



LAMU COUNTY GOVERNMENT.

County Public Service Board.

Telephone: +254 714 117 546 | E-Mail: lamucpsb@gmail.com

P.O. Box 536- 80500 | Lamu, Kenya.



JOB VACANCIES

The County Government of Lamu wishes to recruit competent and qualified persons to fill the below positions in compliance with the Constitution of Kenya 2010 and County Government Act No.17 of 2012

**DEPARTMENT OF ROADS AND
STRUCTURAL, TRANSPORT PUBLIC WORKS
AND INFRASTRUCTURE, NATURAL
RESOURCES, LANDS, PHYSICAL PLANNING
AND URBAN DEVELOPMENT,**

SENIOR ARCHITECTURAL ASSISTANT

CPSB 08 (1POST)

REF: LCPSB/EXT – ADV/ 2024-2025/30

Terms of service (Two (2) years contract)

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Architectural Assistant I or in a comparable and relevant position in the Public Service for at least three (3) years;
- iii. Own Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution;
- iv. Have shown administrative ability, wide knowledge-and-experience-in-preparation of drawings and management of drawings office;
- v. Have Proficiency in computer applications; and

- vi. Shown merit and ability as reflected in work performance.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. An officer at this level will work under the guidance of an experienced officer
- ii. Interpretation of Architect's rough sketches into finished drawings.
- iii. Preparation of scheme drawings, working drawings, detail drawings, specifications notes and schedules for all types of buildings to ensure that engineers, and other specialists' drawings conform to Architect's drawings.
- iv. Provide Architectural assistance to Architects in developing architectural scheme designs layout.
- v. Prepare and develop layouts, elevations, cross sections in construction drawings, detailing of layout, supervision of architectural works and selection of appropriate decorative ornamental elements
- vi. Assist architectural teams in dimensional surveys of buildings.
- vii. Apply survey notes in architectural drawings with precise specifications. Interact with



clients to implement their plans and goals in architectural project drawings.

- viii. Maintain all architectural drawings, plans, client specifications and survey notes in an organized manner.
- ix. Ensure compliance of all architectural guidelines and standards.
- x. Preparation and production of drawings for public buildings and institutions. and
- xi. Any other relevant duties may be assigned from time to time.

ARCHITECTURAL ASSISTANT I

CPSB 09 (IPOST)

REF: LCPSB/EXT – ADV/ 2024-2025/31

Terms of service (Two (2) years contract)

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Architectural Assistant II or in a comparable position in the Public Service for at least three (3) years;
- iii. Have Bachelor's degree in Architecture or its equivalent and relevant qualifications from a recognized institution;
- iv. Have Proficiency in computer applications,
- v. Have shown merit and ability as reflected in work performances and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. An officer at this level will work under the guidance of an experienced officer;

- ii. Interpretation of Architect's rough sketches into finished drawings. Preparation of scheme drawings, working drawings, detail drawings, specifications notes and schedules for all types of buildings to ensure that engineers and other specialists' drawings conform to Architect's drawings;
- iii. Provide Architectural assistance to Architects in developing architectural scheme designs layout;
- iv. Prepare and develop layouts, elevations, cross sections in construction drawings, detailing of layout , supervision of architectural works and selection of appropriate decorative ornamental elements;
- v. Assist architectural teams in dimensional surveys of buildings;
- vi. Apply survey notes in architectural drawings with precise specifications;
- vii. Interact with clients to implement their plans and goals in architectural project drawings;
- viii. Maintain all architectural drawings, plans, client specifications and survey notes in an organized manner;
- ix. Ensure compliance of all architectural guidelines and standards;
- x. Preparation and production of drawings for public buildings and institutions;
- xi. Any other relevant duties that may be assigned from time to time.



**CHIEF SUPERINTENDING ENGINEER
(ROADS AND STRUCTURAL)**

CPSB 05 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/32

Terms of service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Senior Superintending Engineer (Electrical) or a comparable and relevant position in the Public Service for at least three (3) years;
- iii. Possess a Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- iv. Have been Registered by the Engineers Registration Board of Kenya;
- v. Own a Current Valid Practicing License;
- vi. Have Corporate membership with the Institution of engineers of Kenya (IEK);
- vii. Have attended a Management Course lasting not less than four (4) weeks from a recognized institution; and
- viii. Demonstrate general administrative ability required for direction, control and implementation of civil engineering programmes.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Planning, controlling and coordinating of design, construction supervision, repair and maintenance of roads, checking and recommending for approval of engineering consultants designs

including; evaluation, certifying and recommending fees submitted by consultants and contractors and coordination of improvement of roads services;

- ii. Preparing detailed estimates and guidelines to assist the procurement unit in tender evaluation;
- iii. Preparing detailed rates for construction materials and labour based on prevailing market conditions;
- iv. Maintaining and update contract files on each construction project, including performance evaluations for contractors;
- v. Monitoring and reporting regularly on the progress of construction activities in accordance with construction contracts and conditions;
- vi. Reviewing contract claims, analyze and recommend variation orders;
- vii. Assess completed projects with regards to compliance to specifications, quality of materials and workmanship, and prepare documents for final handover and closure;
- viii. Undertake correct measurement of completion of works, recommend payments and prepare interim and final payment certificates;
- ix. Administration and supervision of all staff under him/her;
- x. Any other relevant duties that may be assigned from time to time.



GEOGRAPHICAL INFORMATION SYSTEM

(GIS) ANALYST

CPSB 07 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/33

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Possess Bachelor's degree in one of the following fields: Geo-information Science and Earth observation, Remote Sensing, Natural Resource Management, Geo-informatics, and Land Resources with three (3) years' experience in the same field;
- iii. Own a member of Institute of Surveyors of Kenya (ISK);
- iv. Possess proficiency in GIS software (ArcGIS, QGIS, or other open – source GIS tools);
- v. Have high analytical thinking ability to effectively analyze information database;
- vi. Be skilled in managing Geo-databases Management System; and Relational Database;
- vii. Have Good oral and written communication and interpersonal skills;
- viii. Commend profound GIS and remote sensing knowledge as a GIS/RS specialist expected to work with raster and vector GIS tools; and
- ix. Have ability to pay particular attention to details to work with databases, analyze information and prepare reports.



DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Participating in planning and development of the geographic data management tools (shapefiles and processes of DTM specifically related to data collection done in natural and socio-economically modified landscapes and settlements), as well as in the maintenance of the Lamu County geo-database;
- ii. Carry out thematic geo-statistical data analysis as required relating to natural hazards and climate related displacement;
- iii. Providing GIS techniques throughout the design and implementation of DTM assessment and data initiatives related to durable solutions and anticipatory actions including artificial intelligence (AI), the Urban Planning, Analysis and Projections Framework, Spatial planning and other activities as required;
- iv. Providing remote sensing techniques on crop suitability mapping, early warning models, weather pattern analysis and other services as required;
- v. Recommending needs and inform on GIS/mapping tools and products;
- vi. Working closely with DTM and Information Management (IM) departments to identify needs and produce the relevant products and map, plan, develop, and provide training.
- vii. Developing skills for IM and GIS activities;
- viii. Participate in the development of data collection of tools and training of field staff to facilitate the inclusion of GIS-related

requirements and indicators in other departments;

- ix. Updating and produce online maps (with ArcGIS Server for data review and analysis) and printable maps (with ArcGIS, and Adobe Illustrator/InDesign), as well as Dashboards, Graphs and Profiles;
- x. Shapefiles and KMZ files for reporting while ensuring accurate representation of spatial features with the most updated common operation datasets (CODs);
- xi. Improving geo-referencing/Global Positioning System (GPS) cleaning and documentation of geo-coordinates;
- xii. Coordinating creation of the county atlas and regularly update base maps in line with identified requirements; and
- xiii. Performing such other duties as may be assigned.

ASSISTANT ENGINEER II (MECHANICAL)

CPSB 09 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/34

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have Bachelor's Degree in Mechanical Engineering or equivalent and relevant qualification from a recognized institution;
- iii. Be Registered by Engineers Registration Board of Kenya as a Graduate Engineer;
- iv. Own Certificate in computer application skills from a recognized institution; and

- v. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Preparation of drawings and designs for manufacture and fabrication of tools, equipment and machines;
- ii. Repair and preparation of maintenance schedules for vehicles and plant machinery; and
- iii. Any other relevant duties that may be assigned from time to time.

ASSISTANT QUANTITY SURVEYOR II

CPSB 09 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/35

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Possess Bachelor Degree in Building Economics / Quantity Surveying or its equivalent and relevant qualification from a recognized institution;
- iii. Be Registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya;
- iv. Own Certificate in computer application skills from a recognized institution; and
- v. Shown merit ability as reflected in work performance and results.



DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Preparation of cost estimates
- ii. Bills of Quantities
- iii. Monthly valuations on site
- iv. Site re-measurement and
- v. Preparation of variation

QUANTITY SURVEYOR ASSISTANT III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/36

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Own Diploma in any of the following fields: quantity Survey, Building / Civil Engineering or its equivalent and relevant qualification from a recognized institution:
- iii. Be registered with relevant professional Body; and
- iv. Have Certificate in Computer Applications.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Assisting in bills of quantities preparation and providing project implementation material requirements to manage flow and cost;
- ii. Managing the procurement for all company procurements and tender analysis;
- iii. Providing cost report during and post project implementation;

- iv. Assisting in managing valuations and variations;
- v. Attending client and progress meetings;
- vi. Estimate quantity and costs of material;
- vii. Keep tract of construction material and inventory;
- viii. Ensure all required permits/licenses are in order by liaising with the project Managers;
- ix. Develop and maintain working relationships with suppliers, the project team and subcontractor;
- x. Analyze completed projects; and
- xi. Any other relevant duties that may be assigned from time to time

PHYSICAL PLANNING ASSISTANT I

CPSB 09 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/37

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Possess Served in the grade of Physical Planning Assistant II for a minimum period of three (3) years;
- iii. Own Diploma/Higher Diploma in any of the following areas; Urban and Regional Planning, Urban Planning, Building, Civil Engineering, cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;
- iv. Have Certificate in Computer application skills from a recognized institution; and

- v. Demonstrate merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Drawing/digitizing Local, County and Regional Physical Development Plans;
- ii. Collecting and analyzing geographical data for plan preparation;
- iii. Vetting and verifying Physical Development Plans;
- iv. Inspecting sites, identifying site characteristics and establishing site suitability for proposed development;
- v. Cataloguing and maintaining plan records;
- vi. Converting analogue data to digital format using Geographical Information System (GIS)

DEPARTMENT OF LIVESTOCK AND CO-OPERATIVES DEVELOPMENT

ANIMAL HEALTH ASSISTANT II

CPSB 12 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/38

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Own Certificate lasting not less than two (2) years in any of the following disciplines: Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- iii. Be Registered by the Kenya Veterinary Board; and
- iv. Have Certificate in Computer Applications.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Carrying out simple treatment of animals;
- ii. Participating in disease search and reporting;
- iii. Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- iv. Carrying out vaccination;
- v. Undertaking closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming.

VETERINARY OFFICER

CPSB 08 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/39

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Be in possession of a Bachelor of Veterinary Medical (BVM) Degree from a recognized institution;
- iii. Be registered by the Kenya Veterinary Board; and
- iv. Have Certificate in Computer Applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. inspecting and licensing plants processing animal products and transport carriers/ containers;



- ii. examining and issuing animal health certificates;
- iii. Participating in field efficacy trials for drugs, vaccines and acaricides;
- iv. Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- v. Participating in the training of stakeholders in vector control programmes;
- vi. treating sick animals;
- vii. Advising on good veterinary practices;
- viii. Collecting, collating data and preparing reports on animal health, products and markets;
- ix. Collecting, collating data and preparing reports on animal health, products and markets;
- x. Providing advice on animal breeding and welfare; and
- xi. Undertaking postmortem examination and other diagnostic tests.

RE-ADVERTISEMENT

ASSISTANT LIVESTOCK PRODUCTION

OFFICER II

CPSB 10 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/40

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Assistant Livestock Production Officer III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- iii. Have Diploma in any of the following discipline: Animal Science, Animal Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/ Agricultural Economics from a recognized institution;
- iv. Have Certificate in Computer Applications. and
- v. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Preparing livestock technical information
- ii. Providing technical advice in animal production, livestock marketing, range management, apiculture and ranching.
- iii. Promoting economic livestock farming.
- iv. Participating in organizing extension activities in field days, agricultural shows, field demonstrations, farmers field schools and farm visits.
- v. Participating in collaborative research activities.
- vi. 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.
- vii. Implementation livestock production programmes / projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs,

- ix. Value addition to livestock productions, apiculture, emerging livestock and other animal husbandry interventions. And
- x. Capturing, maintaining and storing livestock data.

DEPARTMENT OF MUNICIPALITY

CHIEF SUPERINTENDING ENGINEER

(CIVIL)

CPSB 05 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/41

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Senior Superintending Engineer (civil) or comparable and relevant position in the public service for at least three (3) years;
- iii. Possess a Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- iv. Be registered by the Engineers Registration Board of Kenya;
- v. Have Current Valid Practicing License;
- vi. Possess Corporate membership with the Institution of engineers of Kenya (IEK);
- vii. Have attended a Management Course not less than four (4) from a recognized institution; and
- viii. Demonstrate general administrative ability required for direction, control and implementation of civil engineering programmes



DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. An officer at this level will be deployed at the Lamu Municipality as a Chief Superintending Engineer;
- ii. Designing and supervision of construction of civil, and structural works;
- iii. Preparation of tender documents and cost estimates for civil and structural works;
- iv. Ensuring that equipment and tools are serviced and maintained to operating standards;
- v. Ensuring that statutory regulations and safety rules are fully implemented and followed;
- vi. Planning and carrying out scheduled and non-scheduled maintenance on roads, building and other civil structures within the municipality;
- vii. Carrying out structural integrity surveys on existing buildings and analysis of test results; and
- viii. Any other relevant duties that may be assigned from time to time.

ASSISTANT QUANTITY SURVEYOR II

CPSB 09 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/42

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Own Bachelor Degree in Building Economics / Quantity Surveying or its equivalent and relevant qualification from a recognized institution;

- iii. Be Registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya;
- iv. Own Certificate in computer application skills from a recognized institution; and
- v. Shown merit ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Preparation of cost estimates
- ii. Bills of Quantities
- iii. Monthly valuations on site
- iv. Site re-measurement and
- v. Preparation of variation

**DEPARTMENT OF EDUCATION,
TECHNOLOGY, GENDER, YOUTH AFFAIRS,
SPORT, COMMUNITY DEVELOPMENT AND
SOCIAL SERVICES**

AUTOMOTIVE INSTRUCTOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/43

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Possess a Diploma in Automotive or any other relevant qualification from a recognized institution;

- iv. Must be registered by TVET Authority or TVETA;
- v. Have acquired training in Competency Based Education and Training (CBET) curriculum or Technical Education will be an added advantage
- vi. Have acquired Training of Trainers certificate Course from a recognized institution; and
- vii. Have a Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Undertaking training in areas of specialization in accordance with the syllabus ;
- ii. Preparing teaching/learning materials and schemes of work;
- iii. Setting and marking examination/assignment;
- iv. Carrying out research work under the guidance and supervision of a senior Trainer; and
- v. Supervising trainees' projects and practical work.

RE-ADVERTISEMENT

PLUMBING INSTRUCTOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/44

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);

- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Possess a Diploma in Plumbing or any other relevant qualification from a recognized institution;
- iv. Have acquired Training of Trainers certificate Course from a recognized institution; and
- v. Have a Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Undertaking training in areas of specialization in accordance with the syllabus ;
- ii. Preparing teaching/learning materials and schemes of work;
- iii. Setting and marking examination/assignment;
- iv. Carrying out research work under the guidance and supervision of a senior Trainer; and
- v. Supervising trainees' projects and practical work.

CARPENTRY & JOINERY INSTRUCTOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/45

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;

- iii. Possess a Diploma in Carpentry and Joinery or any other relevant qualification from a recognized institution;
- iv. Have acquired Training of Trainers certificate Course from a recognized institution; and
- v. Have a Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Undertaking training in areas of specialization in accordance with the syllabus ;
- ii. Preparing teaching/learning materials and schemes of work;
- iii. Setting and marking examination / assignment;
- iv. Carrying out research work under the guidance and supervision of a senior Trainer; and
- v. Supervising trainees' projects and practical work.

DEPARTMENT OF MEDICAL SERVICES

REGISTERED CLINICAL OFFICER III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/46

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwife, Kenya Registered



Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

- iii. Have Registration Certificate issued by the Nursing Council of Kenya;
- iv. Be in possession of a valid practicing license from Nursing Council of Kenya.
- v. Have a Certificate in computer application skills from a recognized institution, and
- vi. Have Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.
- ii. Providing appropriate healthcare services including integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, antenatal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately,
- iv. Facilitating patients' admissions and initiating discharge plans;
- v. Maintaining records on patient's /client's health conditions and care;
- vi. Ensuring a tidy and safe clinical environment,
- vii. Collecting and compiling data;
- viii. Any other relevant duties that may be assigned from time

KENYA REGISTERED COMMUNITY HEALTH NURSE III

CPSB 11 (6 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/47

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have Diploma in any of the following disciplines :Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwife, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Have Registration Certificate issued by the Nursing Council of Kenya;
- iv. Be in possession of a valid practicing license from Nursing Council of Kenya.
- v. Have a Certificate in computer application skills from a recognized institution, and
- vi. Have Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.
- ii. Providing appropriate healthcare services including integrated Management of Childhood Illnesses (IMCI), immunization,

PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;

- iii. Referring patients and clients appropriately,
- iv. Facilitating patients' admissions and initiating discharge plans;
- v. Maintaining records on patient's /client's health conditions and care;
- vi. Ensuring a tidy and safe clinical environment,
- vii. Collecting and compiling data;
- viii. Any other relevant duties that may be assigned from time.

**KENYA ENROLLED COMMUNITY HEALTH
NURSE III**

CPSB 12 (3Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/48

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Possess Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/ Midwife from a recognized institution;
- iii. Have Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Own Valid practicing license from Nursing Council of Kenya; and
- v. Have Certificate in Computer skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care intervention based on patients'/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- iv. Evaluating healthcare outcomes on patients/ clients preparing individualized reports;
- v. Making appropriate discharge plan health needs;
- vi. Conducting assessment of school health needs;
- vii. Planning, implementing interventions and preparing periodic reports;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Ensuring a tidy and safe clinical environment;
- x. Ensuring safe custody for in-patients' belonging;
- xi. Conducting home visits, following up discharged patients/ clients and proving continuity of care; and
- xii. Treating minor ailments.



EMERGENCY MEDICAL TECHNICIAN (EMT)

CPSB 15 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/49

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have gone through a Basic Training in Paramedic or any other health related field will be an added advantage;
- iii. Be a holder of a Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- iv. Have a Strong analytical skill, with attention to detail and quick reaction to situations;
- v. Have Composed and efficient in high-stress environments;
- vi. Have Excellent knowledge of operating medical equipment and machines;
- vii. Bear Compassionate, professional and empathetic attitude towards the injured and their relatives;
- viii. Own Certificate in computer application skills from a recognized institution; and
- ix. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows

- i. Respond swiftly to emergency calls and administer emergency first aid and life support for the patient until they reach the hospital
- ii. Provide prehospital emergency care such as bandaging wounds, treatment of shock and controlling bleeding.

- iii. Carefully assess the patient before diagnosing and administering any treatment.
- iv. Carry a stretcher, secure the patient on it and transporting them to the ambulance.
- v. Operate medical machinery like ECG, ultrasound, and defibrillators. Ensure the patient is ventilated and ensure oxygen mask is provided when necessary.
- vi. Administer cardiopulmonary resuscitation, including those of automated defibrillators if necessary
- vii. Check for any signs of identification on the patients to ensure the right care and support is provided.
- viii. Be calm and composed during stressful situations and handle the family and friends of patients with professionalism and empathy.
- ix. Take quick decisions in case an anomaly is observed in the patient
- x. Be mindful and handle equipment with utmost care.
- xi. Ensure the ambulance is cleaned after every emergency run from replacing the linens and medical supplies to scrubbing the ambulance clean.
- xii. Create reports of the incidents and observations for authorities and healthcare professionals reference.
- xiii. Any other duties as may be assigned by the Supervisor.

MEDICAL LABORATORY TECHNOLOGIST III

CPSB 11 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/50

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;
- iii. Own Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Have Valid practicing from Kenya Medical Laboratory Technicians and Technologists;
- v. Possess Certificate in computer application skills from a recognized institution; and
- vi. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Decontaminating working benches;
- ii. Receiving and scrutinizing laboratory requisition forms and specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labelling and registering of specimens;
- v. Disaggregating specimens for processing and analysis;
- vi. Preparing reagents;
- vii. Examining specimens;

- viii. Writing and recording of results;
- ix. Dispatching the results for use in clinical management;
- x. Preparing stains;
- xi. Performing blood grouping;
- xii. Issuing blood and blood products to peripheral health facilities ; and
- xiii. Storing blood product according to their requirements.

HEALTH ADMINISTRATIVE OFFICER I

CPSB 09(1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/51

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Health Administrative Officer II or in a comparable position for a minimum period of three (3) years;
- iii. Possess Bachelor degree in any of the following social sciences: Government Anthropology, Sociology, Business Administration, Commerce, Health Economics or equivalent qualification from a recognize Institution;
- iv. Own a Certificate in computer application skills from a recognized institution; and
- v. Have shown merit and ability as reflected in work performance and results.



DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Procurement, provision and maintenance of facility and general upkeep of the hospital.
- ii. Preparation of Budgets and sound management of budgetary allocations.
- iii. Revenue collections
- iv. Overseeing welfare of staff and patients, Ensuring their security and general upkeep of the hospital.

HEALTH RECORDS AND INFORMATION

MANAGEMENT ASSISTANT II

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/52

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Health Records and Information Management Assistant III for a period of three (3) years;
- iii. Have Certificate in Health Records and Information Management from a recognized institution;
- iv. Own Certificate in Computer applications skills; and
- v. Have shown merit and ability in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Receiving patients at hospital reception; - Registering and booking appointment for patients to clinics and consultants;

- ii. Storing and retrieving medical records and documents;
- iii. Preparing clinics;
- iv. Updating bed bureaux;
- v. Editing patient cases records;
- vi. Gathering data from different sources;
- vii. Capturing data from service points;
- viii. Maintaining record safety and confidentiality;
- ix. Balancing daily bed returns; creating and maintaining- master index;
- x. Updating patient master index;
- xi. Directing patients to relevant clinics;
- xii. Scheduling patients the consultants and specialty clinics;
- xiii. Assigning codes to diseases and surgical procedures according to the international statistical classification of diseases and procedures in medicine; - preparing medical records and reports.

RE –ADVERTISEMENT

PHARMACEUTICAL TECHNOLOGIST III

CPSB 11 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/53

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have Kenya Certificate of Secondary Education with a mean grade C and at least a C in Chemistry or Physical Science, a C in Biology or Biological Science, A in English or Kiswahili and C in Physics or Mathematics or

relevant qualification from a recognized institution;

- iii. Be a holder of a Diploma in Pharmaceutical Technology from a recognized training institution;
- iv. Be registered by Pharmacy & Poisons Board;
- v. Possess a Valid practicing license;
- vi. Hold Certificate in computer application; and
- vii. Have shown merit and ability in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Recording prescriptions in a pharmacy unit;
- ii. Pre-packing, repacking and writing instructions on labels;
- iii. Counselling patients on usage of drugs in a pharmacy unit;
- iv. Maintaining drug registered/books, Stock – taking of drugs and medical devices on monthly basis;
- v. Ensuring that there is an efficient supply of essential commodities and rational use of medicines in the County and Sub – County Health facilities;
- vi. Receiving written prescription or refill requests and verify that information is complete and accurate;
- vii. Maintaining proper storage and security conditions for drugs;
- viii. Answering telephones, responding to questions or requests; and filling bottles with prescribed medications and type affix labels.



RADIOGRAPHER III

CPSB 11 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/54

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Possess Diploma in Diagnostic Radiography /Medical Imaging from a recognized institution;
- iv. Have a Higher Diploma in Ultra- sound/ computerized Tomography or magnetic Resonance imaging from a recognized institution will be an added advantage; and
- v. Have a Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will be as follows:

- i. Providing radiographic services to patients;
- ii. Processing radiology films and materials;
- iii. Processing, verifying and maintaining information relating to patients.
- iv. Ordering and maintaining records of radiographic and photographic supplies requirement.
- v. Undertaking basic maintenance and ensuring safety of radiography equipment in the department.

- vi. Establishing and coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department.
- vii. Organizing and supervising staff and / or students on attachment in the department.
- viii. Promoting the radiology services within the hospital and act as a point person between the Radiography Department and the patient.
- ix. To ensure examination and waiting areas are tidy as clean as always required.
- x. Any other relevant duties that may be assigned from time to time.

DEPARTMENT OF WATER AND ENERGY

CLERK OF WORKS

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/55

**Term of Service: Two (2) years contract
(Renewable Based on Satisfactory Performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have a Diploma in Civil Engineering, Mechanical Engineering, Water Engineering or any other relevant qualification from a recognized university/institution;
- iii. Possess working experience of three (3) to four (4) years equivalent in Water and Energy projects;
- iv. Have acquired certificate in Renewable Energy or Energy Systems is an added advantage;
- v. Be proficient in interpreting technical drawings, plans and specification;

- vi. Own knowledge of water systems, energy systems and their installation standards;
- vii. Have certificate in computer applications from a recognized institution; and
- viii. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Project supervision and monitoring;
- ii. Reporting and documentations of the projects;
- iii. Health, safety and Environmental Compliance;
- iv. Liaising with contractors, engineers and other stakeholders to resolve issues and maintain smooth project operations.
- v. Attending projects meetings and provide on - site feedback to enhance efficiency
- vi. Ensuring that all employees are organized and satisfied in their work environment;
- vii. Overseeing the health and safety of all employees; and
- viii. Inspecting installations of water pipelines, reservoirs, solarized water pumping stations and boreholes for compliance with technical specifications.

ASSISTANT OFFICE ADMINISTRATOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/56

**Term of Service: Two (2) years contract
(Renewable Based on Satisfactory Performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);

ii. Have Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;

iii. Own a Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -

- a) Typewriting III (minimum 50 w.p.m)/Computerized Document Processing II
 - b) Shorthand II (80 w.p.m)
 - c) Business English II/Communications I
 - d) Office practice II
 - e) Secretarial duties II
 - f) Commerce II
 - g) Office Management III/Office Administration and Management III;
- iv. Have Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Managing e-office;
- iv. Operating office equipment;
- v. Ensuring security of office records, documents and equipment;
- vi. Managing office protocol;
- vii. Managing office petty cash;
- viii. Handling telephone calls and appointments;

ix. Keeping an up-to-date filing system in the office;

x. Supervision of office cleanliness; and

xi. Undertaking any other office administrative services duties that may be assigned.

DEPARTMENT OF FINANCE

SUPPLY CHAIN MANAGEMENT

OFFICER II

CPSB 10 (2 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/57

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Possess a Bachelor's Degree in any of the following: Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution;
- iii. Be a member of the Kenya Institute of Supplies Management (KISM) and in good standing;
- iv. Have Certificate in Computer Applications;

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

➤ Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions



- Good organizational and supervisory skills

➤ **Core Competences**

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- Warehousing;
- Distribution management;
- Fleet management;
- Disposal of stores and equipment;
- Procurement;
- Market surveys and research;
- Inventory and stock control, in accordance with the laid down regulations and procedures.

SUPPLY CHAIN MANAGEMENT OFFICER I

CPSB 09 (3 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/58

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- Be a Kenyan Citizen (National Identity Card/ Passport);
- Have Served in the grade of Supply Chain Management Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Possess a Bachelor's Degree in any of the following; Commerce, Business

Administration, Economics, Procurement and Supplies Management, Marketing or their Equivalent qualification from a recognized institution;

- Be a member of the Kenya Institute of Supplies Management (KISM) and in good standing;
- Have Certificate in Computer Applications; and
- Shown merit and ability as reflected in work performance and results.

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

➤ **Personal Qualities**

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

➤ **Core Competences**

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- Processing of agenda for the tender committees and assisting in implementation of decisions thereof. and
- Any other duties that may be assigned.

INTERNAL AUDITOR II

CPSB 10 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/59

**Term of Service: Two (2) years contract
(Renewable Based on Satisfactory Performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/Passport);
 - ii. Be in possession of Bachelor of Commerce Degree (Accounting/Finance Option)
- OR**
- iii. Have passed CPA Part II or CIA Part III

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

➤ Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

➤ Core Competences

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



DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Reviewing internal control systems in operations and report on any weakness;
- ii. Undertaking specific audit assignment and preparing detailed audit observations and reports as required by superior;
- iii. Reviewing budgetary controls on issuance of authority to incur expenditure and commitments;
- iv. Reviewing internal controls on revenue/Appropriation –In-Aid collection and accounting from time to time and advise on deviations from approved levels;
- v. Ensure that Government assets, plants and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely.

ACCOUNTANT II

CPSB 10 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/60

**Term of Service: Two (2) years contract
(Renewable Based on Satisfactory Performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/Passport);
- ii. Have pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications.

OR

- iii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized

institution or any other relevant equivalent qualification.

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

➤ **Personal Qualities**

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

➤ **Core Competences**

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc.
- ii. He/she will be responsible for safe custody of records and assets under him /her.

ACCOUNTANT I

CPSB 09 (2 Posts)

REF: LCPSB/EXT-ADV/2024 – 2025/61

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Possess Bachelor's degree in 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 (K) Examination or its approved equivalent qualification.
- iv. Have Certificate in Computer Applications
- v. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. Verification of vouchers and committal documents in accordance with laid Down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. Imprest and expenditure returns etc.
- iii. He/she will be responsible for the safe custody of government records and assets under him/her,

- iv. Receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books;
- v. Balancing and ruling of the cash books on daily basis;
- vi. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- vii. Extracting and providing cash liquidity analysis;
- viii. Ensuring security of cheques and cheque books; preparation of expenditure and Authority to incur expenditure (AIE) funding returns on quarterly basis at District treasury level;
- ix. Preparation of appropriation in aid (AIA) returns on quarterly basis at district treasury level;
- x. Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
- xi. Receipting of all money due and payable to government.

SENIOR ACCOUNTANT

CPSB 08 (1 Post)

REF: LCPSB/EXT-ADV/2024 – 2025/62

Term of Service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the officer Must:

- i. Be a Kenyan Citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant

position in the Public Service for a minimum period of three (3) years;

- iii. Own Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

- iv. Possess Certificate in Computer Applications; and
- v. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve:

- i. An officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section (s).
- ii. Work at this level will also include planning, directing, coordinating, supervising areas of control;
- iii. Training and development of staff under him/her and setting targets for the section (s).
- iv. The officer may occasionally be required to undertake ad hoc assignments relating to accounting services he/she will certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and responsible for County



Government assets, records and custody of Accountable Documents under his/her sections(s).

- v. Any other duties that may be assigned to him/her from time to time.

HOW TO APPLY

Qualified and interested candidates should download and fill the job application form provided on our websites www.lamu.go.ke/ www.lamu-cpsb.org together with the required documents and send to;

**The Secretary,
Lamu County Public Service Board,
P. O. Box 536-80500,
Lamu.**

Applicants must attach photocopies of the following documents:

1. National Identity Card
2. Academic & Professional certificates and Testimonial
3. Any other relevant supporting document

Important Information

- All applications should reach the County Public Service Board on or before **22nd May, 2025**
- Those with academic qualification from foreign Universities should attach proof of accreditation from the Commission for University Education.
- Only shortlisted candidates will be contacted
- Any form of Canvassing will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.

