

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT - NO. 04 OF 7/2025
DECLARATION OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions.

A). DEPARTMENT OF PUBLIC SERVICE AND COUNTY ADMINISTRATION

1) ADMINISTRATION OFFICER II, JOB GROUP CPSB 10/'J' - (17 POSTS)

Basic Salary Scale: Kshs. 32,700 x 1,300 - 34,000 x 1,380 - 35,380 x 1,390 - 36,770 x 1,460 - 38,230 x 1,470 - 39,700 x 1,470 - 41,170 x 1,520 - 42,690p.m.

Terms of Service: Permanent and Pensionable

This will be the entry and training grade for this cadre. An officer at this level will be deployed within an administrative unit known as Ward and will work under the supervision and guidance of Sub-County Administrator.

Duties and responsibilities will entail: -

- i. Coordinating all activities of County Government in their area of jurisdiction;
- ii. Implementing key performance targets of the respective Sub County Administrator;
- iii. Performing general administrative duties and organizing ward functions;
- iv. Providing input in organizing public participation awareness at the Ward level;
- v. Collecting and collating data on development activities;
- vi. Providing input in the monitoring and evaluating of community projects;
- vii. Disseminating information to the Public;
- viii. Participating in maintenance of law and order and initiating peace building programs;
- ix. Coordinating ward development projects and programmes in the area of jurisdiction;
- x. Ensuring security of county property, assets, facilities and inventory;
- xi. Handling public complaints and coordinating disaster management;
- xii. Implementing measures on the campaign against alcohol, drugs and substance abuse;
- xiii. Link public and non-governmental agencies to local communities;
- xiv. Facilitating intergovernmental relations and conflict resolutions; and
- xv. Ensuring prudent use of government resources.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Bachelor's degree in any of the following discipline:- Public Administration, Business Administration/ Management, Community Development or any other Social Sciences from a recognized institution;
- b) Certificate in Computer Applications from a recognized institution; and
- c) Demonstrated merit and ability as reflected in work performance and results.

2) COMMUNITY ADMINISTRATOR III, JOB GROUP CPSB 12/'G' - (17 POSTS)

Basic Salary Scale: Kshs. 23,700 x1.040 - 24,740x1,070 - 25,810x1,090 - 26,900x1,110 - 28,010x1,120 - 29,130x1,150-30 - 280x1,170 - 31,450p.m.

Terms of Service: Permanent and Pensionable

This will be the entry and training grade into this cadre. An officer at this level will be deployed within an administrative unit known as Community Area and will work under the supervision and guidance of a Ward Administrator/Administration Officer II.

Duties and responsibilities will entail:-

- i. Coordinating all activities of County Government in their area of jurisdiction;
- ii. Convening meetings and implementing decisions of the Community Area Council;
- iii. Holding public participation fora and disseminating County Government policies;
- iv. Guiding the Community Area Council and collaborating with National Government agencies on security matters;
- v. Sensitizing the community on matters of health, water and environment, roads and infrastructure, education, governance, agriculture or any other devolved function;
- vi. Identifying, taking action and reporting cases/issues of alcohol, drug and substance abuse;
- vii. Informing relevant authorities on cases/issues of conflict in the area of jurisdiction;
- viii. Creating awareness on relevant laws and emerging issues;
- ix. Encouraging residents of the community area to participate in development matters;
- x. Preventing pollution of water in any stream, water course, water hole and preventing the obstruction of any stream;
- xi. Gathering statistical information relating to population and demography, social amenities and facilities, state of roads and infrastructure, health and environment, agriculture and livestock production, culture and heritage;
- xii. Safeguarding County Government property; and
- xiii. Ensuring prudent use of government resources;

Requirements for Appointment

For appointment to this grade, a candidate must have:

- a) Kenya Certificate of Secondary Education (KCSE) Mean Grade C - (Minus) or its approved equivalent, with a C Plain in English or Kiswahili from Kenya National Examination Council (KNEC);
- b) Certificate in any of the following fields; Education, Mass Communication, Public Administration\Management, Social Work/Welfare, Community Development, Disaster

Management or equivalent qualification lasting not less than six months from a recognized institution;

- c) Certificate in Computer Applications from a recognized institution;
- d) Be a **resident** of the particular Community Area for not less than five (5) continuous years;
- e) Have high integrity and command respect; and
- f) Possess excellent communication skills.

NOTE:

Only residents of the following Community Areas, where the vacancies exist will be considered.

No.	Name of Ward & Community Area
1.	Kisa East - Eshibinga
2.	Kisa North - Emuruba
3.	Isukha Central - Shangalangwi
4.	Isukha Central - Mwilita
5.	Murhanda - Etenyi
6.	Bunyala East - Munungo
7.	Bunyala West - Mungaka
8.	Ingotse/Matiha - Eshilakwe
9.	Marama Central - Numabanga

No.	Name of Ward & Community Area
10.	Likuyani - Seregeya
11.	Malaha/Isongo/Makunga - Maraba
12.	East Wanga - Bumini
13.	Mumias Central - Nyakwaka
14.	Mahiakalo - Ichina
14.	Butsotso East - Rosterman
15.	Mayoni - Mundere
17.	Idakho East - Ikuyo

B). DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY

3) ASSISTANT ECDE TEACHER III, JOB GROUP CPSB 11/'H' - (58 POSTS)

Basic Salary Scale: Kshs. 26,900 x1,110 - 28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450x1,250 - 32,700x1,300 - 34,000x1,380 - 35,380p.m.

Terms of Service: Permanent and Pensionable

This is the entry grade for teachers with a Diploma Certificate in ECDE. A teacher at this level will work under the guidance of a more senior teacher for the purposes of professional mentoring and growth.

Duties and responsibilities will entail:-

- i. Teach learners;
- ii. Be a role model, guide and counsel, mentor and motivate the learners;
- iii. Prepare reports;
- iv. Assure safety and security of the learners;
- v. Identify learners with special needs and recommend necessary interventions;
- vi. Develop and facilitate play and learning activities and materials that will enable learners enjoy living and learning through play;
- vii. Prepare and develop schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keep professional records; and
- viii. Guide the learner to prepare and develop play and learning materials.

Requirements for Appointment

For appointment to this grade, a teacher must have:

- a) Kenya Certificate of Secondary Education (KCSE) minimum grade **C (Plain)**, or its approved equivalent;

OR

Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus), or its approved equivalent **AND** a Certificate in Early Childhood Development and Education offered by KNEC or Ministry of Education or its approved equivalent;

- b) **DIPLOMA** in Early Childhood Development and Education offered by KNEC or its approved equivalent;
- c) Be conversant with the Competency Based Curriculum (CBC) and other emerging learning trends;
- d) Registered by the Teachers Service Commission (TSC);
- e) Certificate in Computer applications; and
- f) Certificate of Good Conduct from the National Police Service

NOTE:

The Department of Education, Science and Technology has vacancies for Assistant ECDE Teachers in the underlisted ECDE Centres.

NO.	SUB-COUNTY	ECDE CENTRE
1.	IKOLOMANI	Mukoyani
		Shivagala
		Shikhombelo
		Shitoli
2.	MATUNGU	Mwira
		Namasanda
		Namanga
3.	KHWISERO	Emalindi
		Mundaha
		Elukari
		Elukanji
4.	MUMIAS WEST	Emako
		Mumias Central
		Lukongo
		Mumias Complex
		Emulembwa
5.	MALAVA	Township
		Chevosso
		Chiliva
		Mahira
		Kakoyi
		Kakoyi
		Ikoli
		Mutsuma
6.	LIKUYANI	Kamuchisu
		Nangili

NO.	SUB-COUNTY	ECDE CENTRE
8.	SHINYALU	Iloro
		Solyo
		Shikulu
		Injira
		Shanda ADC
		Shanderema
		Shipalo
9.	LUGARI	Ivakale
		Munyuki
		Lumakanda DEB
		Muhomo
		Mayoyo Mhm
		Mawa
		Nzoia
		Mukonge
		St. Kizito
		St. Kizito
10.	BUTERE	Lumama
		Kiwanja Ndege
11.	MUMIAS EAST	Bulanda Rc
		Iranda
11.	MUMIAS EAST	Bumini
		Khabakaya
		Bumini

7.	NAVAKHOLO	Musabale	12.	LURAMBI	Mutono
		Nanganga			Emakhwale
		Bukhubale			Shisasari
		Lwakhupa			Ekapwonje

4) ASSISTANT POLYTECHNIC INSTRUCTOR III, JOB GROUP CPSB 11/'H' - (10 POSTS)

Basic Salary Scale: Kshs. 26,900 x1,110 - 28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450x1,250 - 32,700x1,300 - 34,000x1,380 - 35,380p.m.

Terms of service: Permanent and Pensionable

This is the entry grade for the County Polytechnic Instructors cadre. Instructors at this level will work under the guidance of a County Polytechnic Principal.

Duties and responsibilities at this level will entail:

- Instruct in areas of specialization in accordance with the syllabus;
- Prepare and maintain schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- Carry out trainee assessment in class and on attachment;
- Coordinate storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment;
- Conduct co-curricular activities for trainees;
- Maintain trainee discipline through guiding and counseling; and
- Induct and supervise the newly deployed Instructors.

Requirements for Appointment

For direct appointment to this grade, an instructor must have:

- Diploma** in any of the following technical disciplines: Computer Studies/Science; Information and Communication Technology; Mechanical Engineering; Automotive Engineering; Electrical Engineering; Building and Construction and Clothing, Fashion Design and Textile Technology, Hair Dressing and Beauty Therapy or its equivalent qualification from a recognized institution;
- Training in pedagogical skills will be an added advantage; and
- Registered by Technical Vocational Education and Training Authority (TVETA).

NOTE:

The Department of Education, Science and Technology has vacancies for Assistant Polytechnic Instructors in the following specialty areas: -

No.	Area of Specialty	No. of Posts
1.	Building and Construction	2
2.	Electrical Engineering	1
3.	Clothing Fashion Design and Textile Technology	2
4.	Automotive / Mechanical Engineering	2
5.	Information and Communication Technology	2
6.	Hair Dressing and Beauty Therapy	1
TOTAL NUMBER OF VACANCIES		10

C). DEPARTMENT OF LANDS, HOUSING, URBAN AREAS AND PHYSICAL PLANNING

5) MUNICIPAL MANAGER (BUTERE, MALAVA & MATUNDA MUNICIPALITIES), JOB GROUP CPSB 03/'R' - (3 POSTS)

Basic Salary Scale: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 - 150,410 x 6,960 - 157,370 x 7,160 - 164,530 x 7,820 – 172,350p.m.

Terms of Service: Five (5) years contract

The Municipal Manager will be responsible to the Municipal Board for managing the affairs of the respective municipality, in line with Article 184 of the Constitution of Kenya 2010, and the Urban Areas and Cities Act, 2011 (Amendment 2019). The manager shall be the Secretary of the Board and an ex-officio member of the Board.

Duties and responsibilities at this level will entail:

- i. Developing and implementing policies, plans, strategies and programmes for efficient and effective running of the municipality;
- ii. Formulating and implementing integrated development plans;
- iii. Preparing and implementing spatial plans and master plans;
- iv. Controlling land use, land sub-division for various development purposes within the framework of the spatial and master plans for the municipality as may be delegated by the County Government;
- v. Undertaking infrastructural development and services within the Municipality as may be delegated by the County Government;
- vi. Developing and managing housing schemes, including site development in collaboration with the relevant National and County Agencies;
- vii. Maintaining a comprehensive database and information system for the municipality;
- viii. As delegated by the County Executive Committee, enforce the fees, levies and charges for the delivery of services;
- ix. Preparing the Annual Budget Estimates for consideration by the County Treasury and transmission to the County Assembly for approval;
- x. Coordinating and facilitating citizen participation in the development of policies and plans for delivery of services;
- xi. Establish, implement and monitor performance management system;
- xii. Promoting a safe and healthy environment; and
- xiii. Facilitating and regulating public transport.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's Degree in Public Administration/Management, Economics, Urban Development, Sociology or any other related field from a recognized University;
- iii. Be a Certified Secretary in good professional standing;

- iv. Have at least four (4) years' experience in management either in the Public or Private sector;
- v. Demonstrate Managerial, leadership and professional competence in work performance and results; and
- vi. Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

D). DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND e-GOVERNMENT

6) ECONOMIST II/ STATISTICIAN II, JOB GROUP CPSB 09/'K' - (9 POSTS)

Basic Salary Scale: Kshs. 39,700x 1,470 – 41,170x1,520 – 42,690x1,710 – 44,400x1920 – 46,320x 2,000 – 48,320x 2,290 – 50,610x 2,350 – 52,960 p.m.

Terms of service: Permanent and Pensionable

This is an entry and training grade for the Economist/Statistician cadre. An Officer at this level will work under the guidance and supervision of a Senior Officer.

Duties and responsibilities will entail:-

- i. Providing economic planning data, economic analysis, formulation of development strategies;
- ii. Identification, preparation and evaluation of development projects and programmes and monitoring of their implementation;
- iii. Conducting feasibility studies, determining project viability and setting project priorities;
- iv. Undertaking data collection, collation, computerization and analysis for formulation, review and implementation of economic planning policies, strategies and programmes;
- v. Preparing concept notes, policy briefs and reports;
- vi. Providing technical input in the preparation of County Policies and Programmes;
- vii. Tracking implementation of decisions and resolutions on County Economic Forums;
- viii. Identifying and analyzing emerging macroeconomic trends and cross cutting socio-economic issues;
- ix. Undertaking economic research, modeling and forecasting and disseminating the results;
- x. Initiating Programme Performance Reviews and preparing MTEF Sub-Sector/Sector Reports;
- xi. Providing technical input in the initiation, implementation and appraisal of the County Development Planning Projects and Programmes;
- xii. Performing the role of a Planning Division at the Central Planning and Project Monitoring Division at the County Sectors/ Sub-Sectors;
- xiii. Gathering, analyzing and updating reports on projects and programmes from the electronic County Integrated Projects Management and Evaluation System (e-CIPMES);
- xiv. Coordinating intergovernmental/ Intersectoral Economic Planning function; and
- xv. Support in the County Public Participation and Stakeholder Engagements for Public Policy Development, dissemination of County Plans, Policies and Strategies at the County and Sub-County level.

Requirement for appointment

For appointment to this grade, a candidate must: -

- a) Be a Kenyan Citizen;
- b) Have a minimum of an **Upper Second-Class Honours** Degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized University/Institution; or
- c) Have a minimum of an **Upper Second-Class Honours** Degree in Statistics with appropriate specialization from a recognized University/Institution.

E). DEPARTMENT OF SOCIAL SERVICES, YOUTH, SPORTS, GENDER AND CULTURE

7) SOCIAL DEVELOPMENT OFFICER II, JOB GROUP CPSB 10/'J' - (4 POSTS)

Basic Salary Scale: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of service: Permanent and Pensionable

This is an entry and training grade for the Social Development Officers. An Officer at this level will perform duties of limited scope and will work under the guidance and supervision of a Senior Officer.

Duties and responsibilities will entail: -

- i. Working with communities to identify and mobilize local resources for the implementation of development projects;
- ii. Guiding communities develop Community Action Plans (CAPSs);
- iii. Liaising with local communities and other development agencies in implementing community development programmes;
- iv. Identifying self-help groups and community-based organizations for registration;
- v. Collecting sex and disability disaggregate data for all social development programmes;
- vi. Collecting social development related data for planning;
- vii. Guiding communities and self-help groups to identify their social economic needs;
- viii. Mobilizing communities to implement their development projects; and
- ix. Mainstreaming disability in programmes and projects.

Requirements for Appointment

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

- a) Bachelor's degree in any of the following discipline:- Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/Management, Disability Studies, Counselling, Gender Studies, Gender and Development, Business Administration /Management or equivalent from a recognized institution; and
- b) Certificate in Computer Applications from a recognized institution.

8) SPORTS OFFICER, JOB GROUP CPSB 09/'K' - (5 POSTS)

Basic Salary Scale: Kshs. 39,700x 1,470 - 41,170x1,520 - 42,690x1,710 - 44,400x1,920 - 46,320x 2,000 - 48,320x 2,290 - 50,610x 2,350 - 52,960p.m.

Terms of service: Permanent and Pensionable

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer.

Duties and responsibilities will entail:-

- i. Developing and promoting sports activities in the County;
- ii. Identifying sports talents;
- iii. Mobilizing and sensitizing local community to participate in sports;
- iv. Organizing matches;
- v. Liaising with volunteers to support sports programmes; and
- vi. Collecting data and preparing reports on sports functions and competitions.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Bachelor's degree in any of the following disciplines: Physical Education, Sports Science, Leisure and Recreational Management or any other relevant and equivalent qualification from a recognized institution;

OR

- b) Bachelor's degree in Social Sciences **WITH** a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years or equivalent qualification from a recognized institution; and
- c) Certificate in First Aid from a recognized institution; and
- d) Certificate in Computer Applications from a recognized institution.

9) SPORTS ASSISTANT III, JOB GROUP CPSB 11/'H' - (5 POSTS)

Basic Salary Scale; Kshs. 26,900x1,110 - 28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450x1,250 - 32,700x1,300 - 34,000x1,380 - 35,380 p.m.

Terms of service: Permanent and Pensionable

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer.

Duties and responsibilities will entail:-

- i. Undertaking training of sports persons and other trainees in specific sports discipline;
- ii. Conducting fitness classes;
- iii. Keeping track records of trainees;
- iv. Identifying and recording suitable sports venues;
- v. Imparting sports skills to athletes and other trainees;
- vi. Administering basic First Aid for minor sports injuries;
- vii. Gathering, collating data relevant sports information from the field, ward and other relevant bodies;
- viii. Scouting for sports talent for vulnerable groups and establishing a data base;
- ix. Mobilizing sportsmen and sportswomen to form teams and clubs; and
- x. Coaching and officiating during sports activities.

Requirements for Appointment

For appointment to this grade, an officer must have:

- a) Kenya Certificate of Secondary Education Mean Grade **C (Plain)** with at least C- (Minus) in either English or Kiswahili and Biology and a pass in Mathematics or its equivalent qualification from a recognized institution;
- b) Diploma in Sports Administration or equivalent qualification from a recognized institution;
- c) Certificate in First Aid from a recognized institution; and
- d) Certificate in Computer Applications from a recognized institution

10) SPORTS TECHNICIAN II, JOB GROUP CPSB 12/'G' - (5 POSTS)

Basic Salary Scale: Kshs. 23,700 x1,040 - 24,740x1,070 - 25,810x1,090 - 26,900x1,110 - 28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450p.m.

Terms of Service: Permanent and Pensionable

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer.

Duties and responsibilities will entail: -

- i. Marking/setting sports venues;
- ii. Care and maintenance of sports facilities and equipment to the required standards;
- iii. Requisitioning of sports implements from stores;
- iv. Maintenance of sports implements records;
- v. Conducting basic warm up activities during training of individuals, teams or clubs;
- vi. Administering basic First Aid for minor sports injuries;
- vii. Ensuring care and safety of sports facility users; and
- viii. Creating sports awareness and identifying youths with sports talent.

Requirements for Appointment

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

- a) Certificate in Sports Administration and Management or its equivalent qualification from a recognized institution;
- b) Certificate in First Aid from a recognized institution; and
- c) Certificate in Computer Applications from a recognized institution.

11) YOUTH DEVELOPMENT OFFICER II, JOB GROUP CPSB 10/'J' - (5 POSTS)

Basic Salary Scale: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,69 p.m.

Terms of service: Permanent and Pensionable

This is the entry and training grade in this cadre. An officer at this level will work under the guidance and supervision of a more senior officer.

Duties and responsibilities will involve: -

- i. Collection, collation and submission of data on youth and health, gender mainstreaming, employment, drugs, crime, leisure, recreation and community services;
- ii. Participate in training and engaging the youth on issues related to environmental conservation, gender, special needs, empowerment and participation; and
- iii. Preparation of reports on youth issues.

Requirements for appointment

For appointment to this grade a candidate must have:-

- a) Bachelor's degree in Social Sciences from a recognized institution; and
- b) Certificate in computer applications from a recognized institution.

12) CULTURAL OFFICER II, JOB GROUP CPSB 10/'J' - (5 POSTS)

Basic Salary Scale: Kshs. 32,700 x 1,300 - 34,000 x 1,380 - 35,380 x 1,390 - 36,770 x 1,460 - 38,230 x 1,470 - 39,700 x 1,470 - 41,170 x 1,520 - 42,690 p.m.

Terms of Service: Permanent and Pensionable

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer.

Duties and responsibilities will entail: -

- i. Participating in identification and registration of cultural practitioners;
- ii. Encouraging formation of associations and committees by cultural practitioners;
- iii. Promoting Kiswahili and indigenous Languages;
- iv. Disseminating cultural information to the community;
- v. Participating in cultural development activities; and
- vi. Preparing periodic reports.

Requirements for Appointment

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

- a) Bachelor's degree in any of the following disciplines:- Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, Indigenous Languages or its equivalent from a recognized institution; and
- b) Certificate in Computer Applications.

F). DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVE DEVELOPMENT

13) DEPUTY DIRECTOR OF LIVESTOCK PRODUCTION - JOB GROUP CPSB 03/'R' - (1 POST)

Basic Salary Scale: Kshs. 124,630 x 6,070 - 130,700 x 6,370 - 137,070 x 6,570 - 143,640 x 6,770 - 150,410 x 6,960 - 157,370 x 7,160 - 164,530 x 7,820 - 172,350 p.m.

Terms of Service: Three (3) years contract, renewable subject to satisfactory performance

Duties and responsibilities will entail:-

- i. Coordinating extension activities which included field days, field demonstrations, farmer field schools and farm field visits,

- ii. Participate in development of public/private initiatives;
- iii. Preparing technical information on animal production, livestock marketing, range management, apiculture and ranching;
- iv. Promoting economic livestock farming;
- v. Resourcing in technical workshops, seminars and agricultural shows;
- vi. Researching, inventing and advising on livestock production technologies and techniques;
- vii. Developing livestock production programmes/projects;
- viii. Preparing agribusiness, ranch and farm plans; establishing linkages with research institutions and other stakeholders on livestock production matters;
- ix. Coordinating conservation and utilization of range resources;
- x. Overseeing extension activities; overseeing the implementation of livestock information management systems;
- xi. Coordinating monitoring and evaluation of livestock programmes;
- xii. Preparing technical papers and reports for professional forums and symposia; and
- xiii. Participating in formulation of livestock bi-lateral/multilateral agreements.

Requirements for Appointment

For appointment to this post, one must have;

- a) Bachelor's Degree in any of the following disciplines:- Animal Science and Production, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution;
- b) Master's degree in any of the following disciplines:- Animal Science and Production, Agribusiness, Food Science and Technology, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution;
- c) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- d) Certificate in Computer Applications; and
- e) Shown outstanding administrative capability and professional competence required in managing livestock production services.

G). OFFICE OF THE GOVERNOR - LEGAL OFFICE

14) LEGAL OFFICER II, JOB GROUP CPSB 08/'L' - (2 POSTS)

Basic Salary Scale: Kshs. 42,970x1,920 - 44,890x2,000 - 46,890x2,110 - 49,000x2,170 - 51,170x2,550 - 53,720x2,650 - 56,370x2,750 - 59,120 p.m.

Terms of Service: Permanent and Pensionable

Duties and responsibilities at this level will entail:-

An Officer at this level will report to the County Attorney.

- i. Attending court to represent the County in both civil and criminal litigation;
- ii. Developing County legislation including review of drafts bills, research on various pieces of legislation and departmental advisory on the legislative drafting;
- iii. Preparing legal opinions and reviewing County legislation;
- iv. Undertaking research on assigned legal issues;
- v. Analyzing research data and compiling reports;
- vi. Advising departments and agencies on various legal policy issues;
- vii. Undertaking conveyancing duties on behalf of the County; and
- viii. Any lawful other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this post, one must;

- a) Be a Kenyan citizen;
- b) Hold a Bachelor of Laws (L.L.B) degree from a university recognized in Kenya;
- c) Hold a Post Graduate Diploma in Law from the Kenya School of Law;
- d) Be an Advocate of the High Court of Kenya with a current practicing certificate;
- e) Be proficient in computer applications;
- f) Not have any pending complaints with the Advocates Complaints Commission or the Disciplinary Committee; and
- g) Possess the qualifications set out in the Public Officer Ethics Act, 2003.

H). DEPARTMENT OF TRADE, INDUSTRIALIZATION AND TOURISM

15) INDUSTRIAL DEVELOPMENT OFFICER, JOB GROUP CPSB 10/'J' - (2 POSTS)

Basic Salary Scale: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690p.m.

Terms of Service: Permanent and Pensionable

This is the entry and training grade for the industrial development officers. An officer in this level will be considered to be on Job training.

Duties and responsibilities at this level will entail:-

- i. Assisting in industrial data analysis and preparation of industrial programmes
- ii. Gathering and analyzing data related to industrial production, investment, local raw materials availability, industrial expansion programmes, industrial pollution protection programmes, employment, efficiency and marketing;
- iii. Conducting feasibility studies for projects; and
- iv. Preparation of periodic and annual reports.

Requirements for Appointment

For appointment to this post, one must have:

- a) Bachelor's degree in any of the following; Commerce, Business Administration, Economics, Chemistry, Statistics, Biology, Physics, Mathematics, Computer Science or any other related field from a recognized university; and

b) Certificate in Computer Applications.

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PLEASE NOTE:

1. ALL **Serving Officers** in the County Public Service, who are interested in the above positions **MUST** clearly indicate on the application form: -
 - a) The Officer's Payroll Number;
 - b) Date of first appointment; and
 - c) Substantive designation and Job Group.
2. **Only shortlisted and successful candidates will be contacted;**
3. The County Government of Kakamega is an **equal** opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply; and
4. Canvassing in any form will lead to automatic disqualification.

HOW TO APPLY

All the details requested in the advertisement should be filled on the Application for Employment Form **KAKCPSB2A** downloaded from our county website www.kakamega.go.ke

Applicants should submit their applications together with **COPIES** of detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identification Card or Passport, and any other supporting documents. Kakamega County residents are required to indicate their Sub-County and Ward of residence in the application form.

Please note that applications with the *position applied for* clearly indicated on top of the envelope, should be **HAND DELIVERED** or sent through **COURIER** to the **County Public Service Board's Registry Offices** located at the Regional Commissioner's Office, Block 'B' - 2nd Floor on or before **Friday, 1st August, 2025 at 5.00pm** and addressed to:

**The Secretary/CEO
County Public Service Board
P.O. Box 458-50100
KAKAMEGA**

Kakamega County Public Service Board (KCPSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address kakamegacpsb@gmail.com and phone number **0745888999 ONLY**.

SECRETARY/CEO, CPSB