

REPUBLIC OF KENYA



**TANA RIVER COUNTY GOVERNMENT
OFFICE OF THE COUNTY PUBLIC SERVICE BOARD
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VACANCY ADVERTISEMENT

The County Public Service Board of Tana River pursuant to Section 59(1)(a)(b) of The County Governments Act 2012 as read together with Article 235 of the Constitution of Kenya 2010, on behalf of The County Government of Tana River wishes to invite applications from qualified persons competent to fill the following positions:

**TRCPSB/V/NO. 010/2025: DIRECTOR ROADS AND PUBLIC WORKS, J/G 'R'(1 POST)
Terms of Service: Three (3) Years Contract**

a) Duties and responsibilities

- i. coordinating the formulation, implementation and review of policies, plans, strategies, guidelines, standards, procedures, protocols and manuals on civil engineering;
- ii. approving technical drawings and designs as per work request;
- iii. ensuring housekeeping and maintenance of work areas adhere to set safety standards;
- iv. approving scheduled and non-scheduled maintenance on cooling towers, roads, building and other civil structures in the county;
- v. complying with relevant ISO standards;
- vi. approving notifications, creation, confirmation and completion of work orders in the plant maintenance management system;
- vii. approving civil engineering drawings, designs and fee notes for consultants;
- viii. ensuring that statutory regulations and safety rules are fully implemented and followed;
- ix. validating and approving internal project blueprints and structural specifications to determine dimensions of structure or system and material requirements;
- x. Approving purchase requests in the plant maintenance and management system;
- xi. Coordinating the monitoring of the systems performance, introducing changes and propose improvement and modification as necessary;
- xii. Approving technical specifications and estimates for tendering process;
- xiii. Coordinating feasibility studies and research on civil engineering;

- xiv. Approving project details, such as plan preparation, acceptance testing and evaluation of field conditions;
- xv. Overseeing inspection of projects;
- xvi. Disseminating research findings and promotion of wider application of innovative processes and materials technology;
- xvii. Ensuring development and implementation of the department's strategic plan and objectives;
- xviii. Overseeing the preparation and implementation of the department's performance contracts;
- xix. Ensuring the development and review of departmental annual work plans and budgets;
- xx. Overseeing and ensuring prudent financial and asset management of the department;
- xxi. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- xxii. Managing departmental performance management;
- xxiii. managing, training and development of departmental staff; and
- xxiv. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade, an officer must have:

- i. served in the grade of Principal Superintending Engineer for a minimum period of three (3) years;
- ii. bachelor's degree in Civil Engineering or its equivalent qualification from a recognized institution;
- iii. master's degree in Civil Engineering or its equivalent qualification from a recognized institution;
- iv. been registered by the Engineers Registration Board of Kenya;
- v. attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. certificate in computer application skills; and
- vii. demonstrated professional, managerial and administrative competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the civil engineering functions

TRCPSB/V/NO. 011/2025: DIRECTOR WATER SUPERINTENDING, J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. coordinating the formulation, implementation and review of policies, plans, strategies, guidelines, standards, procedures, protocols and manuals.
- ii. carrying out feasibility studies, planning and designing water supply and sewerage infrastructure,
- iii. carrying out research activities in various aspects of water, sewerage and hydraulic systems, ensuring professional standards and undertaking quality control during construction of water supply and sewerage infrastructure,
- iv. supervising the construction of water and sewerage works undertaken directly or by contract,
- v. maintaining water supply and sewerage systems, and monitoring and evaluation of physical and financial progress of development projects and programmes.

- vi. In addition, spearhead the development, implementation of the department's strategic objectives and plans, performance contracts and appraisal systems;
- vii. overseeing financial and assets management issues of the department;
- viii. instituting operational accountability;
- ix. ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- x. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

- i. Served in the grade of Principal Superintending Engineer (Water) for a minimum period of three (3) years.
- ii. Bachelor's degree in Water Engineering or its equivalent qualification from a recognized institution;
- iii. Be registered by Engineers Registration Board of Kenya as an engineer.
- iv. Be a member of the Institution of Engineers of Kenya (IEK)
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. Membership to a relevant professional body;
- vii. Certificate in computer application skills;
- viii. demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of hydrological services; and
- ix. Demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the hydrological services Function.

TRCPSB/V/NO. 012/2025: DIRECTOR HEALTH SERVICES J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. coordinating the formulation, implementation and review of policies, plans, strategies, guidelines, standards, procedures, protocols and manuals.
- ii. ensuring maintenance of standards, ethics and quality assurance in the provision of health services;
- iii. advise the County Executive on all health matters;
- iv. coordinate with medical staff to ensure quality of care, patients satisfaction and proper protocol development;
- v. respond to any changes in health care legislation and adjust policies and procedures accordingly;
- vi. oversee planning, budgeting, and resource mobilization for health programs;
- vii. ensure compliance with national and county health standards;
- viii. spearhead the development, implementation of the department's strategic objectives and plans, performance contracts and appraisal systems;
- ix. In addition, represent the department in intergovernmental forums and partnerships; and
- x. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Medicine, Public Health, or related health discipline;
- ii. Master's degree in Health Systems Management, Public Health, or related field;
- iii. at least twelve (12) years of relevant experience, five (5) of which should be in a senior leadership role;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Health Services;
- vi. Registration and good standing with a relevant professional body.

TRCPSB/V/NO. 013/2025: DIRECTOR FINANCE AND BUDGETING J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Providing strategic leadership and direction in implementing financial policies, strategies, standards and programmes at the County;
- ii. Convening sector working groups and reviewing reports emanating from the sectors;
- iii. Coordinating budget preparation at sector and sub sector levels;
- iv. Undertaking financial evaluation of policy changes;
- v. Coordinating preparation of technical briefs on overall expenditure patterns;
- vi. Reviewing Departmental budget proposals in line with adopted budget policy statement ceilings and recommend appropriate amendments;
- vii. Monitoring financial and non-financial performance of the budget including programmes/ projects and recommending corrective measures;
- viii. Ensuring compliance with the budget implementation policy guidelines;
- ix. Profiling risks associated with budget process and design appropriate mitigation framework;
- x. Undertaking assessment of financial risks and recommend appropriate mitigating actions;
- xi. Reviewing periodic financial and non-financial performance reports;
- xii. Coordinating preparation of responses to financial queries;
- xiii. Undertaking budget planning, preparation, submission, execution and reporting;
- xiv. Monitoring and evaluating budgetary commitment;
- xv. Overseeing release of funds and issuance of Authority-to-Incur Expenditure to various spending points and ensuring that expenditures is consistent with budget ceilings;
- xvi. Organizing the preparation of the Departmental Performance Reviews and the sector reports;
- xvii. Interpreting quarterly and annual Departmental budget performance reports and recommending appropriate intervention measures;
- xviii. monitoring servicing of debts and taking appropriate measures;
- xix. Overseeing preparation of responses to financial queries;
- xx. Facilitating research on emerging issues and best practices in financial management;
- xxi. Ensuring prudent utilization of resources;
- xxii. Building capacity and managing performance of the Division; and
- xxiii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. Served in the grade of Deputy Director, Finance for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- iv. Certificate in Public Financial Management from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- vii. Certificate in computer application skills; and
- viii. Demonstrated a high degree of professional and managerial ability as reflected in work performance and results.

TRCPSB/V/NO. 014/2025: DIRECTOR REVENUE J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Planning, formulating strategies and identifying sources of revenue;
- ii. Design, effective, efficient and secure revenue management systems of collecting revenue, managing data and providing reports;
- iii. Monitoring data management of revenue mobilization in both RMS and IFMIS;
- iv. Providing advisory services to the Departmental Chief Officer and other Heads of Divisions on all revenue matters in the County;
- v. Formulate revenue raising measures;
- vi. Developing and implementing plans to operationalize county revenue to enhance efficient revenue collection and growth;
- vii. Supervision, training, development and placement of staff in the division according to their skills and capabilities to ensure efficient use of the human capital;
- viii. Oversight and monitoring of performance management systems in the department;
- ix. Overseeing the revenue inspectorate unit to minimize fraudulent activities;
- x. Provide a link between the County, Commission on Revenue Allocation, the National Treasury, Controller of budget and other stakeholders on matters related to revenue reporting;
- xi. Setting up and projecting regular Revenue trends for planning and decision making in the County;
- xii. Management, coordination and implementation of county government revenue related plans and policies;
- xiii. Ensure all revenue from devolved functions is banked in the county revenue collection account and reported accordingly;
- xiv. The day to day running of the Revenue Mobilization division;
- xv. Implementing County policies and regulations for Revenue;
- xvi. Prepare and submit regular revenue reports to the County Assembly, Controller of Budget, National Treasury, Office of the Auditor general and the Commission on Revenue Allocation as required by the Public Finance Management Act, 2012;

- xvii. Prepare and submit to the county assembly a report on all persons granted waivers by the County Executive Committee member for Finance, the respective amounts and the reasons thereof;
- xviii. Developing guidelines for County revenue staffing level and training to ensure technical competencies;
- xix. Carryout regular performance appraisals for staff in the division and advice the departmental human resource committee on appropriate actions as a result of the appraisals;
- xx. Overseeing the implementation of Revenue Management System for compliance;
- xxi. Ensuring compliance of revenue legislations;
- xxii. Maintain revenue data management in both IFMIS and RMS;
- xxiii. Reviewing the applications of RMS and recommend changes and improvements;
- xxiv. Maintain an up to date tax payer register; and
- xxv. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. A Bachelor's degree in Commerce (Accounting or Finance option) or related degree from a recognized university;
- ii. A Master's degree in relevant discipline from a recognized institution;
- iii. Passed part III of Certified Public Accountants (CPA) examination or its recognized equivalent;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or its equivalent;
- v. Attended a strategic leadership development program lasting not less than six (6) weeks;
- vi. Served in the grade of Deputy Director, job group 'Q' or in a comparable and relevant position in the public service for a minimum period of three (3) years; and
- vii. Have at least 10 years post qualification experience, 3 of which must be in a senior Management position in a busy commercial or public financial accounting and treasury environment.

TRCPSB/V/NO. 015/2025: DIRECTOR INTERNAL AUDIT J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Overseeing implementation of internal Audit policies, strategies, standards and procedures at the County;
- ii. ascertaining the County's level of compliance with the relevant Internal Audit statutes and other government regulations and guidelines;
- iii. facilitating quality assurance and special audits;
- iv. providing technical advice on internal audit matters;
- v. coordinating execution of investigation, forensic audit and other special assignments;
- vi. overseeing evaluation of the effectiveness of risk management mechanisms, controls and governance processes of the County and recommending improvements;
- vii. coordinating development and review of audit techniques, guidelines, systems and processes;
- viii. identifying and profiling various risks inherent in specific audit assignments;
- ix. overseeing preparation of reports on audit findings and making appropriate recommendations;
- x. preparing detailed, understandable and cross referenced work papers to evidence work done and for future references, in compliance with standards for professional practice in internal audit;

- xi. executing audit activities to ensure reliability and integrity of information and effective use of the County resources and compliance with contracts, standards and policies;
- xii. overseeing monitoring and evaluation of implementation of internal audit recommendations;
- xiii. coordinating preparation and presentation of reports on audit findings and recommendations to the Internal Audit Committee;
- xiv. coordinating preparation of periodic internal audit reports;
- xv. coordinating designing and implementing of training programmes for internal audit staff and members of the audit committee;
- xvi. overseeing preparation of strategic plans and budgets;
- xvii. ensuring prudent utilization of resources;
- xviii. building capacity and managing performance of the Division; and
- xix. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in the grade of Deputy Director, Internal Audit for a minimum period of three (3) years;
- ii. bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- iii. master's Degree in any of the following fields:- Auditing and Consultancy, Business Administration, Commerce, Finance, Accounting, Project Management, Strategic Management, Risk Management or its equivalent from a recognized institution;
- iv. Certified Internal Auditor (CIA), Certified Public Accountants of Kenya CPA (K) its equivalent qualification from a recognized institution.
- v. Membership to any of the following recognized professional bodies: of either CIA, ICPAK, ACFE, ISACA or any other professional recognized body;
- vi. Certificate in computer applications skills;
- vii. Certificate in any of the following: Certified Government Auditing Professional (CGAP), Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor (CFSA) or Forensic Auditing from a recognized institution;
- viii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- ix. demonstrated high degree of professional competence and administrative capability required for the effective planning and co-ordination of the Internal Audit Function; and
- x. thorough understanding of national goals, policies and objectives and ability to relate them to the Internal Audit Function and aspirations of Vision 2030.

TRCPSB/V/NO. 016/2025: DIRECTOR TRADE, TOURISM AND CULTURE J/G 'R' (1POST) Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. formulating, interpreting, and reviewing policies, strategies, and guidelines for the entire Directorate of Trade, Tourism, and Culture;
- ii. ensuring the effective implementation of approved policies, programmes, and strategies across the trade, tourism, and cultural sectors;
- iii. overseeing the development and promotion of both domestic and foreign investment programmes aimed at enhancing trade, tourism, and cultural enterprises;
- iv. developing, implementing, and ensuring the realization of the Directorate's strategic plans, objectives, and performance targets in line with the County's development agenda;
- v. overseeing the preparation and execution of sectoral plans and projects for trade, tourism, and culture;
- vi. providing advice on the creation of an enabling environment for investment, trade facilitation, tourism development, and cultural preservation;
- vii. mobilizing financial and technical resources to support the growth and sustainability of trade, tourism, and cultural initiatives;
- viii. coordinating the design and administration of incentives to promote innovation, competitiveness, and value addition within the trade, tourism, and culture sectors;
- ix. facilitating and coordinating the participation of the County and its stakeholders in regional, national, and international trade, tourism, and cultural exhibitions, fora, and partnerships;
- x. providing frameworks for effective public-private partnerships (PPPs) and stakeholder engagement in the development of trade, tourism, and culture;
- xi. ensuring implementation of performance management systems, monitoring, and evaluation of programmes within the Directorate;
- xii. collaborating with national government agencies, development partners, private sector players, and community-based organizations on matters relating to trade, tourism, and culture;
- xiii. promoting and domesticating international conventions, protocols, and codes of ethics relating to sustainable trade, responsible tourism, and cultural heritage management;
- xiv. initiating proposals for investment incentives and policy reforms to support the development and diversification of trade, tourism products, and cultural services; and
- xv. undertaking any other duties that may be assigned by the immediate supervisor in line with the Directorate's mandate.

b) Requirements for appointment

For appointment to this grade a candidate must have:-

- i. served in the grade of Deputy Director (or equivalent) in Trade, Tourism, or Culture for a minimum of three (3) years;
- ii. Bachelor's degree in Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management, Travel and Tour Operations Management, International Tourism Management, Hospitality Management, Travel and Tourism Management, Hotel and Hospitality Management, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, environmental Studies, Sociology, Geography, Business Administration (Marketing option), Commerce (Marketing option), International Relations, International Relations, Trade, or Culture-related disciplines from a recognized institution;
- iii. Master's degree in Tourism, Tourism Management, Tourism and Hospitality Management, Leisure Tourism and Environment, Business Administration (Marketing option), International Relations, Trade, or Culture-related disciplines from a recognized institution;

- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Demonstrated high degree of professional competence, managerial capabilities, and initiative in organization and management, as reflected in work performance and results.

TRCPSB/V/NO. 017/2025: DIRECTOR EARLY CHILDHOOD EDUCATION J/G 'R' (1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Facilitating learning;
- ii. Preparing policy papers on ECDE in the County;
- iii. Coordinating the harmonization and implementation of ECDE policies in the County;
- iv. Programme-based budgeting of ECDE Programmes in the County;
- v. Drawing the County procurement plan of County ECDE Programmes;
- vi. Preparing responses on ECDE matters for the Chief Officer in respect of County Assembly enquiries;
- vii. Coordinate planning and implementation of ECDE Centre programmes;
- viii. Engaging stakeholders in the ECDE Sector;
- ix. Participate in the preparation, implementation and review of the ECDE Policy;
- x. Developing and implementing the strategic plan of the ECDE Sector;
- xi. Monitoring and evaluation of the ECDE programmes in the County;
- xii. Coordinate professional development and capacity-building for early childhood teachers and other stakeholders;
- xiii. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters;
- xiv. Coordinating the preparation and costing of annual County ECDE Workplan;
- xv. Coordinating monthly, quarterly and annual monitoring and evaluation reports on the ECDE Sector for the County;
- xvi. Managing early childhood programmes at County and Community level;
- xvii. Customizing County based (local) curriculum for ECDE;
- xviii. Coordinating research at County and community level on Early Childhood Development and Education;
- xix. Documenting and disseminating information on early childhood programme projects;
- xx. Acting as link between the Sub-Counties, local agencies and community on Managing the County Resource Centre for ECDE programmes; and
- xxi. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;

- ii. A Masters of Education Degree in Early Childhood Development and Education or any other relevant Masters in Education from a recognized institution of higher learning/university will be an added advantage;
- iii. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized government training institution;
- iv. Registered by the Teachers Service Commission;
- v. A Certificate in Computer applications;
- vi. Valid medical report from a recognized government health facility;
- vii. Shown merit and ability as reflected in work performance and results;

TRCPSB/V/NO. 018/2025: DIRECTOR HUMAN RESOURCE MANAGEMENT & DEVELOPMENT J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Innovation and design of Human Resource strategies and translating them into policies;
- ii. Introducing systems/management practices that will facilitate effective and efficient management of the human resource;
- iii. Enlarging and enriching human resource management function in the public service;
- iv. Developing terms and conditions of service for Civil Service and Semi-Autonomous Government Agencies;
- v. Providing guidance on human resource management policy matters to Departments and other public service bodies;
- vi. Developing a regulatory framework and standards which will promote understanding and commitment to positive values and updating the existing rules and regulations and adapting them to the changing environment including the related status and management structures;
- vii. Setting and managing performance standards;
- viii. Analyzing staffing levels for cadres managed by the Division;
- ix. Identifying training needs ;
- x. In liaison with Human Resource Development Division, designing, planning and ensuring implementation of training for enhancing skills on human resource;
- xi. Initiating issues related to collective bargaining and negotiating agreements with trade unions and monitoring their implementation;
- xii. Planning, organization, co-ordination and administration of all human resource activities within the Department;
- xiii. Implementation of human resource management policies, rules and regulations;
- xiv. Analyzing the effectiveness of the human resource policies, rules and regulations;
- xv. Advising the authorized officer on the delegated powers and ensuring their implementation;
- xvi. Maintaining professional human resource management standards in the Department;
- xvii. Advising on succession management/human resource planning and utilization of human resources;

- xviii. Advising on career development;
- xix. Initiating development and review of schemes of service;
- xx. Advising county corporations on general Government policies on human resource management;
- xxi. Interpretation of Labour Laws and other statutes that impact on the human resource in a Department;
and
- xxii. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director of Human Resource Management or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Master's degree in Human Resource Management/Industrial Relations/Public or Business Administration/Government or any other relevant qualification from a recognized institution; and
- iii. Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of human resource and a thorough understanding of the relevant emerging practices/techniques.

TRCPSB/V/NO. 019/2025: DIRECTOR SPECIAL PROGRAMS AND DISASTER MANAGEMENT, J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

- i. Coordinating the formulation of disaster management policies, strategies, guidelines, standards, statutes and institutional framework;
- ii. Initiating and coordinating research in disaster management and dissemination of findings to the stakeholders in the county;
- iii. Providing advice on the development of operational standards and guidelines in disaster risk reduction and preparedness;
- iv. Overseeing the management and distribution of relief food, non-food items and acting on tax exemption applications for disaster response goods and services;
- v. Coordinating psychosocial support, conflict resolution and peace building;
- vi. Spearheading the resettlement, construction and rehabilitation of destroyed homes and social amenities;
- vii. Initiating and overseeing the provision of non-food items and startup capital;
- viii. Coordinating resource mobilization for relief and recovery, relief operations, disaster recovery and rehabilitation programmes;
- ix. Overseeing disaster early recovery operations for response, relief and recovery;
- x. Monitoring, evaluating and approving reports on all disaster occurrences;
- xi. Facilitating training, advocacy and education in disaster management;
- xii. Overseeing the development of sustainable solutions and recovery programmes for IDPs; coordinating the development and implementation of the departmental strategic plan;
- xiii. Ensuring the development and review of departmental annual work plans and budgets; managing departmental performance;

- xiv. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing management of departmental assets and finances;
- xv. Managing and developing departmental staff.
- xvi. Provide overall leadership, strategic direction, and policy guidance for all special programmes.
- xvii. Formulate and oversee the implementation of county policies on disaster management, relief, social welfare, and civic engagement.
- xviii. Coordinate inter-departmental and inter-governmental collaboration on emergency response and resilience.
- xix. Mobilize resources, develop partnerships, and represent the County in national and international forums.
- xx. Ensure monitoring, evaluation, and reporting on programme outcomes.

b) Requirements for appointment

For appointment to this grade, an officer must have

- i. Served in the grade of Deputy Director, Disaster Management or its equivalent for a minimum period of not less than three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Disaster Management, Development Studies, Public Administration, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science/ Government, Physical Science, Natural Resource Management or equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines: Disaster Management, Disaster Management and Sustainable Development, Disaster Management and Humanitarian Assistance, Peace Building and Conflict Management, Geography, Counselling, Psychology, Sociology, Political Science, Natural Resource Management or equivalent qualification from a recognized institution will be an added advantage;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer application skills;
- vi. Proven leadership, policy formulation, and communication skills.

TRCPSB/V/NO. 020/2025: DIRECTOR ENVIRONMENT AND NATURAL RESOURCES J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Developing and implementation of the County's Environment Management Policies;
- ii. Ensuring compliance with environmental laws and regulations;
- iii. Overseeing the formulation and implementation of environmental management programs;
- iv. Ensuring statutory environmental audits are carried out and the recommendations implemented;
- v. Promoting conservation of catchments including involvement of partnerships;
- vi. Ensuring proposed projects are environmentally and socially feasible;
- vii. Adhering to the Occupational Health and Safety programs;
- viii. Coordinating the development and implementation of the departmental strategic plan;

- ix. Ensuring the development and review of departmental annual work plans and budgets;
- x. Managing departmental performance;
- xi. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- xii. Overseeing the management of departmental assets and finances;
- xiii. Overall management and development of staff; and
- xiv. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in the grade of Deputy Director, Environment Management for a minimum period of not less than three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Environmental Studies, Natural Resource Management or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Environmental Studies, Natural Resource Management or equivalent qualification from a recognized institution;
- iv. Registration with NEMA as an associate expert in EIs/EAs;
- v. Membership to Environmental Institute of Kenya or relevant professional body;
- vi. Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills;
- viii. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Environment Management services; and
- ix. Clear understanding of the overall National goals, policies, and development objectives and ability to translate them into Environment Management function.

TRCPSB/V/NO. 021/2025: DIRECTOR VOCATIONAL TRAINING, YOUTH AND SPORTS J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Heading a training Section;
- ii. Coordinating all functions, reviewing and developing of curriculum and training manuals in the division and supervising the academic staff;
- iii. Coordinating research and training activities;
- iv. Providing highly specialized inputs in training;
- v. Coordinating the designing, developing and preparing of syllabuses, training course materials;
- vi. Coordinating seminars/workshops and symposia;
- vii. Undertaking consultancy work and providing research related consultancy work;
- viii. Coordinating and promoting academic proposals, reviews and other academic matters with the heads of training sections and other institutions;

- ix. Providing leadership and implementing strategic plans for the division;
- x. Coordinating formulation of strategies for training programmes; and
- xi. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in the grade of Deputy Director Vocational Trainer for a minimum period of three (3) years;
- ii. Bachelor of Education degree in any of the following specializations:- Business Administration, Pure Applied Science, Technology, or equivalent qualifications from a recognized institution;

OR

Bachelor's degree in any of the following:- Education, Business Administration, Applied Science, Technology, Medical laboratory, Pharmacy, Nutrition Dietetics, General Agriculture, Agriculture Engineering, Agronomy, Building and Civil Engineering, Entrepreneurship, Petroleum, Geophysical/Sciences, Performing Arts, Counselling Psychology, Survey, Marine Engineering, Engineering, Architecture, Communication, Mechatronics, Education, Information and Communication Technology, Textiles/Clothing Technology, Chemical Engineering, Catering or Hospitality Management, Business Studies/Administration, Pure/Applied Science, or equivalent qualification plus a Training of Trainers course lasting not less than six (6) weeks from a recognized institution;

- iii. Master's degree in any of the following fields:- Engineering, Architecture, Information and Communication Technology, Textiles/Clothing Technology, Chemical Engineering, Catering or Hospitality Management, Business Administration, Entrepreneurship, Business Administration, Technology, Education Administration, Planning and Policy, Curriculum Development, Pure Applied Sciences, Medical laboratory, Pharmacy, Nutrition Dietetics, General Agriculture, Agriculture Engineering, Agronomy, Building and Civil Engineering, Entrepreneurship, Petroleum, Geophysical/Sciences, Performing Arts, Counselling Psychology, Survey, Marine Engineering, or equivalent qualification from a recognized institution;
- iv. Strategic Leadership Development Programmes Course lasting not less than six (6) weeks from a recognized institution;
- v. Knowledge of relevant legislation and policies governing the management and development of Technical and Vocational Education in Kenya;
- vi. Knowledge of international trends and issues affecting Technical and Vocational Education;
- vii. Demonstrated exemplary capacity in the planning, implementation and control of training programmes, activities and standards; and
- viii. Certificate in computer proficiency.

TRCPSB/V/NO. 022/2025: DIRECTOR CO-OPERATIVE DEVELOPMENT J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Overseeing the implementation of co-operative development policies and guidelines;
- ii. Coordinating the monitoring and evaluation of projects and programmes;
- iii. Facilitating the design and implementation of co-operative education programmes;
- iv. Facilitating the promotion of activities of the cooperative movement;
- v. Ensuring proper management of societies through advisory services;
- vi. Coordinating the development and implementation of the departmental strategic plan;
- vii. Ensuring the development and review of departmental annual work plans and budgets;
- viii. Managing departmental performance;
- ix. Ensuring compliance with principles and values of good governance; transparency; accountability; ethics and integrity;
- x. Overseeing the management of departmental assets and finances;
- xi. Overall management and development of staff; and
- xii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. Served in the grade of Deputy Director, Cooperative Development for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- v. Certificate in computer application skills;
- vi. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Cooperative Development services; and
- vii. Clear understanding of the overall National goals, policies, and development objectives and ability to translate them into Cooperative Development function.

TRCPSB/V/NO. 023/2025: DIRECTOR LIVESTOCK AND VETERINARY SERVICES, J/G 'R'(1 POST)

Terms of Service: Three (3) Years Contract

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Coordinating extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;
- ii. Participating in development of public/private initiatives and overall policy formulation;
- iii. Preparing technical information in animal production, livestock marketing, range management, agriculture, and ranching;
- iv. Promoting economic livestock farming;
- v. Resourcing in technical workshops and seminars;
- vi. Researching, inventing and advising on livestock production technologies and techniques;
- vii. Developing livestock production programmes/projects;
- viii. Preparing agribusiness, ranch and farm plans;
- ix. Establishing linkages with research institutions and other stakeholders on livestock production matters;
- x. Coordinating conservation and utilization of range resources; and
- xi. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade, an officer must have;

- i. Served in the grade of Deputy Director of Livestock Production or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines:- Animal Science, and Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension, from a recognized institution;
- iii. Master's Degree in any of the following disciplines:- Animal Science and Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, or Agricultural Extension from a recognized institution;
- iv. Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- v. Certificate in computer applications; and
- vi. Shown outstanding administrative capability and professional competence required in managing livestock production services.

TRCPSB/V/NO. 024/2025: DEPUTY DIRECTOR ENFORCEMENT J/G 'Q'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Developing, implementing and reviewing policies, guidelines and plans and strategies on enforcement;
- ii. Ensuring that staff have uniforms and the necessary tools of work;
- iii. Coordinating drills and parade matters;

- iv. Supervising field officers in a given zone operational areas;
- v. Ensuring discipline is maintained by the Non-Commissioned Officers;
- vi. Verifying and validating charge sheets from investigation officers;
- vii. Preparing reports on investigation witnesses in court;
- viii. Producing exhibit in court, bonds prosecution witnesses and takes pleas in court;
- ix. Ensuring safe custody of exhibits;
- x. liaising with the heads of respective enforcement agencies in preparation of cases, witnesses and production of the past record of an accused person in Court;
- xi. Supervising field officers in given zone or operational areas; and
- xii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in the grade of Assistant Director, Enforcement for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification or its equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines:- Security Management and Police Studies, Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Physical fitness as applicable to the Kenya Police Force plus a fitness medical certificate from a recognized institution;
- vi. Certificate of Good Conduct from Directorate of Criminal Investigation;
- vii. Certificate in computer applications; and
- viii. Demonstrated merit and shown ability as reflected work performance and results.

TRCPSB/V/NO. 025/2025: DEPUTY DIRECTOR ADMINISTRATION (CPSB) J/G 'Q' (1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Coordinating the development, implementation and review of administrative policies, procedures and strategies;
- ii. Fleet management; and coordinating response to County Assembly queries;
- iii. Coordinating disaster management and emergency response activities;
- iv. Coordinating identification of obsolete assets and manage the disposal process;
- v. Planning and coordinating office accommodation;
- vi. Preparing briefs and memos;
- vii. Ensuring provision of adequate office equipment and supplies;
- viii. Keeping and updating tools and equipment register;
- ix. Coordinating renewal of insurance policies and transport licenses;
- x. Making proposals for rental management;
- xi. Disseminating administrative policies, procedures and strategies; and
- xii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in the grade of Assistant Director, Administrative Services for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- iii. Certificate in Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized institution;
- iv. Certificate in computer application skills; and
- v. Demonstrated merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 026/2025: ASSISTANT DIRECTOR – PRINCIPAL SUPERINTENDING ENGINEER AGRICULTURE, J/G 'P' (1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Conducting feasibility studies and investigation on agricultural engineering works;
- ii. Carrying out data analysis for design of agricultural engineering works;
- iii. Carrying out detailed design and preparation of bill of quantities of agricultural engineering works;
- iv. Carrying out specialized repair and maintenance of agricultural engineering works;
- v. Verifying and validating agricultural engineering designs in accordance with set standards;
- vi. Implementing agricultural engineering design works;
- vii. Training stakeholders in agricultural engineering technologies;
- viii. Conducting trainings, on-farm trials and demonstrations; and preparing of technical reports; and
- ix. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

- i. Served in the grade of Senior Superintending Engineer (Agriculture) for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines:- Agricultural Engineering; Agricultural and Bio Systems Engineering or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Agricultural Engineering; Agricultural and Bio systems Engineering; Environmental and Bio systems Engineering; Engineering in Agri-Chain Management; Agro-Bio resource Science and Technology; Agricultural Processing Engineering; Agricultural Processing; Natural Resources Management; Agricultural Resource Management; Soil and Water Engineering; Land and Water Management; Land Use Management; Integrated Soil Fertility Management; Environmental Management; Environmental Planning and Management; Project Planning and Management or any other relevant and equivalent qualification from a recognized institution;
- iv. Registered with the Engineers Board of Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- vi. Certificate in computer application skills; and
- vii. demonstrated capability and efficiency in undertaking of the agricultural engineering function.

TRCPSB/V/NO. 027/2025: ASSISTANT DIRECTOR ACCOUNTING SERVICES J/G ‘P’(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. receiving and capturing of the Annual General Warrant;
- ii. preparing cash projection/forecasts for Exchequer Committee;
- iii. monitoring preparation of Exchequer position statements for the County;
- iv. maintaining and controlling exchequer ledger;
- v. monitoring KRA revenues;
- vi. monitoring compliance of accounting standards and systems;
- vii. following up on audit matters including compiling of Treasury memorandum;
- viii. implementing Public Accounts Committee recommendations in respect of Sub-Counties;
- ix. preparing Bi-annual Accounts;
- x. consolidating cash flow projections submitted by Departments;
- xi. reviewing the quality of financial statements of public sector entities;
- xii. ensuring that public sector entities comply with National Treasury financial guidelines and other regulations. An officer at this level will also be responsible for: providing advisory services to stakeholders on financial and accounting matters;
- xiii. preparing management and statutory reports in accordance with financial orders and regulations;
- xiv. preparing final accounts; overseeing issuance of AIE to Sub-Counties;
- xv. authorizing vouchers and signing of cheques subject to set limits;
- xvi. ensuring safe custody of County government assets, records and accountable documents;
- xvii. interpreting financial regulations and procedures and Treasury Circulars;
- xviii. ensuring expenditures are within the allocations;
- xix. reviewing accounting business process;
- xx. conducting User Acceptance Tests;
- xxi. preparing and customizing management reports;
- xxii. ensuring accounting controls in the system; training users;
- xxiii. initiating improvement in the accounting business process;
- xxiv. managing user access rights, requests and approval;
- xxv. initiating and reviewing business processes;
- xxvi. assessing systems controls and risks;
- xxvii. overseeing maintenance and delivery of support functions;
- xxviii. preparing departmental budgets, procurement and annual work plans;
- xxix. setting targets for the staff and evaluating achievements;
- xxx. mentoring and coaching of staff;
- xxxi. training and developing accounts staff in the Unit; and
- xxxii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served in the grade of Principal Accountant for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- iii. Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a recognized institution;
- iv. Part I, II and III of the Certified Public Accountant (CPA) Examination or its equivalent from a recognized institution;
- v. Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
- vi. Certificate in computer applications, Database Management or Enterprise Resource Management from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 028/2025: ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT J/G 'P'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. consolidating annual procurement plans;
- ii. sourcing for bids and carrying out market surveys;
- iii. providing secretariat services to the Tender Opening and Evaluation Committees;
- iv. carrying out due diligence in the procurement process;
- v. taking part in prequalifying suppliers;
- vi. updating inventory of equipment and assets;
- vii. recording goods, works and services received;
- viii. identifying and recording unserviceable, obsolete, obsolescent or surplus stores;
- ix. maintaining and updating the assets register;
- x. supervising reception, inspection and acceptance of goods, works and services;
- xi. preparing statutory reports;
- xii. monitoring and evaluating implementation of e-procurement system, inventory management and assets disposal processes and procedures;
- xiii. monitoring and evaluating implementation of the Preference and Reservation Scheme;
- xiv. guiding the user departments in the preparation of procurement plans;
- xv. Coaching and mentoring staff; and
- xvi. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. served in the grade of Principal Supply Chain Management Officer for a minimum period of three (3) years;

- ii. bachelor's degree in any of the following disciplines: Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution;

OR

- bachelor's degree in any of the following disciplines:- Commerce, Marketing, Economics, Business Management or Law **with** a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;
- iii. certified Procurement and Supply Professional of Kenya (CPSP-K) **or** Advanced Diploma in Supplies Management Final Stage (FIS) **or** Chartered Institute of Procurement and Supply (CIPS);
 - iv. membership of the Kenya Institute of Supplies Management (KISM);
 - v. certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
 - vi. certificate in computer application skills; and
 - vii. shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 029/2025: ASSISTANT DIRECTOR FISHERIES, J/G 'P' (1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. initiating and implementing Fisheries policies, projects, programs and strategies;
- ii. evaluating, monitoring, control and surveillance systems;
- iii. monitoring the implementation of regional and international fisheries agreements;
- iv. coordinating the strengthening of fisheries extension services;
- v. promoting co-operation between the fisheries sector and local/international stakeholders;
- vi. implementation of multilateral projects and programmes;
- vii. coordinating fisheries extension services and comanagement programs;
- viii. analyzing, storing and disseminating fisheries related reports;
- ix. liaising with relevant stakeholders to design fisheries management programs;
- x. coordinating fisheries research in fish stock assessment; promoting fish marketing and value addition;
- xi. evaluating monitoring, control and surveillance systems;
- xii. participating in the implementation of bi-lateral projects and programs;
- xiii. participating in negotiations of multi and bi-lateral agreements;
- xiv. organizing extension approaches and methodologies;
- xv. implementing fisheries management measures;
- xvi. formulating, implementing and monitoring resource conservation intervention strategies;
- xvii. monitoring fish seed and feed production programmes;
- xviii. designing fish marketing strategies;
- xix. promoting fish and fishery product value addition;
- xx. monitoring and evaluation of fish projects/programmes;
- xxi. undertaking applied research;
- xxii. liaising with research institutions for research programs and dissemination of research findings;
- xxiii. managing fisheries data bank;
- xxiv. coordinating resource utilization at the area of deployment.

xxv. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade, an officer must have;

- i. served in the grade of Principal Fisheries Officer for a minimum period of three (3) years;
- ii. bachelors degree in any of the following disciplines:- Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;
- iii. Masters degree in any of the following disciplines:- Biological Sciences, Natural Resource Management, Aquatic Sciences, Biochemistry, Food Science and Technology, Environmental Science, Physical Sciences or any equivalent qualification from a recognized institution;
- iv. certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- v. certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. certificate of membership to a professional body from a recognized institution;
- vii. certificate in computer application skills;
- viii. knowledge of the Fisheries development and management policies, Fisheries Act and other related Acts and international conventions; and
- ix. shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 030/2025: ASSISTANT DIRECTOR SPECIAL PROGRAMS AND DISASTER MANAGEMENT J/G 'P'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Assist the Director in planning, coordinating, and supervising all special programmes.
- ii. Assist in the formulation and implementation of county disaster risk management (DRM) policies, plans, and strategies;
- iii. Ensure alignment with national disaster management frameworks, such as those from the National Disaster Operations Centre (NDOC) and the National Disaster Management Authority (NDMA)
- iv. Participate in the development of county contingency and emergency plans, including risk assessments and hazard mapping;
- v. Participate in disaster Mitigation and Recovery activities;
- vi. Provide technical support in the integration of disaster risk reduction (DRR) into county development planning and budgeting;
- vii. Oversee implementation of projects and ensure compliance with established policies.
- viii. Coordinate preparation of work plans, budgets, and reports;

- ix. Maintain and analyze disaster data, document best practices, and prepare periodic reports and early warning updates to inform decision-making and enhance disaster preparedness and response;
- x. Supervise programme officers and provide technical guidance.
- xi. Facilitate stakeholder engagement and community sensitization activities

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. served in the grade of Principal Disaster Management Officer for a minimum period of three (3) years, or its equivalent;
- ii. Bachelor's degree in Social Sciences, Disaster Management, or related field;
- iii. Masters degree in Social Sciences, Disaster Management, or related field is an added advantage;
- iv. certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- v. certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Excellent coordination and supervisory skills

TRCPSB/V/NO. 031/2025: ASSISTANT DIRECTOR URBAN PLANNING J/G 'P'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. preparing county, urban, rural physical development plans;
- ii. providing guidance on data requirements for the various categories of physical development plans;
- iii. implementing physical planning policies, strategies, standards and programmes;
- iv. inducting the physical planning liaison committee members;
- v. conducting public education on physical planning and development control matters;
- vi. setting agenda and convening physical planning liaison committee meetings;
- vii. keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- viii. advising liaison committees and overseeing the enforcement of resolutions; and
- ix. preparing annual state of physical planning reports on county, town and rural physical development plans.
- x. Coordinate implementation of urban planning programs and projects;
- xi. Develop annual strategic and work plans for the Directorate; and
- xii. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. Served in the grade of Principal Physical Planner for a minimum period of three (3) years;

- ii. Bachelors degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii. Masters degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a recognized institution;
- iv. Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- v. Registration by the Physical Planners Registration Board;
- vi. Demonstrated technical and professional competence as reflected in work performance and results.
- vii. Strategic leadership or management training; and
- viii. Certificate in computer application skills.

TRCPSB/V/NO. 032/2025: ASSISTANT DIRECTOR GENDER AND SOCIAL SERVICES J/G ‘P’(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Assist the Director in administration and coordination of departmental functions;
- ii. Provide strategic oversight in implementation of gender and social welfare programs;
- iii. Coordinate partnership and stakeholder engagement initiatives;
- iv. Ensure compliance with statutory and policy frameworks;
- v. Develop departmental budgets and work plans; and
- vi. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served as Chief Gender and Social Development Officer for at least three (3) years.
- ii. Master’s Degree in Gender Studies, Sociology, or related field.
- iii. Certificate in Strategic Leadership or Senior Management Development Course.
- iv. Registered with a relevant professional body (where applicable).

TRCPSB/V/NO. 033/2025: ASSISTANT DIRECTOR AGRICULTURE J/G ‘P’(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. supervising collection, analysis and management of agriculture crops data;
- ii. coordinating collection, and packaging of new and existing agricultural technologies;
- iii. promoting agribusiness incubation and market development;
- iv. managing and controlling trans-boundary pests, diseases and invasive species;
- v. undertaking assessment on crop, food and nutritional security situation;

- vi. promoting climate change adaptation and mitigation and environmental management in agriculture;
- vii. developing proposals for national agricultural programmes and projects;
- viii. collaborating with stakeholders to identify areas of agricultural research;
- ix. promoting access to affordable credit, crop insurance and inputs for agricultural production in collaboration with stakeholders;
- x. training agricultural stakeholders and preparing reports;
- xi. providing technical support for compliance with international standards on phytosanitary and food safety;
- xii. packaging of new and existing agricultural technologies;
- xiii. mainstreaming of international agreements and protocols in agriculture;
- xiv. supervising management and control of trans-boundary pests, diseases and invasive species;
- xv. developing proposals for national agricultural programmes and projects;
- xvi. supervising assessment of crop, food and nutritional security situation;
- xvii. promoting agribusiness incubation and market development;
- xviii. identifying public private partnerships in agricultural investments and initiatives;
- xix. collaborating with stakeholders in the promotion of access to affordable credit, crop insurance and inputs for agricultural crop production;
- xx. updating and maintaining agricultural information database;
- xxi. collaborating with stakeholders to identify areas of agricultural research;
- xxii. mainstreaming environmental management and climate change adaptation and mitigation actions in agriculture; and
- xxiii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. served in the grade of Principal Agricultural Officer for a minimum period of three (3) years;
- ii. Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Agribusiness Management; Agribusiness; Agricultural and Natural Resource Management; Agricultural Education; Agricultural Extension and Education; Agricultural Information and Communication Management; Agricultural Marketing; Agriculture and Applied Economics; Agriculture and Rural Development; Agriculture Economics; Agriculture Extension; Agricultural Studies; Agro-Bio Resource Science and Technology; Agronomy; Agro-processing; Biotechnology; Crop Production; Crop Protection; Dry-land Integrated Land Management Systems; Dry-land Resource Management; Dry-land Agriculture; Dry-land Agro Pastoral Systems; Dry-land Farming; Entomology; Entrepreneurship; Environmental Planning and Management; Farm Management; Floriculture; Food Science and Post-harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; Home Management; Horticulture; Hydroponics; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Plant Biotechnology; Plant Breeding and Biotechnology; Plant Breeding; Plant Health Science and Management; Plant Pathology; Project

Planning and Management; Rural Management; Seed Science and Technology; Seed Science; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;

- iv. Certificate in strategic leadership development program (SLDP) lasting not less than six (6) weeks from a recognized Institution;
- v. Certificate of membership to a professional body from a recognized institution;
- vi. Certificate in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 034/2025: ASSISTANT DIRECTOR MONITORING AND EVALUATION J/G ‘P’(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i.Coordinating implementation of Monitoring and Evaluation frameworks across departments;
- ii.Developing county performance indicators and targets;
- iii.Supervising data analysis and report generation;
- iv.Facilitating capacity building in Monitoring and Evaluation functions;
- v.Preparing county Monitoring and Evaluation reports for management and stakeholders; and
- vi.Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i.Served for at least three (3) years as Senior Monitoring and Evaluation Officer (Job Group N) or equivalent.
- ii.Bachelor’s degree in Economics, Statistics, Development Studies, or related field.
- iii.Master’s degree in Monitoring Evaluation, Project Planning, Economics, or related field.
- iv.Certificate in Monitoring Evaluation, Project Management, or Data Analysis.
- v.Demonstrated leadership and analytical competence.

TRCPSB/V/NO. 035/2025: ASSISTANT DIRECTOR DIGITAL COMMUNICATION J/G ‘P’(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. providing leadership in digital communication planning and strategy implementation.
- ii. overseeing development and maintenance of county websites and digital portals.
- iii. ensuring integration of communication systems with e-government platforms.

- iv. developing guidelines for digital branding, social media policy, and content governance.
- v. coordinating digital crisis communication and reputation management.
- vi. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. served for at least three (3) years as Senior Digital Communication Officer (Job Group N) or equivalent.
- ii. Bachelor's degree in Communication, Journalism, ICT, or related field.
- iii. Master's degree in Communication, Digital Media, or Strategic Communication is an added advantage.
- iv. strong leadership, analytical, and project management skills.

**TRCPSB/V/NO. 036/2025: PRINCIPAL ADMINISTRATIVE SECRETARY (EXECUTIVE)
J/G 'R'(1 POST)**

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Manage and coordinate the day-to-day administrative and executive operations of the office.
- ii. Ensure efficient communication between the County Executive, departments, and external stakeholders;
- iii. Oversee the preparation of high-level correspondence, reports, and policy briefs for the Executive Office;
- iv. Ensure a professional and efficient working environment within the Office of the County Secretary.
- v. Compile periodic administrative and operational reports for the County Secretary.
- vi. Maintain confidentiality of sensitive information and official records.
- vii. supervising departmental administrative teams; and
- viii. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served as an Administrative Officer Job Group "Q" or in a comparable position for a minimum period of three (3) years;
- ii. Bachelor's degree in Business Administration, Public Administration, Office Management, Communication, or a relevant discipline from a recognized institution;
- iii. Masters degree in Business Administration, Public Administration, Office Management; Communication, or a relevant discipline from a recognized institution is an added advantage.
- iv. Demonstrated administrative competence and integrity in previous assignments.
- v. strong organizational, communication, and interpersonal skills.
- vi. certificate in Supervisory/Management course ;

- vii. Demonstrated high standard of professional competence and administrative capability required for effective planning, direction, control and co-ordination of Administrative services;and
- viii. Certificate in computer applications skills.

TRCPSB/V/NO. 037/2025: SENIOR ECONOMIST I J/G ‘N’ (1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. initiating the preparation of annual, mid-term, and end-term Medium Term Plan progress reports;
- ii. any other duties assigned by the immediate supervisor;
- iii. implementing decisions and resolutions on regional economic integration agenda;
- iv. identifying and dealing with emerging sectoral and cross cutting socio-economic issues;
- v. undertaking economic modelling and forecasting;
- vi. conducting Programme Performance Reviews (PPRs) and sub-sector reports for MTEF;
- vii. monitoring, evaluating and reporting on the implementation of sector specific programmes, projects and activities.

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. served in the grade of Senior Economist II/Senior Statistician II for a minimum period of three (3) years;
- ii. bachelor’s degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
- iii. certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. membership to a relevant professional body;
- v. certificate in computer application skills; and
- vi. shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 038/2025: PRINCIPLE ADMINISTRATIVE OFFICER (WARD) J/G ‘N’(2 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Coordinating, managing and supervising the general administrative functions in the Ward unit;

- ii. Developing policies and plans;
- iii. Ensuring effective service delivery;
- iv. Coordinating developmental activities to empower the community;
- v. Providing and maintaining infrastructure and facilities of public service;
- vi. Managing the County Public Service;
- vii. Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services;
- viii. Exercising any functions and powers delegated by the County Public Service Board;
- ix. The Ward Administrator shall be responsible to the Sub-County administrator; and
- x. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have,

- (i) Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Shown merit and ability as reflected in work performance and results;
- (v) Satisfy the requirements of Chapter Six of the Constitution; and
- (vi) Certificate in computer application skills.

TRCPSB/V/NO. 039/2025: ENGINEER I (AGRICULTURE) J/G 'L'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- x. selection, operation and maintenance of agricultural machinery for field operations;
- xi. carrying out analysis, design and development of agricultural engineering technologies such as tillage, spraying, harvesting drying, cleaning, extraction and size reduction and related structures in environmental control and waste management;
- xii. undertake master plan, feasibility studies and other investigations and planning activities including demonstrations and preparation of reports on water, soil, hydraulic works, agro-processing;
- xiii. develop and design plans for soil and water conservation; and
- xiv. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. have served in the grade of Engineer II (Agriculture) or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- ii. been registered by the Engineers Registration Board of Kenya; and
- iii. have shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 040/2025: ENGINEER I (MECHANICAL) J/G 'L'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Plan and coordinate mechanical maintenance programmes;
- ii. Prepare tender documents and supervise contractors;
- iii. Provide technical advice on mechanical projects; and
- iv. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Successfully served in the grade of Engineer II (Mechanical) for a period of three (3) years;
- ii. Bachelor's degree in Mechanical Engineering;
- iii. Be a registered graduate Engineer with IEK or EBK.

TRCPSB/V/NO. 041/2025: ECONOMIST II J/G 'K'(2 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. collecting, collating and analyzing economic data in the relevant sectors;
- ii. compiling sector-specific draft reports;
- iii. participating in monitoring and evaluation activities in the county;
- iv. providing support in the preparation of policy briefs and reports on the relevant sectors;
- v. capturing data on budgetary requirements;
- vi. uploading information in the National Integrated Monitoring and Evaluation System (NIMES); and
- vii. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have

- i. bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and
- ii. certificate in computer application skills.

TRCPSB/V/NO. 042/2025: RECORDS MANAGEMENT OFFICER I, J/G 'K'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Specific duties and responsibilities will entail:

- i. ensuring that letters are appropriately filled and marked to action officers;
- ii. controlling and opening of files and updating file index;
- iii. ensuring security of information/files in the registry;
- iv. up-dating and maintaining up-to-date file movement records;
- v. ascertaining the general cleanliness of the registry;
- vi. the officer will guide and supervise staff working under him or her and;
- vii. performing any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade, an officer must have:

- i. served in the grade of Records Management Officer II or in a relevant and comparable position in the public Service for a minimum period of three {3} years;
- ii. a Diploma in any of the following: Records/Information management, Information/Library Science or equivalent qualification from a recognized institution;

OR

- iii. Bachelor's degree in Information Science/Records Management or any other social sciences from a recognized institution;
- iv. shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 043/2025: AGRICULTURAL OFFICER, J/G 'K'(6 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. collecting, collating agriculture information and inputting into the database;
- ii. collecting and packaging of new and existing agricultural technologies for dissemination;
- iii. preparing draft crop production and national food security reports; and
- iv. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;

- ii. certificate of membership to a professional body from a recognized institution; and
- iii. certificate in computer application skills.

TRCPSB/V/NO. 044/2025: AGRICULTURAL OFFICER – AGRIBUSINESS OFFICER J/G ‘K’(3 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. promoting agribusiness ventures among farmers, cooperatives, and producer groups.
- ii. supporting value addition and agro-processing initiatives.
- iii. assisting in the identification and development of agricultural value chains with commercial potential.
- iv. facilitating linkages between farmers and input suppliers, processors, and markets.
- v. collecting and disseminating market intelligence and price information to stakeholders.
- vi. promoting contract farming and market-oriented production systems.
- vii. assisting in the preparation of agribusiness investment proposals and feasibility studies.
- viii. Supporting youth and women agripreneurship programs.
- ix. Guiding farmer organizations on business planning and financial management.
- x. Conducting training and advisory services on agribusiness and value chain management.
- xi. Organizing field days, demonstrations, and exhibitions to promote agribusiness innovations.
- xii. Strengthening farmers’ skills in business planning, marketing, and cooperative management.
- xiii. Collecting data on agricultural production, marketing, and value chain performance.
- xiv. Preparing periodic technical and progress reports.
- xv. Maintaining updated records of agribusiness enterprises within the assigned area.
- xvi. Implementing county and national agribusiness strategies and policies.
- xvii. Participating in formulation of sub-county agribusiness work plans.
- xviii. Contributing to monitoring and evaluation of agribusiness programs and projects.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;
- ii. Certificate of membership to a professional body from a recognized institution; and
- iii. Certificate in computer application skills.

TRCPSB/V/NO. 045/2025: COOPERATIVE OFFICER II J/G 'J'(3 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. advising cooperative societies on matters relating to specialized activities such as marketing, credit, financing, training and education, accounting and management;
- ii. collecting data on areas of potential co-operative activities;
- iii. collecting primary co-operative data for analysis and for policy formulation;
- iv. implementing cooperative development policies;
- v. enforcing the cooperative legislation; and
- vi. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. served in the grade of Co-operative Officer II for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative management, Marketing, Entrepreneurship, Management, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- iii. Certificate in computer application skills; and
- iv. Shown merit and ability as reflected in work performance and results.

TRCPSB/V/NO. 046/2025: COOPERATIVE AUDITOR II J/G 'J'(3 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions;
- ii. auditing annual accounts;
- iii. undertaking audit inspection of co-operative societies; and
- iv. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Bachelor's degree in any of the following discipline:- Commerce, Economics (Lower 2nd) or Business Administration from a recognized institution;

Or

Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III from a recognized institution; and

- ii. Certificate in computer applications from a recognized institution.

TRCPSB/V/NO. 047/2025: CHEF/ SNR COOK J/G 'H'(I POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Overall in charge of all catering and kitchen operations.
- ii. Plan menus and special functions.
- iii. Supervise procurement and storage of food supplies.
- iv. Train and appraise subordinate staff.
- v. Ensure compliance with nutrition and sanitation regulations.
- vi. Prepare reports and advise management on catering issues.
- vii. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Served as Cook 1 or its equivalent for a minimum period 3 years.
- ii. Diploma in Catering Management, Hotel and Institutional Management, or equivalent.
- iii. Proven leadership and integrity in catering operations.

TRCPSB/V/NO. 048/2025: COOK 1 J/G 'G'(I POSTS)

a)Duties and responsibilities

Duties and responsibilities at this level will include

- i. Conducting catering and kitchen operations;
- ii. preparation of raw foods for cooking;
- iii. maintaining hygiene by ensuring cleanliness of equipment used in the kitchen, the kitchen and its surroundings;
- iv. setting up and preparing equipment for use in food preparation and production; and
- v. alerting the supervisor of any defective equipment

b)Requirements for appointment

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

I. Kenya Certificate of secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from recognized institution; and

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

OR

Attended a formal course lasting not less than two (2) months in food production organised by the Kenya Utalii college or other recognized institution.

TRCPSB/V/NO. 049/2025: ASSISTANT AGRICULTURAL OFFICER III J/G 'H'(10 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Conducting Farmer need assessment
- ii. Training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots; and
- iii. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C its equivalent; and
- ii. A Diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agricultural Education, Horticulture, or any other relevant and equivalent qualification from a recognized institution.

TRCPSB/V/NO. 050/2025: AGRICULTURAL ENGINEERING TECHNOLOGIST III J/G 'H'(4 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. drafting engineering drawings for agricultural machinery, equipment and structures;
- ii. fabricating agricultural machinery and equipment;
- iii. carrying out scheduled service and maintenance of machinery and equipment;
- iv. carrying outfield demonstrations; and
- v. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Diploma in any of the following disciplines:- Agricultural Engineering; Soil and Water Engineering; Farm Power and Machinery; Irrigation and Drainage Engineering; Processing and Structures or equivalent qualification from a recognized institution;

OR

Technician Part III Certificate in any of the following disciplines: - Agricultural Engineering; Soil and Water Engineering; Farm Power and Machinery; Irrigation and Drainage Engineering; Processing and Structures or equivalent qualification from a recognized institution;

- ii. Certificate in computer application skills; and
- iii. Registration with the Engineers Board of Kenya

TRCPSB/V/NO. 051/2025: ASSISTANT AGRICULTURAL SURVEYOR J/G 'H'(3 POSTS)**Terms of Service: Permanent and Pensionable****a) Duties and responsibilities**

Duties and responsibilities at this level will include:

- i. Assist in collection of agricultural field data for land-use mapping and farm planning;
- ii. Assist in preparation of base maps, boundary demarcation, and field sketches;
- iii. Conduct simple field surveys using GPS and total station equipment; and provide accurate spatial data to support the design, planning, and construction of agricultural and water irrigation projects;
- iv. Maintain precise survey records, and collaborate with relevant stakeholders to facilitate effective implementation;
- v. Maintain survey instruments and equipment inventory;
- vi. Support GIS data entry and map digitization activities; and
- vii. Any other duties assigned by the immediate supervisor.

Conduct land and topographic surveys, prepare maps and digital models, ; ensure compliance with surveying standards, verify construction layouts, maintain precise survey records, and collaborate with engineers, project teams, and stakeholders to facilitate effective project implementation.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Diploma in Agricultural Engineering, Geomatics, Surveying, Agricultural Land Management, or equivalent qualification.
- ii. Certificate in computer applications.
- iii. Demonstrated competence in field data collection and basic map preparation.

TRCPSB/V/NO. 052/2025: AGRICULTURAL TRAINER – AGRICULTURE TRAINING CENTRE J/G 'H'(1 POST)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. undertaking training demonstration
- ii. preparation of training material and equipment; and
- iii. any other duties assigned by the immediate supervisor;

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. a Diploma in any of the following disciplines:- Agriculture, Agricultural Engineering, Animal Science, Agricultural Education, Horticulture, Agriculture and Home Economics or any other related discipline from a recognized institution; and
- ii. certificate in computer application skills.

TRCPSB/V/NO. 053/2025: ASSISTANT CO-OPERATIVE OFFICER III J/G 'H'(3 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. advising cooperative societies on matters relating to specialized activities such as marketing, credit, financing, training and education, accounting and management;
- ii. collecting data on areas of potential cooperative activities;
- iii. collecting primary co-operative data for analysis and for policy formulation; and
- iv. Any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Diploma in any of the following disciplines:- Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution;

OR

Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) from a recognized institution; and

- ii. Certificate in computer application skills.

TRCPSB/V/NO. 054/2025: ASSISTANT AGRICULTURAL III J/G 'G'(12 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Conducting farmer need assessment;
- ii. Mobilizing, training and advising farmers on matters relating to agricultural extension services in a working unit;
- iii. Production, land development, planning and management of demonstration plots; and
- iv. Any other duties assigned by the immediate supervisor;

b) Requirements for appointment

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE), mean grade C- or its equivalent; and
- ii. Attended two (2) year Certificate Course in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, or any other relevant and equivalent qualification from a recognized institution.
- iii. Certificate in computer application skills

TRCPSB/V/NO. 055/2025: PLANT OPERATOR J/G 'E'(10 POSTS)

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities

Duties and responsibilities at this level will include:

- i. operating, servicing and maintaining plant;
- ii. identifying mechanical faults for repair;
- iii. maintaining and ensuring safe custody of working tools; and
- iv. any other duties assigned by the immediate supervisor.

b) Requirements for appointment

For appointment to this grade a candidate must have:

- ii. Have a Kenya Certificate of Secondary Education (KCSE) mean grade 'D' Plain or equivalent qualification from a recognized Institution;
- iii. Have passed the Suitability Test for Plant Operators Grade III;
- iv. Possess a valid driving license free from current endorsements for class(es) of machine(s) that one may be required to operate;
- v. Be able to operate at least two (2) Plants of 'difficult rating' C;
- vi. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- vii. Shown merit and ability as reflected in work performance and results.

How to apply

Qualified and interested applicants should visit our portal:

www.jobs.tanarivercpsb.go.ke for online job application and submission. Applicants

should also upload their applications with updated CV, a copy of National Identity Card, copies of academic & professional certificates and other relevant testimonials, names and contacts of three (3) referees, and a letter of application addressed to:

**The Board Secretary / C.E.O.
Tana River County Public Service Board
P.O. Box 181 – 70101**

HOLA

NB: Kindly NOTE that this application is purely ONLINE. Therefore, no physical application shall be accepted whatsoever.

Applications should be received on or before **14th November, 2025 at 12:00am.**

Applicants **MUST** submit copies of the following valid clearance certificates should they be successful after interviews: **Kenya Revenue Authority; Higher Education Loans Board; Ethics and Anti-Corruption Commission; Directorate of Criminal Investigation (Certificate of Good Conduct); and Credit Reference Bureau.**

Kindly note that only shortlisted and successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Tana River County Public Service Board is a credible government institution and therefore all its recruitments are devoid of any payments. You are hereby advised not to entertain fraudsters purporting to be employees of the Board promising to assist you have your appointment letter processed at a fee.

The County Government of Tana River is an Equal Opportunity Employer; Women, the Marginalized and Persons with Disabilities (PWDs) are encouraged to apply.