registration Board of Kenya.

VACANCY NO: RPW&T/ 04/2025

**PRINCIPAL SUPERINTENDENT ENGINEER (ROADS)JOB GROUP 'CPSB 06'-
TWO (2) POSTS**

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

Duties and responsibilities

Planning, controlling and coordination of all road's activities in the section; monitoring and evaluation of construction activities in roads section; assessing/checking performances and making recommendation where necessary; supervising staff under him / her; supervising roads construction and maintenances; oversee road works; Preparing weekly progress report and returns; preparing / maintaining of schedules of material, plants and vehicle register.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Chief Superintendent Engineer (Roads) or comparable and relevant position for at least three (3) years;
- ii. Diploma in civil Engineering or its equivalent qualification from a recognized institution;
- iii. Registered with Engineers Board of Kenya.
- iv. Valid annual Practicing Licence from the Engineers Registration Board of Kenya
- v. Knowledge and experience in road engineering, civil engineering and conversant with the practices and procedures in road construction, maintenance and improvement services;



- vi. Management course lasting not less than four (4) weeks from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results.

4. DEPARTMENT OF EDUCATION AND TECHNICAL TRAINING

VACANCY NO: EDU/ 01/2025

PRINCIPAL GRADUATE ECDE TEACHER II, JOB GROUP 'CPSB 06'-THREE (3) POSTS

Salary Scale: Ksh60,580 x 2,920 – 63,500 x 2,920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

Duties and Responsibilities: -

Coordinating ECDE data; collecting, collating, analyzing and interpreting; preparing monthly, quarterly and annual reports on ECDE; providing quality and relevant pre-primary education for all children; coordinating, planning and implementation of ECDE centres programmes; conducting research on ECDE; engaging stakeholders in the ECDE sector; mobilizing and sensitizing community on ECDE; implementation of ECDE policy; developing and implementing the strategic plan of the ECDE sector; monitoring and evaluation of ECDE programmes in the ward/sub-county; preparing and cost annual workplans for ECDE; Effective management of resources for ECDE programmes; interpreting and coordinating implementation of ECDE curriculum; planning and coordinating standards assessments in ECDE centres.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Graduate ECDE Teacher I Job Group '07' or a comparable and relevant position for at least 3 years;
- ii. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
- iii. Certificate in Senior Management Course from a recognized government training institution;
- iv. Registered by the Teachers Service Commission;
- v. certificate in Computer applications;
- vi. Shown merit and ability as reflected in work performance and results.

VACANCY NO: EDU/ 02/2025

CHIEF INSTRUCTOR TEXTILE/CLOTHING TECHNOLOGIST, JOB GROUP 'CPSB 07'-ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2,920-66,420 x 3,080-69,500 p.m.



Duties and Responsibilities: -

Providing quality and relevant vocational skills to the youth; preparing trainees and materials for formative and summative evaluations; practical instruction of trainees in textile/clothing technology; preparing and maintaining scheme of work, lesson plan, lesson notes, teaching and learning materials/aids; carrying out trainees' assessment; administering practical examination; preparing trainees progress report: assessing, monitoring and evaluating training programme; organizing educational field excursions for trainees; ensuring proper care and maintenance of tools and equipment; engaging trainees in co-curricular activities; maintaining trainees discipline; guiding and counseling trainees; coordinating and assessing trainees on industrial attachment; Initiate/Supervise income generating activities.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Youth Polytechnic Instructor for a minimum period of three (3) years;
- ii. Bachelor's Degree in textile/clothing technology;
- iii. Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications from a recognized institution;
- v. Demonstrated a high degree of administrative and professional competence.

VACANCY NO: EDU/ 03/2025

CHIEF INSTRUCTOR AUTOMOTIVE ENGINEERING, JOB GROUP 'CPSB 07'-ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities: -

Providing quality and relevant vocational skills to the youth; practical instruction of trainees in automotive engineering; preparing and maintaining scheme of work, lesson plan, lesson notes, teaching and learning materials/aids; carrying out trainees' assessment; administer practical examination; preparing trainees progress report: assessing, monitoring and evaluating training programme; organizing educational field excursions for trainees; ensuring proper care and maintenance of tools and equipment; engaging trainees in co-curricular activities; maintaining trainees discipline; Guiding and counseling trainees; coordinating and assessing trainees on industrial attachment; initiating/Supervising income generating activities; preparing trainees and materials for formative and summative evaluations.



For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Youth Polytechnic Instructor for a minimum period of three (3) years;
- ii. Bachelor Degree in Automotive Engineering;
- iii. Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- iv. Certificate in computer applications from a recognized institution;
- v. Demonstrated a high degree of administrative and professional competence.

5. DEPARTMENT OF HEALTH SERVICES AND SANITATION (PREVENTIVE AND PROMOTIVE)

VACANCY NO: HS/01/2025

PRINCIPAL COMMUNITY HEALTH OFFICER, JOB GROUP 'CPSB 06'-ONE (1) POST

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

Duties and Responsibilities: -

Analyzing and interpreting health data from community units and generating community health reports; validating community health services data in Information Systems; Conducting community health diagnosis and research; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health services; monitoring and evaluating community health activities; sensitizing committees on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing Information Education Communication materials for community health services; and coaching and mentoring staff.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Chief Community Health Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.



VACANCY NO: HS/ 02/2025

SENIOR ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'CPSB 08' THREE (3) POSTS

Salary Scale: Ksh 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

Duties and Responsibilities: -

Implementing preventive and promotive health programs; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programs; Implementing international health regulations and rules at 'ports, airports, frontiers and border posts; Undertaking inspection for preventive maintenance of health facilities; Vetting and approving building plans; Inspecting and issuing occupancy certificates of new buildings; Inspecting commercial and trading premises for maintenance of set standards; Overseeing exhumation process and authorizing disposal of unclaimed bodies; Educating the public on health and safety at work place and implementing community based health care programs.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Assistant Public Health Officer I for a minimum period of three (3) years;
- ii. Diploma in either Environmental health sciences or public health inspection from a recognized institution;
- iii. Valid practicing license from the public health officers and technicians' council;
- iv. Certificate in computer applications from recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

VACANCY NO: HS/03/2025

CHIEF HUMAN NUTRITION AND DIETETICS TECHNOLOGIST, JOB GROUP 'CPSB 07' ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities: -

Providing nutrition services in health care facilities; Providing therapeutic nutrition support in disease management in hospitals and wards; Managing inpatient feeding programs; Initiating nutrition projects; Providing specialized nutrition support for inpatient; Conducting nutrition data audits in the facility; Carrying out nutrition research and preparing reports for station and facility; Planning and formulating therapeutic diets for outpatient and inpatient; Providing specifications for procurement of nutrition equipment; Facilitating nutrition health and inter-sectoral teams and assessing implementing, and reviewing nutrition health programs in health facilities.



For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of senior nutrition and dietetics technologist for a minimum of 3 years;
- ii. Diploma in community nutrition, clinical nutrition or nutrition and dietetics from a recognized institution;
- iii. Registration by the Kenya Nutritionists and Dietetics Institute (KNDI);
- iv. Certificate in computer applications;
- v. Shown merit and ability as reflected in work performance results.

VACANCY NO: HS/04/2025

**ASSISTANT DIRECTOR, NUTRITION AND DIETETICS, JOB GROUP 'CPSB 05'
ONE (1) POST**

Salary Scale: Ksh 94,170 x 3,320-97,490 x 4,620-102,110 x 5,020-107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 p.m.

Duties and Responsibilities: -

Developing and implementing nutrition policies and program, coordinating provision of nutrition activities; providing nutrition consultancy support; providing guidelines of supplemental, therapeutic diets for existing emergency diseases for hospitals use and other institutions; coordinating the development of nutrition, information, education, promotion and communication materials; coordinating the development of provision of specialized diets for special needs; overseeing management of inpatient and outpatients in health care facilities, coordinating preparation of hospital menus and diets; monitoring and reviewing nutrition guidelines; identifying areas of research and validating new findings for adoption and disseminating the findings to key stakeholders; supporting relevant research institutions to conduct nutrition research; advising on procurement and distribution of nutrition equipment and commodities coaching and mentoring staff.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of principal Nutrition and Dietetics Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition, Home Economics from a recognized institution;



- iii. Master of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition option, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Public Health and Epidemiology from a recognized institution will be an added advantage;
- iv. Registration by the Council of the institute Nutritionists and Dieticians (CIND);
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Demonstrated a high degree of professional competence and administrative capability.

VACANCY NO: HS/ 05/2025

CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'CPSB 07' SIX (6) POSTS

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities: -

Implementing preventive and promotive health programs; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programs; implementing international health regulations and rules at 'ports, airports, frontiers and border posts; undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and educating the public on health and safety at work place and implementing community based health care programs.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of senior Assistant Public Health officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or public Health Inspection from a recognized institution;
- iii. Certificate in supervisory skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Valid practicing license from the public health officers and technicians' council;
- v. Certificate in computer applications from recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.



6. COUNTY PUBLIC SERVICE BOARD

VACANCY NO: CPSB/ 01/2025

CHIEF ADMINISTRATION OFFICER -JOB GROUP 'CPSB 07'-ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and responsibilities: -

Facilitating maintenance of infrastructure and facilities; overseeing transport management; planning and coordinating office accommodation; overseeing development and updating office equipment and furniture inventory; overseeing facilitation of meetings, conferences and other special events; supervising general maintenance of building and furniture, supervising records management and messenger services within various departments and managing premises, assets and insurance policies.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of senior Administrative Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines; Public Administration; Business Administration, Community Development or any other Social Science from a recognized institution;

OR

- iii. Diploma in any of the following disciplines, public Administration, Business Administration/management, Community Development or any other social sciences plus a supervisory management course or equivalent from a recognized institution;
- iv. Administration Officers examination (PSCK);
- v. Certificate in computer application;
- vi. Demonstrated merit and ability as reflected in work performance and results.

VACANCY NO: CPSB/ 02/2025

CHIEF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER -JOB GROUP 'CPSB 07'-ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties And Responsibilities

Coordinating human resource services in such areas as appointment, promotion, payroll management; discipline, pensions, establishment and complement control; preparing and processing cases for the Board, implementing human resource management decisions



within existing rules, regulations and procedures; preparing and compiling reports on the implementation of performance management systems including performance appraisal systems; managing human resource information system; undertaking training needs assessment; identifying training and development programmes; carrying out training needs analysis; preparing training projections and plans; undertaking evaluation of training programmes; developing, updating and maintaining human resource development data and records.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Human Resource and Development Officer 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. Membership of Institute of Human Resource Management (IHRM);
- v. Certificate in computer application skills from a recognized institution and;
- vi. Shown merit and ability as reflected in work performance and results.

VACANCY NO: CPSB/ 03/2025

**CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER -JOB
GROUP 'CPSB 07'-ONE (1) POST**

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities;

Coordinating systems analysis, design and programme specifications; ensuring timely implementation and effective maintenance of systems; developing reports on ICT standards; and supervising overall systems documentation; taking charge of Information Communication Technology equipment maintenance; preparing progress reports of the Information Communication Technology equipment maintenance; evaluating and recommending on the suitability of Information Communication Technology equipment; training of Information Communication Technology Hardware personnel and users; designing Local Area Network (LAN) and Wide Area Network (WAN); and preparing staff performance reports.



For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Senior Information Communication Technology Officer or in an equivalent and relevant position in the County Public Service for a minimum period of three (3) years;
- ii. Degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering 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.

7. DEPARTMENT OF SPORTS, GENDER, CHILDREN, YOUTH AND SOCIAL SERVICES

VACANCY NO: SGCYSS/01/2025

ASSISTANT COMMISSIONER OF SPORTS -JOB GROUP 'CPSB 05'-ONE (1) POST

Salary Scale: Ksh 94,170 x 3,320-97,490 x 4,620-102,110 x 5,020-107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 p.m.

Duties and Responsibilities

Monitoring and evaluation of sports programs in the sub county; formulation of budgets and work plans; ensuring the maintenance of sports facilities and ground equipment, stadium and other open grounds which are used for sporting activities; spearhead education clinics for staff and county sporting activities and coordinate all sports matters in the County; preparing and facilitate teams to participate in local, regional and national and international events; coordinating inter-sectorial collaboration programs among stakeholders for sport development; conducting training and research in sports and write monthly and quarterly and annual reports; creating partnerships with public and private entities for development of sports facilities and other related infrastructure; participating in the arbitration of sports conflicts and disputes; monitoring and evaluation of programs and projects; ensuring operational compliance with the policies and regulations Page 2 of 3; coordination mobilization of residents and youth to participate in sports as a career through talent search, nurturing, development and health management; coordinating acquisition and distribution of sports equipment; coordinating Budget formulation for the County talent development section; supervising subordinate staff and other contracted personnel; coordinating of Sports academies and Sports talent Centres; coordinating activities of all teams and recreational sports groups.



For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Principal Sports Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Physical Education, Sports Science, Leisure and Recreation Management or Bachelor's degree in Social Services with a post graduate Diploma in Sports Administration and Management;
- iii. Master's degree in any of the following disciplines: Physical Education, Sports Science, Leisure and Recreation Management, Exercise and sports science, social sciences, management and administration;
- iv. Certificate in senior management Course lasting in not less than 4 weeks;
- v. Certificate in Computer application from a recognized institution;
- vi. Demonstrated merit and ability as reflected in work performance and results.

VACANCY NO: SGCYSS/02/2025

SENIOR GENDER AND SOCIAL DEVELOPMENT OFFICER -JOB GROUP 'CPSB 08'-ONE (1) POST

Salary Scale: Ksh46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460-55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

Duties and Responsibilities

Identify community skills, assets, issues and needs at the county level for consideration in the development agenda of the county; identifying Older Persons and Persons with severe Disability for programs and projects; dissemination of information on social development policies and programs; training of Communities on Participatory Development Approaches, guiding Communities to develop Community Action Plans (CAPs); implementing and Supervising Social Development programs, Collecting data on accessibility on opportunities for all members of the community; mainstreaming Gender and Disability in programs and projects; collecting and Documenting sex and Disability Disaggregated data, Sensitizing communities on Page 2 of 3 affirmative Action Plans for PWDs and Special Interest Groups; Assisting in coordination of training programs for self Help groups and group leaders in the Community; facilitating and monitoring Gender mainstreaming, Socio- Economic empowerment, FGM and SGBV activities; liaising with organization handling gender issues and dissemination of information on Gender Mainstreaming , Socio- Economic empowerment, FGM and SGBV policies, project and programs; assisting in Developing and implementing strategies decision to be followed within and outside the department for the welfare of the community.



For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Gender and Social Development Officer I for a minimum period of three (3) years;
- ii. Bachelors of Arts Degree in any Social Science, Social Work, Sociology, Psychology, Gender Studies, Rehabilitation Studies, Counselling, Anthropology, Gerontology, Business Administration/Management or its equivalent from any of the recognized universities.
- iii. Demonstrated merit and ability as reflected in work performance and results

8.DEPARTMENT OF AGRICULTURE, LIVESTOCK PRODUCTION, VETERINARY, FISHERIES & IRRIGATION,

A. LIVESTOCK PRODUCTION, VETERINARY & FISHERIES

VACANCY NO: LVF/01/2025

CHIEF ASSISTANT LIVESTOCK PRODUCTION OFFICER -JOB GROUP 'CPSB 07'- ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities

Providing guidance during farm visits, practical demonstration and farm trainings on livestock production and technologies ,preparing livestock technical information; providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming; participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on- farm feed formulation; implementing livestock production programmers/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmers, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and capturing, maintaining and storing livestock data.



For appointment to this grade, candidates **MUST** have: -

- i. Served in grade of senior assistant livestock production officer or in a comparable and relevant position in the County Public Service for a minimum period of three (3) years;
- ii. Diploma in Animal production, Animal husbandry, Dairy science and technology, animal health and production, Farm management, Apiculture, Range/Natural Resource management from a recognized Institution;
- iii. Certificate in computer applications from recognized institution;
- iv. Supervisory course for not less than 2 weeks from a recognize institution;
- v. Demonstrated merit and shown ability as reflected in work performance and results.

VACANCY NO: LVF/02/2025

CHIEF ASSISTANT ANIMAL HEALTH OFFICER -JOB GROUP 'CPSB 07'- ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities

Giving advice on dip designing ,siting and appraising constructions and inspections and verifications of imports and export of consignment ,participating in management of veterinary farms, ensuring maintaining of cold chains facilities, maintaining quarantine status and holding grounds ,organizing farmer ,training on milking technics and castration, dehorning animal identification, disbudding, docking, debarking and hoof trimming, carrying out simple treatment of animals, participating in disease search ,collecting ,collating ,analyzing data and writing technical reports ,record keeping on animal breeding, animal health , milk movement permits ,supervising dairy units ,participating in animal health field demonstrations and agricultural shows; Undertaking equipment's sterilization, sample collection, packaging and dispatch inspection livestock stock routes, supervising rearing of experimental animals , issuing of livestock movement permits, supervising artificial insemination services meat inspection and grading; Slaughterhouse hygiene and meat transport regulation and inspection of retail outlets of foods of animal origin and participating in construction and maintenance Of farm structures and promoting new technologies in animal health to stakeholders.

For appointment to this grade, candidates **MUST**: -

- i. Have served in the grade of senior assistant animal health officer for a minimum period of 3 years;
- ii. Have diploma in Animal health, animal health and production, environmental health, clinical pathology and laboratory diagnosis, Poultry science, Veterinary



- public health, meat technology or Animal husbandry from a recognized institution;
- iii. Be registered by Kenya Veterinary Board;
 - iv. Have certificate in supervisory course lasting not less than 2 weeks from recognized institution;
 - v. Have a certificate in computer applications from recognized institution;
 - vi. Have demonstrated merit and shown ability in work performance and results.

VACANCY NO: LVF/03/2025

SENIOR ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION -JOB GROUP 'CPSB 04'- ONE (1) POST

Salary Scale: Ksh 107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 x 6370-135,670 x 6,670-142,340 p.m.

Duties and Responsibilities

Implementing and supervision of all activities, programs and information related to animal production in the county; Resourcing in technical workshops, seminars and agricultural shows; preparing technical papers and reports for professional forums; providing technical advice and information in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming; coordinating extension activities which include fields days, field demonstrations, farmers field schools and farm visits; researching, inventing and advising on livestock production technologies and techniques; and initiating livestock production programmes/projects Coordinate all activities, programs and information related to animal production in the county; providing monitoring and evaluation on activities related to animal production; Assess training needs for the staff regarding animal production issues; and Contribute in the formulation of county's policies, bills and regulations; compiling county departmental reports on animal production, emerging livestock range management and agribusiness and training in the county; collecting, analyzing, storing and disseminating planning data for development of proposals for promoting best practices in animal production in the county; developing livestock production programmes and projects in the county; contributing in the preparation of monthly quarterly and annual departmental reports

For appointment to this grade an officer **MUST** have:

- i. Served in the Position of Assistant Director Livestock Production or in a comparable and relevant position in the County Public Service for a minimum period of three (3) years;
- ii. Bachelor's Degree in Animal Science & Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural



- Economics, Dairy Technology or Agriculture Education and Extension from recognized institution;
- iii. Master's Degree in Animal Science & Production, Agriculture, Agribusiness, Food Science and Technology, Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agriculture and Extension from recognized institution;
 - iv. Attended Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
 - v. Certificate in computer applications;
 - vi. Shown outstanding administrative capability and professional competence required in managing livestock production services.

VACANCY NO: LVF/04/2025

FISHERIES OFFICER -JOB GROUP 'CPSB 09'- ONE (1) POST

Salary Scale: Ksh. 41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.

Duties and Responsibilities

Provision of extension and training services on fisheries management, facilitating fishing gear development; managing of fisheries data bank, fostering fisheries co-operation among fishers and other stake holders, ensuring fish quality assurance at the county; receiving and compiling fisheries related statistical data from field officers; analyzing fisheries data and preparing reports; assisting in monitoring, control and surveillance of the fisheries resources; undertaking fisheries extension activities, maintaining of ponds at fish farms and hatcheries; inspecting fish and fish handling facilities at fish landing sites, markets and farms; and assisting in the promotion of fish marketing and value addition

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Assistant Fisheries Officer II or its equivalent for a minimum of three (3) years;
- ii. Bachelor's degree in any of the following: Fisheries, Zoology, Aquatic Sciences. Natural Resource management, Biochemistry, food science and technology, Environmental Science, Physical Science, Chemistry or any other equivalent qualification from a recognized institution;
- iii. Certificate in Computer applications from recognized institution.



VACANCY NO: LVF/05/2025

CHIEF CLERICAL OFFICER -JOB GROUP 'CPSB 10'- ONE (1) POST

Salary Scale: Ksh 33,900 x 1,350 – 35,250 x 1,430 – 36,680 x 1,500 – 38,180 x 1,560 – 39,740 x 1,580 – 41,320 x 1,580 – 42,900 x 1,630 – 44,530 p.m.

Duties and Responsibilities: -

Providing supervision and guidance of new clerical officers; handling maintaining of efficient filing system save custody of invoices, receipts and other records; incharge of clerical officers within the section, coordination of clerical work in a section, maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issuance of licenses or certificate under relevant Acts. Induction of new clerical Officers, supervision and guidance of staff working under him/her.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Clerical Officer for at least three (3) years;
- ii. Certificate in any of the following disciplines; Human resource Management, Business Administration, Kenya Accounts Technicians Certificate (KATC), Kenya administration and management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iii. Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database;
- iv. Have shown merit and ability as reflected in work performance and results.

B. AGRICULTURE AND IRRIGATION

VACANCY NO: AGR/01/2025

DEPUTY DIRECTOR OF AGRICULTURE -JOB GROUP 'CPSB 03'- ONE (1) POST

Salary Scale: Ksh 121,430x 6,070-127,500x 6,370-133,870x 6,570- 140,440x 6,770-147,210x6,960-154,170x7,160-161,330x7,810-169,140 p.m.

Duties and Responsibilities: -

Developing, implementing and evaluating the unit strategic plans, programs and projects in collaboration with other departments and stakeholders; Planning and supervision of the unit's programs and activities; Organizing, directing and coordinating the functions of the unit; Interpreting and applying national and county laws and other related statutes in the unit in line with county goals and objectives; Developing appropriate county unit/departmental policies, legal and international frameworks for implementation of the mandate of the unit; Handling administrative, human resources and assets management



issues; Member to various relevant Boards and Committees operating at County levels; Provision and improvement of administrative links between the county headquarters and the field services; Coordinating production, documentation and dissemination of unit information; Providing advice and guidance in recruiting, hiring and staff development; Coordination of the preparation of work plans and budgets; Ensuring strict compliance with all financial, budgetary and procurement procedures; Promotion of collaboration of stakeholder participation in extension delivery in the county; preparation and implementation of performance contract for the county; Overseeing the operations of ATC, Appraising staff and Coordination of compilation of periodic reports.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Assistant Director of Agriculture, or in a comparable and relevant position in the County Public Service for at least three [3] years;
- ii. Bachelors of science in any of the following fields: Food science, home economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

VACANCY NO: AGR/02/2025

SENIOR ASSISTANT DIRECTOR OF AGRICULTURE -JOB GROUP 'CPSB 04' - TWO (2) POSTS

Salary Scale: Ksh 107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 x 6370-135,670 x 6,670-142,340 p.m.

Duties and Responsibilities: -

Developing, implementing and evaluating the unit strategic plans, programs and projects in collaboration with other departments and stakeholders; planning and supervision of the unit's programs and activities; organizing, directing and coordinating the functions of the unit; interpreting and applying national and county laws and other related statutes in the unit in line with county goals and objectives; developing appropriate county unit/ departmental policies, legal and international frameworks for implementation of the mandate of the unit; handling administrative, human resources and assets management issues; Member to various relevant Boards and Committees operating at County levels; provision and improvement of administrative links between the county headquarters and the field services; coordinating production, documentation and dissemination of unit



information; providing advice and guidance in recruiting, hiring and staff development; coordination of the preparation of work plans and budgets; ensuring strict compliance with all financial, budgetary and procurement procedures; promoting collaboration of stakeholder participation in extension delivery in the county; preparing and implementing performance contract for the county; overseeing the operations of ATC, mainstreaming Integrity Assurance in projects and programs; appraising staff and Coordination of compilation of periodic reports.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Assistant Director of Agricultural, or in a comparable and relevant position in the County Public Service for at least three (3) years;
- ii. Bachelors of science in any of the following fields: Food science, home economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

VACANCY NO: AGR/03/2025

PRINCIPAL AGRICULTURAL OFFICER -JOB GROUP 'CPSB 06'- THREE (3) POSTS

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

Duties and Responsibilities: -

Compiling field reports, organizing and facilitating training programs in liaison with relevant institutions and agencies to provide and maintain data for effective decision making; overseeing the implementation of agricultural policies, strategies, projects and programs at County level and Sub- County; harmonization of extension approaches and methodologies of various project/programs in liaison with all stakeholders in the County and sub- county; Member to various relevant Boards and Committees in the County and Sub- County; organizing and Managing of resources in the County and Sub- County; overseeing operations of the ATCs in the County and Sub-County; coordinating preparation of work plans and budgets; promoting collaboration among stakeholders in the delivery of services; participating in field days, exhibition and shows; promoting collaboration in the implementation of projects and programs; preparing and implementing of performance contract for the County and sub-county; Staff appraisal; and Coordination of preparation of periodic reports.



For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Chief Agricultural Officer, or in a comparable and relevant position in the County Public Service for at least three (3) years;
- ii. Bachelors of science in any of the following fields: Food science, home economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

VACANCY NO: AGR/04/2025

PRINCIPAL ASSISTANT AGRICULTURAL OFFICER -JOB GROUP 'CPSB 06'- ONE (1) POST

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m

Duties and Responsibilities: -

Coordinating the following programs: Gender and Home management; Land Development and Environmental Management; Crop Development; Projects Monitoring and Evaluation; or Promotion and development of Agribusiness activities and overseeing the implementation of project work plans.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Chief Assistant Agricultural Officer or in a comparable and relevant position in the County Public Service for at least 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 qualification.
- iii. Senior management course lasting not less than four (4) weeks from recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.



VACANCY NO: AGR/05/2025

CHIEF AGRICULTURAL OFFICER -JOB GROUP 'CPSB 07'- FOUR (4) POSTS

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

Duties and Responsibilities: -

Coordinating and supervising the implementation of agricultural activities, projects and programs in the Sub- County/ ATC; harmonizing of extension approaches and methodologies of various project/programs in liaison with all stakeholders in sub- county/ ATC; Member to various relevant Boards and Committees in the Sub- County/ ATC; organizing and Managing of resources in the Sub- County/ ATC; overseeing the operations of the ATCs in the Sub- County; Coordination of preparation work plans and budgets; promoting collaboration among stakeholders in the delivery of services; Participating in field days, exhibition and shows; promoting collaboration in the implementation of projects and programs; preparing and implementing of performance contract for the sub-county/ ATC; Staff appraisal and coordinating preparation of periodic reports.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Agricultural Officer, or in a comparable and relevant position in the County Public Service for at least three [3] years;
- ii. Bachelors of science in any of the following fields: Food science, home economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. Senior management course lasting not less than four (4) weeks from recognized institution;
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

VACANCY NO: AGR/06/2025

CHIEF ASSISTANT AGRICULTURAL OFFICER -JOB GROUP 'CPSB 07'- SIX (6) POSTS

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.



Duties and Responsibilities: -

Coordinating any of the following programs: Gender and Home management; Land Development and Environmental Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training or Promotion and development of Agribusiness activities; Coordinate and supervise all agricultural activities in the ward/sub-county.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Senior Assistant Agricultural Officer, or in a comparable and relevant position in the County Public Service for at least 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 qualification.
- iii. Senior management course lasting not less than four (4) weeks from recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

VACANCY NO: AGR/07/2025**ASSISTANT AGRICULTURAL OFFICER (I) -JOB GROUP 'CPSB 09'- ONE (1) POST**

Salary Scale: Ksh. 41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.

Duties and Responsibilities: -

Implementing Crop Production, Land Development or Project Management within a sub-county; Preparation and implementation of farm business plans through analysis of various enterprises; Monitor and advise on adoption of agricultural technologies.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Assistant Agricultural Officer II, or in a comparable and relevant position in the County Public Service for at least 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 qualification.
- iii. Attended a departmental training course in Participatory approaches or supervision;
- iv. Shown merit and ability as reflected in work performance and results.



9. DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING & URBAN DEVELOPMENT.

VACANCY NO: LPPH&UD/01/2025

PRINCIPAL ADMINISTRATION OFFICER -JOB GROUP 'CPSB 06'- TWO (2) POSTS

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

Duties and responsibilities: -

Facilitating effective and efficient management of Urban Areas; initiating and implementing administrative policies, strategies, procedures and Programme; managing and supervising the general administrative functions; facilitating maintenance of infrastructure and facilities; overseeing transport management; planning and coordinating office accommodation; overseeing development and updating of office equipment and furniture inventory and managing premises, assets and insurance policies.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
- ii. At least five (5) years post qualification professional experience in Urban Development;
- iii. Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/Management, community development or any other social science; or equivalent qualification from a recognized institution;
- iv. Certificate in computer applications from a recognised institution; and
- v. Demonstrate merit and ability as reflected in work performance and results

IMPORTANT INFORMATION TO APPLICANTS/CANDIDATES

- i. All applications should be submitted online on or before **8th April, 2025** through the link www.elgeyomarakwet.go.ke click on <online recruitments>
- ii. Only online applications will be accepted;
- iii. Only shortlisted candidates will be contacted;
- iv. Note that it is a criminal offence to submit fake/forged papers;

**THE SECRETARY/CEO,
ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD,
PO BOX 665 - 30700,
ITEN.**



