

COUNTY GOVERNMENT OF THARAKA NITHI



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: tharakanithi.cpsb@gmail.com

P. O. BOX 10
KATHWANA

REF: TNC/PSB/ADV/2025-26/VOL.6/03

DATE: 20th November, 2025

VACANCIES

Tharaka Nithi County Public Service Board (CPSB) is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being “appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm appointments”.

EXTERNAL POSITIONS

The Tharaka Nithi County Public Service Board wishes to advertise the following four (4) posts externally on three (3) years contract terms of service in the Department of Agriculture, Crop Production, Livestock and Veterinary Services.

1. Principal Itugururu Agricultural Institute (Deputy Director Agricultural Services), Job Group ‘Q’ – One (1) Post

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelors of Science degree in any of the following disciplines:- Agriculture, Agronomy, Agribusiness Management and Enterprise Development, Agribusiness Management, Agribusiness, Agricultural Engineering, 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 its relevant and equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Agribusiness Management, Agribusiness, Agricultural Engineering, 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, Dryland 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 its relevant and equivalent qualification from a recognized institution;
 - iv. Five (5) years' experience
 - v. Certificate of membership to a relevant professional body; and
 - vi. Certificate in computer application skills

Duties and Responsibilities Duties

The Principal Itugururu Agricultural Training Institute reports to the County Director of Agriculture and responsibilities at this level will entail: -

- i. Organizing and leading regular meetings of Agricultural Training Institute;
- ii. Ensuring a departmental committee structure which enables the business of the department to be conducted with Agricultural Training Institute input;
- iii. Ensuring Agricultural Training Institute input in decisions impacting the department;
- iv. Developing and implementing a department/school strategic plan including metrics for evaluating progress and assessing progress annually;

- v. Provide leadership in curriculum development and revision;
- vi. Ensure that the department has valid student learning outcomes for all of its courses and academic programs, that they are regularly assessed and that the results of assessment are used for continuous improvement;
- vii. Prepare for and organize the periodic reviews of the department's academic programs;
- viii. Develop clear guidelines for Agricultural Training Institute recruitment, retention and promotion;
- ix. Ensure a productive environment for research and scholarly activity;
- x. Promote opportunities for internal and external support of research and scholarship;
- xi. Support trans-disciplinary collaboration;
- xii. Provide budgetary oversight;
- xiii. Recommend the assignment of space for departmental needs according to university policy;
- xiv. Assign and supervise teaching programs/ activities;
- xv. Ensure sufficient technical support;
- xvi. Supervise professional development of office and support unit staff
- xvii. Seeking approval for Agricultural Training Institute searches;
- xviii. Articulating the policies, processes and expectations for tenure and promotion;
- xix. Providing prompt, meaningful, fair and written annual performance evaluations;
- xx. Maintain collegial relationships with other department heads as well as Alumni, County and National Government administrators; and
- xxi. Any other duty that maybe assigned from time to time

2. Leather Development Officer [3], Job Group 'H' – Three (3) Posts

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Diploma in a relevant field such as Leather Technology, Footwear Technology, Leather Goods Design and Development, or Animal Health/Environmental Resource Management with additional certification in Hides and Skins Improvement or Leather Technology from a recognized institution.
- iii. A Certificate in Computer Applications from a recognized institution is also required.
- iv. Demonstrate an understanding of county and national goals and development objectives
- v. Certificate of membership to a relevant professional body

- vi. Demonstrate an understanding of national goals and development objectives

Duties and responsibilities

An officer will work under guidance and supervision of the Director Veterinary Services and his/her duties will include:

- i. Developing and demonstrating proper methods of handling and preserving hides and skins for traders and farmers.
- ii. Advising tanners and traders on the correct methods for waste disposal from leather premises.
- iii. Participating in the siting and design of suitable premises and stores for hides and skins.
- iv. Assisting in the inspection of premises, tanneries, and factories.
- v. Collecting and analyzing leather sector data.
- vi. Assisting in implementing programs for the promotion of value-added leather products.
- vii. Assisting in the coordination of hides and skins activities.
- viii. Participating in field days and workshops to advise livestock farmers on best practices for producing quality hides and skins.

Integrity Clearance

Successful applicants are expected to get clearance from the following bodies.

- i. Kenya Revenue Authority (KRA)
- ii. Credit Reference Bureau (CRB)
- iii. Higher Education Loans Board (HELB)
- iv. Ethics and Anti-Corruption Commission (EACC)
- v. Directorate of Criminal Investigation (DCI)
- vi. For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education.

How to Apply

Each application should be accompanied by some detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.

All applications should be submitted in sealed envelopes clearly marked on the top left side the position applied for so as to reach the undersigned on or before **11th December, 2025. by 5.00 pm.**

Applications should be addressed to:

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
THARAKA NITHI COUNTY
P.O. BOX 10-60406
KATHWANA**

Tharaka Nithi County is an equal opportunity employer committed to diversity and gender equality within the organization. Applicants comprising persons with special needs are encouraged to apply.

Any form of canvassing will lead to disqualification. ***Only shortlisted candidates shall be contacted.***

NOTE: COMMUNICATION FROM THE COUNTY PUBLIC SERVICE BOARD
**IS ONLY DONE THROUGH THE OFFICE MOBILE PHONE NO. 0748
087 375.**