

# THE COUNTY GOVERNMENT OF KILIFI



## COUNTY PUBLIC SERVICE BOARD

### VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

#### DEPARTMENT OF HEALTH & SANITATION SERVICES

**1. REGISTERED CLINICAL OFFICER II JG 'J' (20 POSTS) REF. ADVERTS/1/2025/12**

**Duties and Responsibilities: -**

- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Implementing Community Health Care activities in liaison with other health workers;
- Guiding and counseling patients, clients and staff on health issues;
- Sensitizing patients and clients on preventive and promotive health;
- Carrying out minor surgical procedures as per training and skill;
- Collecting and compiling clinical data; and
- Referring patients and clients to appropriate health facilities.

**Requirements for Appointment**

- Be a Kenyan Citizen;
- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Certificate of Registration by Clinical Officers' Council;
- Valid practicing license from the Clinical Officers' Council; and
- Certificate in computer applications.

**2. ASSISTANT PUBLIC HEALTH OFFICER III JG 'H' (13 POST) REF. ADVERTS/1/2025/13**

**Duties and Responsibilities**

- Mobilizing, sensitizing and advising communities on matters related to environmental Health;
- Referring health cases to relevant health facilities;
- Carrying out immunization;
- Identifying environmental health issues at community level;
- Organizing community health days to advise communities on common public health issues;
- Collecting and maintaining up to date records of services rendered;
- Assessing health needs of the community and
- Implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies; and

  
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- Any other duty assigned.

**Requirements for Appointment:**

- Be a Kenyan Citizen;
- Have Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- Certificate in Computer application.

**3. ENROLLED NURSE III JG G (8 POSTS) REF. ADVERTS/1/2025/14**

**Duties and Responsibilities**

- Assessing patients and clients and establishing health care needs;
- Planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- Evaluating healthcare outcomes on patients/clients preparing individualized reports;
- Making appropriate discharge plan for patients; conducting an assessment of school health needs; planning, implementing interventions, and preparing periodic reports; maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment;
- Ensuring safe custody for in-patient's belongings; conducting home visits, following up discharged patients/clients and providing continuity of care;
- Treating minor ailments.
- Any other duties assigned.

**Requirements for Appointment**

- Must be a Kenyan Citizen;
- 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 training institution;
- Enrolment Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya; and
- Certificate in computer application skills from a recognized institution.

*S. Mubwa*

**4. PHARMACIST, JG 'M' (4 POSTS) REF. ADVERTS/1/2025/15**

**Duties and Responsibilities**

- Screening prescriptions for legal validity, drug contraindications, drug interactions, and appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparation and dispensing of medicines according to good dispensing practices and counselling patients on use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges;
- Maintaining a daily activity log book for recording all activities undertaken;
- Recommending over the counter (OTC) Medicine to patients/clients with simple medical conditions and making necessary referrals and h) Making entries into the relevant inventory management records and registers.; and
- Any other duty assigned.

**Requirements for Appointment:**

- Be a Kenyan Citizen;



- Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- Have successfully completed one (1) year internship from a recognized institution; d) Have Registration Certificate by the Pharmacy and Poisons Board;
- Have Certificate in Computer application Skills from a recognized institution; and;
- Have a valid practicing license

#### **5. ORTHOPEDIC TECHNOLOGIST II, JG H (4 POSTS) REF. REF. ADVERTS/1/2025/16**

##### **Duties and Responsibilities**

- Provision of supportive services in orthopedics which entail preparation and fitting of appliances that are required in orthopedics in health institutions
- Assess patient's needs;
- Verify and maintain information relating to patients;
- Order and maintain records of supplies as well as guiding, supervising and counseling of staff working under him; and
- Any other duty assigned.

##### **Requirements for Appointment**

- Be a Kenyan Citizen;
- Have successfully completed at least three (3) years pre-service training at a Medical Training Centre and have been awarded a Diploma in Orthopedic Technology or an equivalent qualification from a recognized Medical Training Institution;
- Be a holder of Kenya Certificate of Secondary Education (KCSE), mean grade C and above or its equivalent; and
- Registered a

#### **6. ASSISTANT PHYSIOTHERAPIST III JG 'H' (4 POSTS) REF. ADVERTS/1/2025/17**

##### **Duties and Responsibilities:**

- Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution; assessing patient needs including rehabilitation;
- Verifying and maintaining information and records relating to patients;
- Screening, assessing and providing therapeutic exercises, Manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- Collecting data for operational research
- Sensitizing the community on Physiotherapy issues & preparing periodic reports.

##### **Requirements for Appointment**

- Diploma in Physiotherapy from a recognized institution:
- Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- Valid Certificate of practice from Physiotherapy Council of Kenya (PCK).
- Certificate in any computer application skills from a recognized institution.

  
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#### **7. MEDICAL OFFICER JG 'M' (7 POSTS) REF. ADVERTS/1/2025/18**

##### **Duties and Responsibilities**

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicine, medical instruments and equipment;
- Providing health education;
- Maintaining health records, health information and data;
- Counseling patients and their relatives on diagnosis and bereavement;

- Teaching and coaching medical students, nursing students and clinical Officer interns;
- Preparing requisite documents for registration; and
- Any other duty assigned.

**Requirements for Appointment:**

- Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized Institution by Medical Practitioners and Dentists Board;
- Successfully completed one (1) year internship from a recognized institution;
- Registration license from the Medical Practitioners and Dentists Board; and
- Proficiency in computer application skills from a recognized institution.

**8. NURSING OFFICER/JG 'K' (5 POSTS) – REF. ADVERTS/1/2025/19**

**Duties and Responsibilities:**

- Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- Performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing -evidence-based nursing care for client/patient;
- Creating and maintaining a self-nursing care environment for client/patient;
- Conducting patient audits to improve client/patient care;
- Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- Carrying out therapeutic communication with the patients/clients;
- Conducting community health risk assessment and providing outcome-based interventions; documenting interventions and nursing outcomes;
- Participating in quality improvement and quality assurance procedures;
- Diagnosing common health conditions and recommending necessary interventions;
- Any other duty assigned.

**Requirements for Appointment**

- Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya; and
- Certificate in computer applications from a recognized institution;

  
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**9. CLINICAL OFFICER, JG 'K' (4 POSTS) -REF. ADVERTS/1/2025/20**

**Duties and Responsibilities**

- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Guiding and counseling patients, clients and staff on health issues;
- Referring patients appropriate health facilities; assessing, preparing and presenting medico-legal reports;
- Coaching and mentoring students on attachment;
- Carrying out surgical procedures as per training and skill;
- Organizing health management committee meetings; and
- Collecting and compiling data for research on clinical service issues.

**Requirements for appointment**

- Bachelor's degree in Clinical Medicine or Community Health or equivalent qualification from a recognized institution;
- Certificate of Registration from the Clinical officers' Council;
- Valid practicing license; and
- Certificate in computer applications from a recognized institution.



**10. EMERGENCY MEDICAL TECHNICIANS, JG 'G' (30 POSTS) REF. ADVERTS/1/2025/21**

**Duties and responsibilities**

- Providing pre-hospital emergency medical care of simple and multiple system trauma;
- Ventilating patients;
- Administer cardiopulmonary resuscitation, including use of automated external defibrillators;
- Assist patients with prescribed medications;
- Assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility;
- Reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics;
- Provide assistance to the receiving medical facility staff; and
- Any other duty assigned.

**Requirements for appointment**

- Certificate of Emergency Medical Technician from a recognized institution;
- Valid Certificate of Good Conduct from the Kenya Police;
- Certificate in Computer Application Skills; and
- Valid driving license will be an added advantage.

**11. ORTHORPAEDIC TRAUMA TECHNOLOGIST III, JG 'H' FOUR (4 POSTS) - REF. ADVERTS/1/2025/22**

**Duties and Responsibilities**

- Preparation and fitting of appliances that are required in orthopedic health institutions.
- Assess patient needs;
- Verify and maintain information relating to patients;
- Order and maintain records of supplies as well as guiding, supervising and counseling of staff working under him;
- Requirements for Appointment;
- Diploma in Orthopedic Plaster Technology or possess an equivalent qualification from a recognized institution;
- Certificate in computer applications from a recognized institution;
- Certificate of registration from (NAOT) Kenya; and
- Any other duty assigned.

**12. PHARMACEUTICAL TECHNOLOGIST III, JG 'H' (20 POSTS) - REF. ADVERTS/1/2025/23**

**Duties and Responsibilities**

- Receiving, interpreting, and processing prescriptions, recording prescriptions in a pharmacy unit;
- Pre-packing, repacking and writing instructions on labels,
- Counseling patients on usage of drugs in a pharmacy unit;
- Maintaining drug registers/books; and stocktaking of drugs and medicinal devices on monthly basis; and
- Any other duty assigned.

**Requirements for Appointment**

- Diploma in Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and

  
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- Certificate in computer applications from a recognized institution.

**13. ASSISTANT OCCUPATIONAL THERAPIST III, JG 'H'- (4 POSTS) REF. ADVERTS/1/2025/24**

**Duties and Responsibilities**

- Screening, assessing, formulating and implementing patients' treatment plan;
- Carrying out clients' functional assessment and formulating necessary interventions; Initiating appropriate therapy intervention programs for patients & clients with disabilities in the Hospital and in the community;
- Maintaining records and data relating to patients;
- Liaising with other healthcare professionals to exchange information about the background and progress of patients, as well as to refer patients who require other medical attention;
- Sensitizing the community on occupational Therapy issues;
- Preparing periodic reports; and
- Any other duty assigned.

**Requirements for appointment**

- Diploma in Occupational Therapy from a recognized institution;
- Membership Certificate of the Kenya Occupational Therapists Association; and
- Certificate in Computer applications from a recognized institution.

**14. NUTRITION AND DIETETICS TECHNOLOGIST III, JG 'H' (5 POSTS) REF. ADVERTS/1/2025/25**

**Duties and Responsibilities:**

- Implementing nutrition programmes;
- Providing nutrition services in health care facilities;
- Conducting nutrition assessments;
- Collecting and compiling nutrition data;
- Providing nutrition health education and demonstrations;
- Counseling of patients with specific nutritional needs;
- Monitoring preparation of therapeutic feeds;
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- Providing micronutrient supplementation

  
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**Requirements for Appointments**

- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution;
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- Certificate in computer applications from a recognized institution; and
- Valid practicing license.

**15. NUTRITION AND DIETETICS TECHNICIAN III – JG 'G'- (4 POSTS) REF. ADVERTS/1/2025/26**

**Duties and responsibilities**

- Assessing community nutrition needs
- Following up on discharge cases from hospitals
- Screening for deficiency diseases and chronic illness related to nutrition
- In a community setting and referring them to various existing programs
- Collecting data on nutrition dietetics
- Promoting baby friendly community initiatives



- Conducting community growth
- Monitoring and promotion activities
- Assisting in community intervention on diet and lifestyle disease prevention and control
- Promoting optimal infant and young child feeding Programmes
- Follow up and counseling of patient in home-based disease management
- Carrying out nutrition health education.

**Requirements for Appointment**

- Certificate in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- Certificate in computer application skills from a recognized institution;
- Valid practicing license;
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

**16. ASSISTANT MEDICAL SOCIAL WORKERS III JG 'H' (4 POSTS) - REF. ADVERTS/1/2025/27**

**Duties and Responsibilities**

- Participating as a member of Health Team in addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement and counseling patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy;
- Extracting psychosocial information from the patient and observation of casual factors which might be useful to the treatment plan; and
- Implementing patients' treatment programmes and follow up on discharge.

**Requirements for Appointment:**

- Diploma in any of the following disciplines: -Social Work, Sociology, Psychology, Anthropology, Mental Health or its equivalent qualifications from a recognized institution
- KCSE mean grade C or its equivalent qualification; and
- Certificate in Computer applications from a recognized institution.

**17. MEDICAL ENGINEERING TECHNOLOGIST III, JG 'H' (4 POSTS) REF. ADVERTS/1/2025/28**

**Duties and Responsibilities**

- Preventive maintenance and repairs of medical/Hospital equipment, plants, Instrument and furniture's requisitioning for spare parts and consumable taking inventory of medical/Hospital equipment, furniture's and plants, collecting information for research;
- Collecting information on medical engineering services for input into the integrated Health Information Management system;
- Carrying out minor repairs of health facilities;
- Implementing medical engineering programs; and
- Any other duty assigned.

**Requirements for Appointment**

- Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- Certificate in computer applications from a recognized institution; and
- Must be a member of Association of Medical Engineering – Kenya.

  
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**18. COMMUNITY HEALTH ASSISTANT III-JG 'G' (5 POSTS) REF. ADVERTS/1/2025/29**

**Duties and Responsibilities:**

- Visiting homes to determine health situations and dialogue with household members;
- Identifying and sensitizing communities on health interventions;
- Identifying and common ailments and minor injuries at community level;
- Collecting health data at households level for analysis;
- Distribution of Information Education communication material, mosquito nets and other commodities to households;
- Identifying defaulters of health interventions and other health cases and referring them to health facilities;
- Maintaining and updating health data using health registers; and
- Any other duty assigned.

**Requirements for Appointment**

- Certificate in any of the following disciplines Community Health, Psychology, Counselling, Social Work or Community Development from a Recognized institution.
- Certificate in Computer applications

**19. NUTRITION & DIETETICS OFFICER - JG 'K' (2 POSTS) REF. 6/11**  
**ADVERTS/1/2025/30**

**Duties and Responsibilities**

- Preparing guidelines on therapeutic diets for existing and emerging and emerging diseases for hospital use and home-based care and other institutions;
- Treating and counselling patients using specialized dietetic nutritionally modified products;
- Implementing the nutrition and dietetic process including screening;
- Assessing formulating and implementing nutrition intervention and evaluating outcomes;
- Providing nutrition support in patient management in health care facilities;
- Developing and disseminating nutrition behavior change communication, information, education and communication materials;
- Implementing nutrition health program; and
- Collecting and compiling nutrition and dietetic data.

**Requirements for Appointment**

- Bachelor's degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution;
- Certificate of Registration by the Kenya Nutritionists and Dieticians Institute (KNDI);
- Valid practicing license by Kenya Nutritionists and Dieticians Institute (KNDI); and
- Certificate in Computer Application Skills from a recognized institution.

**Terms of Service:** Permanent and Pensionable.



**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website [www.kilifi.go.ke](http://www.kilifi.go.ke)

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at **Kilifi Plaza, along Charo Wa Mae Road next to Equity Bank (Kilifi Branch).**

**OR**

- Address it to:-

**THE SECRETARY/CEO,  
COUNTY PUBLIC SERVICE BOARD,  
KILIFI COUNTY GOVERNMENT,  
P.O BOX 491-80108,  
KILIFI.**

All applications in **HARD COPY** stating the post applied for should be received not later than **5.00pm** on **3<sup>rd</sup> day of July, 2025.**

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

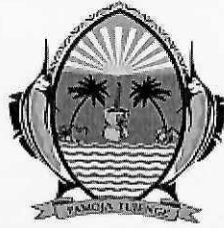
**Note:**

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a criminal offence to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.

 6/11/25

Chief Executive Officer/Secretary  
**County Public Service Board**

**THE COUNTY GOVERNMENT OF KILIFI**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

**DEPARTMENT OF ROADS, TRANSPORT & PUBLIC WORKS**

**1. DEPUTY DIRECTOR – ROADS (PRINCIPAL SUPERINTENDING ENGINEER - ROADS)  
JG 'Q' (1 POST) REF. ADVERTS/1/2025/31**

**Duties and Responsibilities**

- Planning, controlling and coordinating of design;
- Supervision of construction, repair and maintenance of roads;
- Checking of engineering consultant's designs and fees;
- Coordinating of improvement of roads services;
- Certifying and recommending payments to contractors.

**Requirements for Appointment**

- A Bachelor's degree in civil engineering or its equivalent and relevant qualification from a recognized institution.
- Been registered by Engineers Registration Board of Kenya (EBK)
- Current valid annual practicing license from the Engineers Registration Board (EBK) of Kenya;
- Cooperate membership with the Institution of Engineers of Kenya (IEK);
- Demonstrated general administrative ability required for direction, control and implementation of civil engineering programs;
- Relevant experience of not less than 10 years in the Public or Private sector; and
- Proficiency in computer application skills.

**2. SENIOR SUPERINTENDING ENGINEER (MECHANICAL) JG 'N' (1 POST) REF.  
ADVERTS/1/2025/32**

**Duties and Responsibilities**

- Preparation of design and working drawings
- Maintaining records and prepare reports on testing programmes
- Preparation of plant, equipment and vehicle specifications
- Coordination of Mechanical and transport consultancy services to other departments
- Advice and assistance on equipment specifications and tender evaluations
- Supervising activities of valuation inspection of vehicles, plant and equipment
- Directing and Supervising the inspections of statutory examinations of workshop/p equipment and ensuring that all requirements of Factories Act complied with in the workshop premises



- Preparation and implementation of overhaul, maintenance and repair Programmes of vehicles and plant
- Coordination and supervision of transport activities in the County Government
- Maintaining, receiving and keeping an updated full record inventory records of Government vehicles

#### **Requirements for Appointment**

- Bachelor's degree in Mechanical engineering or its equivalent from a recognized Institutions;
- Registered by the Engineering Registration Board of Kenya;
- Current valid Annual Practicing License from the Engineering Registration Board of Kenya;
- Relevant work experience of not less than 6 years;
- Corporate membership with the Institution of Engineers of Kenya; and
- Certificate in Computer applications.

### **3. PLANT OPERATOR III, JOB GROUP 'D' (5 POSTS) REF. ADVERTS/1/2025/33**

#### **Duties and Responsibilities**

- Operating machines of 'difficult rating' C;
- Assisting machine attendants in identifying possible breakdowns;
- Liaising with mechanics for servicing;
- Making daily and weekly oil checks; and
- Maintaining the cleanliness of the plants.



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#### **Requirements for Appointment**

- Kenya Certificate of Secondary Education(KCSE) mean Grade 'D' Plain or equivalent qualification from a recognised Institution;
- Passed the Suitability Test for Plant Operators Grade III;
- Possess a valid driving licence free from current endorsements for class(es) of machine(s) that one may be required to operate;
- Able to operate at least two (2) Plants of 'difficult rating' C;
- Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and
- Building Technology (KIHBT) or any other recognised Institution; and

### **4. INSPECTOR ROADS JG 'H' (7 POSTS) REF. ADVERTS/1/2025/34**

#### **Duties and Responsibilities**

- Interpretation of road designs and engineering drawings; and
- Checking minor repairs and alteration of existing roads.

#### **Requirements for Appointment**

- Diploma in any of the following fields: Building and Civil Engineering, Civil Engineering or its equivalent and relevant qualification from a recognized institution.
- Certificate in computer Applications.

### **5. TRANSPORT MANAGEMENT JG 'H' (1 POST) REF. ADVERTS/1/2025/35**

#### **Duties and Responsibilities**

- Management and analysis of fleet system.
- Input and production scheduled reports.

- NTSA annual vehicle inspection in liaison with stage committees.
- Ensure roads signage are erected for safe use.
- Supervise water transport.

**Requirements for Appointment**

- Diploma in Transport and Logistics.
- Valid driving license.
- Certificate in computer application.
- A valid certificate of a good conduct form Kenya police.

**6. COXWAIN/SHIPMASTER JG 'H' (5 POSTS) REF. ADVERTS/1/2025/36**

**Duties and Responsibilities**

- Supervision of staff on board the County Sea vessel
- To take charge of all the matters of sea navigation in the County
- Ensure compliance of County Sea vessels and be in control of all the, fishing operations, transport operations and any other related activities in the County.

**Requirements for Appointment**

- Kenyan Citizen;
- Certificate in proficiency for coxswain from Kenya Marine Time Authority
- Must have attained an STCW- Standard Training Sea Farers Convection on First Aid, Fire prevention, certificate of proficiency in personal safety and social responsibility and certificate in survival techniques; and
- Possess three (3) years of working experience in marine services.

**7. ASSISTANT DIRECTOR – ROADS (CHIEF SUPERINTENDING ENGINEER - ROADS) REF. ADVERTS/1/2025/37**

**Duties and Responsibilities**

- 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;
- Coordination of improvements of road services; and
- Any other duty assigned.

**Requirements for Appointment**

- Be a Kenyan Citizen (National Identity Card/ Passport);
- Possess a Bachelor's Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- Registered by the Engineers Registration Board of Kenya;
- Current Valid Practicing License;
- Corporate membership with the Institution of engineers of Kenya (IEK);
- Relevant experience of not less than seven (7) years in the Public or Private sector; and
- Demonstrate general administrative ability required for direction, control and implementation of civil engineering programmes.

**Terms of Service:** Permanent and Pensionable.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).



Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

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**OR**

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**THE SECRETARY/CEO,  
COUNTY PUBLIC SERVICE BOARD,  
KILIFI COUNTY GOVERNMENT,  
P.O BOX 491-80108,  
KILIFI.**

  
11/06/25

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**Note:**

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- It is a criminal offence to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.

 11/06/25

Chief Executive Officer/Secretary  
**County Public Service Board**

# THE COUNTY GOVERNMENT OF KILIFI



## COUNTY PUBLIC SERVICE BOARD

### VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

#### DEPARTMENT OF WATER, ENVIRONMENT, FORESTRY, NATURAL RESOURCES, CLIMATE CHANGE & SOLID WASTE MANAGEMENT

#### 1. ASSISTANT DIRECTOR OF FORESTRY AND CLIMATE CHANGE (1 POST) JG 'P' REF: ADVERTS/1/2025/44

##### **Duties and Responsibilities**

- Developing and disseminating County Climate Change communication, outreach and public education program;
- Mainstreaming climate change to all sectors and other climate change stakeholders;
- Custodian of the climate change information and knowledge management system;
- Tracking climate change actions, trends, impacts and implications at the National and County level;
- Capacity building and awareness creation for institutions and stakeholders on climate change;
- Preparation of County communications and other International and National reporting requirements on climate change;
- Overseeing coordination of work performance in forest development in the county;
- Planning and supervising project development;
- Coordinating Forest Health and Protection activities;
- Planning and organizing all activities relating to forest management; and Providing leadership in the management of forest fires and other destructive agents.

 11/06/25

##### **Requirements for Appointment**

- Kenyan Citizen;
- Bachelor's degree in any of the following disciplines: Forestry, Environmental Science, Environmental law, Environmental Planning and Management or relevant and equivalent qualification from a recognized institution;
- Membership to a relevant professional body;



- Relevant experience of not less than 10 years; and
- Registration with National Environmental Management Authority (NEMA) as an associate/lead expert in EIs/EAs.

## **2. WATER ENGINEER(1 POST) JG 'K' REF: ADVERTS/1/2025/45**

### **Duties and Responsibilities**

- Design and implement water resource management projects to enhance resilience against climate impacts;
- Compile work progress reports;
- Prepare water designs, drawings and specifications;
- Conduct hydrological studies to support climate adaptation strategies;
- Develop sustainable water infrastructure solutions to mitigate climate risks;
- Liaise and coordinate with related technical professional areas;
- Make estimates for all climate change projects; and
- Collaborate with stake holders on water – related climate change policies and programs.

### **Requirements for Appointment**

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

- Bachelor's degree in Water Engineering, Civil Engineering, Environmental Engineering or relevant and equivalent qualification from a recognized institution; and
- Must be Registered with the Engineers Registration Board of Kenya (EBK) as a Graduate Engineer.

**Terms of Service:** Permanent and Pensionable.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/professional certificates and testimonials.**

The form can either be;

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11/06/25

  
11/06/25

Chief Executive Officer/Secretary  
**County Public Service Board**



**THE COUNTY GOVERNMENT OF KILIFI**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

**DEPARTMENT OF LANDS, ENERGY, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT**

S/NO	POSITION	JG	NO. OF VACANCIES
1.	Municipal Manager	Q	2

**1. MUNICIPAL MANAGER JG 'Q' (2 POSTS) REF. ADVERTS/1/2025/11**

**Requirements for Appointment**

- Be a Kenyan citizen;
- Hold a degree from a university recognized in Kenya or its equivalent;
- Should have proven experience of not less than ten (10) years in administration or management either in the public or private sector; and
- Satisfies the conditions of chapter six of the Constitution of Kenya, 2010.

**Duties and responsibilities**

- Ensuring the execution of the directives of the Board of the Municipality;
- Overseeing the affairs of the Municipality;
- Preparing and presenting for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the Civil society, private sector and community based organizations;
- Developing and adopting policies, plans, strategies and programmes;
- Formulating and implementing an integrated development plan;
- Prepare annual report on the activities and accomplishments of the Municipal Department for transmission to the Board of the Municipality and distributed to the public;
- Establish, implement and monitor performance management systems;
- Perform such other functions as may be delegated by the Municipality Board; and
- Act as an ex-officio member of all committees of the Board of the Municipality.

  
11/06/25

**Terms of Service:** 3 years Contract.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

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Chief Executive Officer/Secretary  
**County Public Service Board**



**THE COUNTY GOVERNMENT OF KILIFI**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

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**DEPARTMENT OF EDUCATION AND ICT**

S/NO	POSITION	JG	NO. OF VACANCIES
1.	Youth Polytechnic Instructor	H	21
2.	Information Communication and Technology Officer III	H	4

**1. YOUTH POLYTECHNIC INSTRUCTOR III JG 'H'**

**REF. ADVERTS/1/2025/31**

S/No	POSITION	NUMBER REQUIRED
1.	Food Processing	2
2.	Plumbing	2
3.	Carpentry and Joinery	2
4.	Metal Processing	1
5	Fashion and Design	3
6	Hairdressing	2
7	Languages (French and Germany)	2
8	Leather Work	1
9	Electricals and Electronics	2
10	Building	2

  
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**Duties and responsibilities:**

- Theoretical and practical instruction in the area of specialization;
- Preparing and maintaining schemes of work, lesson plans, lessons notes, trainee records, teaching and learning materials;
- Carrying out trainee assessment;
- Ensuring proper care and maintenance of tools and equipment;
- Conducting co-curricular activities;
- Maintaining trainees discipline; and
- Guiding and counseling trainees.

**Requirements for Appointment**

- Diploma in any of the following disciplines: Clothing, Fashion Design and Textile Technology, Carpentry and Joinery, Leather Technology/Foot ware, Refrigeration and Air Conditioning, Food Technology, Information Communication Technology,

- Hair Dressing and Beauty Therapy, Electronics Engineering, Electrical Engineering, Mechanical Engineering, Building and Construction, Automotive Engineering, Plumbing, Metal Processing, Germany, Italian and French Language or its equivalent qualifications from a recognized institution; and
- Certificate in computer applications from a recognized institution.

## **2. INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER III JG 'H' REF. ADVERTS/1/2025/32**

### **Duties and Responsibilities:**

- Implementing ICT policies, strategies, regulations, standards and guidelines;
- Collecting ICT operational data;
- Installing and configuring ICT end user devices;
- Installing, updating and configuring operating systems and operations;
- Troubleshooting, diagnosing and solving network, software and hardware problems;
- Repairing and maintaining ICT equipment and associated peripherals;
- Monitoring the performance of ICT equipment; and
- Any other duty assigned.

### **Requirements for Appointment**

- Kenyan Citizen; and
- Diploma in any of the following fields:- Computer Science, Information Communication Technology, Information Technology, Computer Engineering, Electronical Engineering, Electronic Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification from a recognized Institution.

  
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**Terms of Service:** Permanent and Pensionable.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

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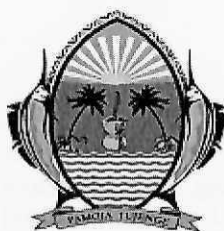
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 11/06/25  
Chief Executive Officer/Secretary  
**County Public Service Board**

**THE COUNTY GOVERNMENT OF KILIFI**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

**COUNTY PUBLIC SERVICE BOARD**

**1. MONITORING & EVALUATION OFFICER, JG 'M' (1 POST) REF: ADVERTS/1/2025/46**

**Duties and Responsibilities**

- Monitoring implementation of Government policies, programmes and projects being undertaken in the Public Sector and evaluating their effectiveness;
- Monitoring working environment in the County Public sector and the conditions of County Government offices with a view to making appropriate recommendations for improvement;
- Prepare briefs and reports on their findings;
- Any other duty assigned.

**Requirements for Appointment**

- Bachelor's Degree in any of the following fields: Human Resource Management, Economics, Accounting, Business Administration, Finance, Computer Science, Commerce, Engineering or their equivalent qualification from a recognized Institution;
- Certified Public Accountants Part III CPA (K) Certificate or its equivalent qualification from a recognized Institution.
- Relevant work experience of not less than five (5) years.

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11/06/25

**DEPARTMENT OF FINANCE, ECONOMIC PLANNING & RESOURCE MOBILIZATION**

**2. FISCAL ANALYSTS JG 'L' (1 POST) REF: ADVERTS/1/2025/47**

**Duties and Responsibilities**

- Duties and Responsibilities
- Preparing budgets for recurrent and development votes
- Preparing quarterly expenditure forecasts as a basis for release of funds;
- Monitoring expenditure and projects including programme and project implementation on a timely basis and ensuring timely disbursement of funds;
- Determining performance indicators for programmes
- Assisting departments in costing of programmes.



**Requirements for Appointment**

- Kenyan Citizen;
- Relevant work experience of not less than 3 years in the Public or Private sector;
- Bachelor's degree in the following fields: Economics, Macroeconomics, Mathematics or their equivalent qualification from a recognized Institution;
- Certificate in computer applications.

**Terms of Service:** Permanent and Pensionable.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

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4/06/25  
Chief Executive Officer/Secretary  
**County Public Service Board**

**THE COUNTY GOVERNMENT OF KILIFI**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.


**1. ASSISTANT DIRECTOR TOURISM SERVICES (1 POST) –JG ‘P’REF:  
ADVERTS/1/2025/7**

**Duties and responsibilities:**

- Initiating the implementation of tourism policies, strategies, programmes and projects;
- Providing technical advice on issues related to tourism;
- Developing tourism sector safety and crisis management guidelines;
- Monitoring and evaluating tourism programmes and projects;
- Coordinating tourism promotion and marketing activities and liaising with stakeholders on the same;
- Domesticating global code of ethics and developing local codes of practice in the tourism sector;
- Preparing proposals for investment incentives in tourism products and services; Coordinating research and tourism intelligence surveys;
- Implementing bilateral and multilateral agreements and protocols in tourism sector;
- Assessing and verifying applications for expatriates seeking employment in the tourism sector;
- Implementing and recommending review of standard criteria for classification and grading of tourism facilities and services;
- Preparing briefs and reports on Assembly enquiries; and
- Any other duty assigned.

**Requirements for Appointment:**

- Bachelor's degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Travel and Tour Operations Management, International Tourism Management, Hospitality Management, Travel and Tourism Management, Hotel and Hospitality Management, Commerce (Marketing option) or International Relations from a recognized institution;
- Relevant experience of not less than 10 years in the Public or Private sector; and
- Proficiency in computer application skills.

  
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## **2. TOURISM OFFICER II, JG 'J' (4 POSTS) REF: ADVERTS/1/2025/8**

### **Duties and responsibilities:**

- Assisting in identifying and preparing simple reports on tourism products; Identifying Small and Medium Tourism Enterprises (SMTEs) and community based tourism projects;
- Inspecting and preparing reports on tourism facilities and service providers; Collecting and collating data and information for development of tourism guide books and tourism statistics;
- Identifying suitable locations for mounting tourist signages; and
- Any other duty assigned.

### **Requirements for Appointment:**

- Bachelor's degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, International Tourism Management, Hospitality Management, Travel and Tourism Management, Hotel and Hospitality Management, Commerce (marketing option) or International Relations from a recognized institution; and
- Proficiency in computer application skills.

## **3. TOURISM ASSISTANT III, JG 'H' (4 POSTS) REF: ADVERTS/1/2025/9**

### **Duties and responsibilities:**

- Collecting and collating data tourism activities;
- Assisting in identifying potential tourism products and preparing simple reports;
- Identifying Small and Medium Tourism Enterprises (SMTEs) and community based tourism projects;
- Collecting information for development of tourism guide books and tourism statistics; and identifying suitable locations for mounting tourist signage's; and
- Any other duty assigned.

### **Requirements for Appointment;**

- Diploma in any of the following disciplines:- Tourism, Hospitality Management, Hotel Management, Marketing or Tours and Travel Operations from a recognized institution; and
- Proficiency in computer application skills.

## **4. GAMING INSPECTOR II JG 'J'(3 POSTS) REF: ADVERTS/1/2025/10**

### **Duties and responsibilities:**

- Regulations of betting, lotteries and gaming operations;
- Ensuring gaming devices and activities are in compliance with the provisions of betting, lotteries and gaming act [cap 131] and related regulations processing license and permit applications for betting, lotteries ensuring adherence to gaming rules and standards;
- Overseeing opening and closing of table floats assisting in presiding over public lottery and prize competition draws; and
- Any duty assigned.

**Requirements for Appointment;**

- Kenyan Citizen;
- For direct appointment to this grade, a candidate must be in possession of a Bachelor in any of the following disciplines; Hotel Administration [Gaming], Commerce, Economics Business Administration, Sociology or equivalent qualification from a recognized institution.

**Terms of Service:** Permanent and Pensionable.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

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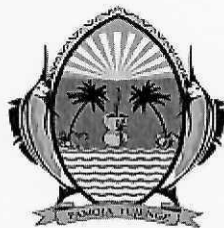
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 11/06/25  
Chief Executive Officer/Secretary  
County Public Service Board



# THE COUNTY GOVERNMENT OF KILIFI



## COUNTY PUBLIC SERVICE BOARD

### VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

#### **DEPARTMENT OF PUBLIC SERVICE ADMINISTRATION, COMMUNICATION AND PARTICIPATORY DEVELOPMENT**

S/NO	POSITION	JG	NO. OF VACANCIES
1	Assistant Director - Human Resource Management	P	1
2	Superintendent of Inspectorate	M	1
3	Senior Sergeant of Inspectorate	J	4
4	Corporal of Inspectorate	G	8
5	Assistant Director - Communication	P	1
6	Communication Officer	K	10

#### **1. ASSISTANT DIRECTOR - HUMAN RESOURCE MANAGEMENT JG 'P' (1 POST)**

**REF: ADVERTS/1/2025/1**

#### **Duties and Responsibilities**

- Formulation of Human Resource and Development policies, rules, regulations and procedures;
- Undertake research to enhance professionalism in Human Resource and development Policies, Systems and procedures;
- Coordinate and participate in the implementation of Human Resource and Development policies, rules, regulations and procedures;
- Provide guidance on human resource management and development;
- Coordinate and participate in the development and implementation of human resource management and development strategy;
- Coordinate and participate in the promotion of values and principles;
- Coordinate and participate in collection and collation of information from County Departments;
- Coordinate and participate in the preparation of reports to the County Public Service Board;
- Preparing and maintaining standard and ad hoc reports queries and conducting appropriate audits to ensure integrity;
- Facilitate staff audits identifying gaps and proposing optimal staffing levels;
- Guide and participate in the negotiation of agreements with labor unions;
- Coordinate and participate in the implementation and maintenance of GHRIS;
- Coordinate and participate in monitoring the implementation of Collective Bargaining Agreements.
- Making proposals on Human Resource Planning and Succession Management;
- Analyzing staff performance and career progression and making appropriate recommendations;

11/06/2

- Promotion of values and principles of public service;
- Preparing regular, quarterly and annual reports as may be required; and
- Any other duty assigned.

**Requirements for Appointment:**

- Be a Kenyan citizen;
- Bachelor's degree in Human Resource Management/Industrial Relations, Labour Relations;
- Relevant experience of not less than 10 years in the Public or Private sector;
- Membership to the Institute of Human Resource Management in good standing;
- Certificate in computer application skills; and
- Shown merit and ability as reflected in work performance and results.

**2. SUPERINTENDENT OF INSPECTORATE - JG 'M' - (1 POST) REF: ADVERTS/1/2025/2**

**Duties and Responsibilities**

- Be in-charge of all Inspectorate operations in the County;
- Be in-charge of Inspectorate administrations;
- Assisting and advising the Commandant of Inspectorate in his or her daily activities;
- Ensuring that there is discipline in the entire Inspectorate;
- Appraising the performance of all the Inspectorate officers;
- Compiling weekly Enforcement, Compliance and Security report;
- Ensuring daily call ups are conducted and brief the Commandant on the same;
- Be in-charge of the generally allocation of duty and supervision of Inspectorate officers within the county; and
- Be in-charge of the Inspectorate Communication and Radio Signals.

**Requirements for Appointment:**

- A citizen of Kenya;
- Possesses a degree in Security Studies/Management, Criminology or any other relevant related Social Science degree from a recognized university and experience of five (5) years in Enforcement, Para military or Security industry; **OR**
- Higher Diploma in Security Studies/Management, Criminology and experience of 5 years in Enforcement, Para military or Security industry; **OR**
- Social Science Higher Diploma from a recognized institution with at least seven (7) years of experience in enforcement, Para military or Security industry; **OR**
- Having served as a Chief Inspector of Inspectorate for at least three years is an added advantage; and
- Demonstrate merit and shown ability as reflected in work performance.

**3. SENIOR SERGEANT OF INSPECTORATE JG 'J' - (4 POSTS) REF: ADVERTS/1/2025/3**

**Duties and Responsibilities**

- They shall be in charge of Inspectorate posts
- Supervise Inspectorate officers in their day-to-day duties
- Approve duty roster and prepare leave schedules
- Plan daily work execution
- Checking and giving of recommendations in the occurrence books
- Ensure taamam parades are conducted daily; and



- Any other duty assigned.

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Holder of a Certificate in Security Studies/Management, Criminology or any other relevant social science Certificate from a recognized institution with at least four years' experience in Enforcement, Para military or Security industry; **OR**
- Have served as a Sergeant of Inspectorate for at least three years; **OR**
- Three years as an Inspectorate officer with a basic initial Para military training from, National police, National Youth Service or County Inspectorate College
- Any supervisory professional short course from a recognized institution is an added advantage.


#### **4. CORPORAL OF INSPECTORATE JG 'G' – (8 POSTS) REF: ADVERTS/1/2025/4**

##### **Duties and Responsibilities**

- Prepare weekly duty roster
- Supervise the Inspectorate constables.
- Conduct daily routine patrols
- Submit daily reports to Sergeants
- Conduct duty or guard checks
- Take records of any sick, present or absent Inspectorate staff and give report to sergeants
- Briefing of officers before commencement of daily duties
- Ensure cleanliness of Inspectorate staff is maintained

##### **Requirements for Appointment;**

- Be a Kenyan citizen
- Holder of a Certificate in Security Studies/Management, Criminology or any other relevant Social Science Certificate from a recognized institution with three years' experience Enforcement, Para military or Security industry; **OR**
- A Constable of Inspectorate with three years' experience; **OR**
- Supervisory professional short course from a recognized institution
- Initial basic Para military training from National Police, National Youth Service or County Inspectorate Training College.

  
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#### **5. ASSISTANT DIRECTOR – PUBLIC COMMUNICATIONS JG 'P' – (1 POST) REF: ADVERTS/1/2025/5**

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

- Analyzing information on programmes, significant events and impact on the customers in a specific sectoral area;
- Researching on possible causes of negative publicity on the County Government on both local and international press and assisting in the development of appropriate strategies to address the situation;
- Identifying Government events that require packaging for dissemination to the media and the public; and preparing and organizing fora where Government policies, programmes and projects can be propagated and promoted;
- Prepare media supplements, documentaries, press releases/media features;
- Regularly attend meetings at the Public Communications Office to deliberate on cross cutting issues that require to be centrally disseminated by the Office of Public Communications; and
- Any other duty assigned.

**Requirements for Appointment:**

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, any other approved equivalent qualifications from a recognized institution;
- Computer Certificate; and
- Relevant knowledge and experience of not less (10) year in the Public or Private Service.

**6. PUBLIC COMMUNICATIONS OFFICER I, JOB GROUP 'K' (10 POSTS) REF: ADVERTS/1/2025/6**

**Duties and Responsibilities**

- Gathering information on programmes and significant events, editing stories on topical issues in a specific sectoral area, liaising with media practitioners and the public on issues of mutual concern;
- Scheduling interviews with Government officials and managing assigned projects and programmes under the guidance of the head of the Unit/Section; and
- Any other duty assigned.

**Requirements for Appointment:**

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations or any other approved equivalent qualifications from a recognized institution;
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 11/06/25  
Chief Executive Officer/Secretary  
**County Public Service Board**

## THE COUNTY GOVERNMENT OF KILIFI



### COUNTY PUBLIC SERVICE BOARD

#### VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

#### DEPARTMENT OF AGRICULTURE, LIVESTOCK DEVELOPMENT & FISHERIES

#### 1. DIRECTOR OF FISHERIES (MARINE, FISHERIES AND BLUE ECONOMY) JG 'R' (1 POST) REF. ADVERTS/1/2025/38

##### Duties and Responsibilities

- Development and transfer of appropriate technology and innovations in liaison with the relevant research institutions;
- Developing strategies to sustain gains from fisheries development activities;
- Managing staff performance systems and coordinating the preparation of budgetary estimates;
- Efficient and effective management of the Aquaculture Development;
- Overseeing the provision of aquaculture extension services;
- Promoting uptake of research findings by relevant stakeholders;
- Spear heading the development of an aquaculture policy and strategic plan;
- Managing the fisheries data bank; promoting public and private sector investments in the production of quality fish seeds and feeds including stocking programs;
- Promoting marketing and value addition of aquaculture products;
- Overseeing the development and management of national fisheries institutions;
- Advising on fish handling and processing; overseeing the development and inspection of fish handling facilities;
- Coordinating the monitoring of pollutants in fish habitats;
- Ensuring compliance with local and international standards;
- Promoting value addition of fish/fishery products;
- Marketing of fish/fishery products; developing strategies of education for post harvest losses;
- Managing the fisheries data bank;
- Promoting sustainable development, management, utilization and conservation of the fresh water fisheries resources;
- Coordinating and identification, gazettement and demarcation of breeding grounds to enhance seed stocks;
- Promoting regional and international co-operation for effective and efficient management of shared fish stocks;
- Spearheading the development of species – specific management plans;
- Facilitating fishing gear development;

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- Managing the fisheries data bank;
- Foresting fisheries co-operation among fishers and other stakeholders;
- Promoting utilization of fresh water fisheries resources;
- Ensuring the provision of fisheries related infrastructural facilities;
- Overseeing the monitoring, control and surveillance of fisheries resources;
- Coordinating fisheries research and survey; coordinating the monitoring of fish habitats for pollutants;
- Promoting recreational fisheries;
- Ecotourism and related activities in fish water bodies;
- Promoting sustainable development, management, utilization and conservation of the marine and Coastal fisheries resource;
- Coordinating fish stock assessment and developing of species - specific fisheries management plans; and
- Any other duty assigned.

#### **Requirements for Appointment**

- Bachelor's degree in any of the following fields. Fisheries and Aquatic Science Zoology, Aquatic Science, Natural Resource Management. Biochemistry, food Science and Technology, or any other equivalent qualifications from a recognized institution;
- Master's degree in any of the following fields: Fisheries and Aquatic Sciences Natural Resource Management, or any other equivalent qualifications from a recognized institution;
- Certificate in Computer application skills;
- Have knowledge of the Fisheries development and management policies, Fisheries Act and other related Acts and international conventions;
- Be conversant with national and international fisheries agreements, conventions, protocols and laws of the sea;
- Have shown competence in planning and implementation of development management and research of fisheries project and programs; and
- Shown merit and ability in work performance and results.

#### **2. VETERINARY OFFICER J/G 'L' (1 POST) REF. ADVERTS/1/2025/39**

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

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations
- Participating in the training of stakeholders in vector control programs
- Treating sick animals
- Advising on good veterinary practices
- Collecting data and preparing report on animal health products and markets
- Providing advice on animal breeding and welfare
- Undertaking postmortem examination and other diagnostic tests

##### **Requirements for Appointment**

- Be in possession of a Bachelors of Veterinary Medicine (BVM) Degree from a recognized institution;
- Be registered by the Kenya Veterinary Board; and
- Possession of a Certificate in Computer application.



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**3. ANIMAL HEALTH ASSISTANT II JG 'G' (5 POSTS) REF. ADVERTS/1/2025/40**

**Duties and responsibilities:**

- Carrying out simple treatment of animals;
- Participating in disease search and reporting;
- Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying, and dusting;
- Carrying out vaccination;
- Undertaking closed castration, dehorning, de worming, disbudding, docking, debeaking, and hoof trimming; and
- Any other duty assigned.

**Requirements for Appointment**

- Certificate lasting not less than two (2) years in any of the following disciplines:- Animal Health or Animal Health and Production from a recognized institution;
- Be registered by the Kenya Veterinary Board;
- Possession of certificate in meat inspection will be an added advantage; and
- Have a Certificate in Computer application from a recognized institution.

**4. HOUSEKEEPER ASSIATANT III JG E (10 POSTS) REF. ADVERTS/1/2025/41**

**Duties and responsibilities:**

- Dusting and cleaning rooms and corridors, spreading beds, washing materials and equipment, replenishing cleaning materials and supplies;
- Washing linen;
- Washing guest laundry;
- Ironing guest laundry and linen;
- Washing guest laundry;
- Ironing guest laundry and linen and ensuring proper storage of all equipment used;
- Any other duty assigned.

**Requirements for Appointment**

- Kenya Certificate of secondary education (KCSE) mean grade 'D' Plain or its equivalent qualification from a recognized institution and
- Formal training lasting no less than two [2] months in housekeeping and /or laundry or its equivalent qualification from a recognized institution.

**5. COOK III JG 'E' (5 POSTS) REF. ADVERTS/1/2025/42**

**Duties and responsibilities:**

- Preparation of raw foods for cooking;
- Cleanliness of equipment used in production;
- Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;
- Setting up and preparing equipment for use in food preparation and production;
- Alerting the supervisor of any defective equipment;
- Any other duty assigned.

**Requirements for Appointment**

- Kenyan Citizen;
- Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent qualification from recognized institution and



- Craft certificate in food and beverage production, sales service or its equivalent qualification from a recognized institution.

**OR**

- Attend a Formal course lasting not less than two (2) months in food production organized by Kenya Utalii College or other recognized

#### **6. WAITER ASSISTANT III JG 'E' (10 POSTS) REF. ADVERTS/1/2025/43**

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

- Cleaning floors and windows within the service area;
- Cleaning glass ware, cups, trays and cutlery, wiping and arranging furniture in the restaurant;
- Carrying out table set up;
- Wiping cutlery and glass ware;
- Assisting in the food and beverage service; and
- Any other duty assigned.

##### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent qualification from a recognized institution;
  - Craft certificate in food and beverage production, sales and service or its equivalent qualification from a recognized institution;
- OR**
- Have attended a formal course lasting not less than two (2) months in Food and beverage, sales and service organized by the Kenya Utalii College or other recognized institution.

**Terms of Service:** Permanent and Pensionable.

**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website [www.kilifi.go.ke](http://www.kilifi.go.ke)

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at **Kilifi Plaza, along Charo Wa Mae Road next to Equity Bank (Kilifi Branch).**

**OR**

- Address it to:-


**THE SECRETARY/CEO,  
COUNTY PUBLIC SERVICE BOARD,  
KILIFI COUNTY GOVERNMENT,  
P.O BOX 491-80108 KILIFI.**

All applications in **HARD COPY** stating the post applied for should be received not later than **5.00pm** on **3<sup>rd</sup> day of July, 2025**.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

**Note:**

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a criminal offence to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.

  
11/06/25  
11/06/25

Chief Executive Officer/Secretary

**County Public Service Board**