

COUNTY GOVERNMENT OF MERU



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

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When replying please quote

Meru County Headquarters
P.O Box 109-60200, MERU

EXTERNAL ADVERTISEMENT

Meru County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012. In order to strengthen the capacity of the Public Service, the Board wishes to externally recruit competent and qualified persons to fill the following positions as per Article 176 of the Constitution of Kenya 2010 and Section 59 (a) of the CGA 2012 in the Departments of Health Services, Department of Water and Irrigation & Department of Agriculture, Livestock and Fisheries.

How to apply:

Details of the qualifications and requirements can be obtained from the from the meru county website www.meru.go.ke .

Important information to all Applicants:

- Details for all the posts are also available in our recruitment portal.
- All applications will be done through our recruitment portal merucountypublicserviceboard.or.ke
- The applications deadline will be on **Tuesday 13th January 2026 at 5:00 pm.**
- Canvassing in any form will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.

NB: County Government of Meru is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

**The Secretary/C.E.O
Meru County Public Service Board
P.O. BOX 109-60200
MERU.**

DEPARTMENT OF HEALTH SERVICES

1. MCPSB/EXT/001/12/2025: DEPUTY/ DIRECTOR MEDICAL SERVICES/MEDICAL SPECIALIST I JG 'Q/R' (PHYSICIAN, PATHOLOGIST, NEURO SURGEON) (1 post for each specialty)

Duties and Responsibilities

Duties and Responsibilities at this level will entail: - performing complex and advanced clinical patient management in the preferred area of specialization i.e Oncology, physician , neurosurgery; coordinating training,, coaching, and mentoring of health personnel; managing health stores including essential medicines and /or plant and equipment; managing health stores including essential medicines and /or plant and equipment; managing larger facilities; developing intervention activities or programs for the management of diseases and conditions in area of specialty; developing medical standard operating procedures (SOPs) and protocols; developing training curricular and syllabi in collaboration with training institutions; coordinating emergency response and clinical care, coordinating health projects and programs , managing health information systems, carrying out health surveys and research, and monitoring the provision of forensic medico-legal services.

Requirements for appointment

For appointment to this grade, an officer must have;

- i. Bachelor of Medicine and Bachelor of Surgery (M.B Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board.
- ii. Master's degree in any of the following fields; family medicine, pathology, neuro surgery, from an institution recognized by the medical practitioners and dentists board.
- iii. Certificate of registration by the medical practitioners and dentists board.
- iv. Valid practicing license from medical practitioners and dentists board.
- v. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution in Kenya.
- vi. Certificate in computer application skills from a recognized institution in Kenya and;
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

2.MCPSB/EXT/002/12/2025: MEDICAL OFFICERS JG 'M/N (13 POSTS)

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

- i) Bachelor of medicine and Bachelor of Surgery (M.B; Ch.B) degree from a recognized institution in Kenya and recognized by Medical Practitioners and Dentist council.
- ii) Successfully completed one-year (1) internship from a recognized institution in Kenya
- iii) Registration license from the Medical Practitioners council.
- iv) Computer knowledge.

Duties and Responsibilities

- i) Entail diagnosing, Caring and treating diseases performing medical and surgical procedures,
- ii) Preparing and responding to emergencies and disasters,
- iii) Participating in management of medicines medical instruments and equipment,
- iv) Providing health education,
- v) Maintaining medical records and preparing requisite documents for registration.

3. MCPSB/EXT/003/12/2025: DENTAL OFFICERS JOB GROUP 'M/N' (5 POSTS)

Duties and Responsibilities

- i. Providing dental care including diagnosing common oral condition
- ii. Treating, prescribing and referring
- iii. Carrying out minor oral and maxillofacial surgery, prosthetics and conservative dentistry
- iv. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities,
- v. collecting information on dental health information system
- vi. Organizing discharge summaries and follow-up of patients

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

- i. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Successfully completed one-year (1) internship from a recognized institution in Kenya.
- iii. Certificate of Registration by the Medical Practitioners and Dentist Board.
- iv. Computer knowledge.

4. MCPSB/EXT/004/12/2025: PHARMACIST JG 'M/N' (4 POSTS)

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

- i) Bachelor of Pharmacy Degree (B. Pharm) from an institution recognized by the Pharmacy and Poisons board.
- ii) Have successfully completed at least one year of internship and been registered as a Pharmacist under the Pharmacy and Poisons Act;
- iii) Registration Certificate by the Pharmacy and poisons board.
- iv) Computer knowledge.

Duties and Responsibilities

- i) Screening prescription for legal validity drug interactions frequency and duration of dosing and patient convenience,
- ii) Preparing and dispensing medicines according to good dispensing practices and counselling patients on use of medicines.

5. MCPSB/EXT/005/12/2025 REGISTERED CLINICAL OFFICER III JG 'H' (10 POSTS).

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

- i). Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution in Kenya; and

- ii). Certificate of Registration by Clinical Officers' Council
- iii). Valid practicing license from the Clinical Officers' Council ;
- iv). Certificate in computer applications skills.

Duties and Responsibilities: -

This is an entry grade into this cadre and an officer at this level will work under guidance of a senior officer. Specific duties and responsibilities at this level will include:

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

**6. MCPSB/EXT/006/12/2025: REGISTERED CLINICAL OFFICER 1 (SPECIALIST) JG
'K' (2 posts) (speech therapist & cardiology 1 post each)**

(a) Duties and Responsibilities

- 1. Taking history, examining, diagnosing, ordering laboratory and imaging investigation in area of specialization.
- 2. Interpreting laboratory and imaging results.
- 3. Treating patients' common ailments at an outpatient or inpatient health facility; providing community health care services in liaison with other health workers.
- 4. Guiding and counselling patients, clients and staff on health issues.
- 5. Sensitizing patients and clients on preventive and promotive health.
- 6. Carrying out surgical procedures as per training and skill.
- 7. Collecting and compiling clinical data.
- 8. Providing clinical outreach and school health services.
- 9. Organizing health management teams and convening health management committee meetings.
- 10. Preparing medical legal briefs on clinical services
- 11. Referring patients and clients to appropriate health facilities.

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

- i). Served in the grade of Registered Clinical Officer II for at least three (3) years in a public or in a comparable post in the private sector; and
- ii). Diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution in Kenya
- iii). Must a Higher Diploma in Clinical Medicine and surgery be specializing in speech and language pathology, OR cardiology from a recognized institution in Kenya.
- iv). Certificate of registration from the clinical officer's council.
- v). Valid professional practice license from the clinical officer's council.
- vi). Shown merit and ability as reflected in work performance and results

7. MCPSB/EXT/007/12/2025: CLINICAL OFFICERS JOB GROUP 'K' (2 POSTS)

Duties and Responsibilities

- i) Management of clinical services in hospitals or health centers.
- ii) The officer may also be deployed to take charge of a health center where work will entail attending to patients,
- iii) Supervising clinical services and carrying out Community health care activities of the catchment areas and also secretary to Health Committees.
- iv) Include practical training, counseling and guiding clinical students attached to the hospital/health centre;
- iv) Participating in curriculum development of clinical training, implementation and evaluation, recruitment and orientation of students on clinical practice and maintenance of their records.

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

BSc. in Clinical Medicine and Community Health or Degree in any other health related field from a recognized institution in Kenya will enter at this grade.

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

(b) Personal Qualities

- i) Ability to get on well with the diverse workforce
- ii) Good Knowledge in the professional field of specialization
- iii) Good communication skills
- iv) Ability to take instructions
- v) Good organizational and supervisory skills

8. MCPSB/EXT/008/12/2025 : PHARMACEUTICAL TECHNOLOGIST III JG 'H' (5 POSTS)

Duties and Responsibilities

This is the entry and training grade for diploma holders in pharmacy (Pharmaceutical Technologists). An officer at this level will assist senior officers in the provision of pharmaceutical services. Specific duties and responsibilities will involve dispensing of drugs/medicines and counseling patients on drug usage in a unit pharmacy.

Specific duties and responsibilities at this level will include: -

- i) Receiving, interpreting, and processing of prescriptions; Recording prescriptions in a unit pharmacy ; Pre-pack, repack and write instructions on the label; Counseling patients on drug usage in a pharmacy unit, maintaining drug register/books, and stock taking of drugs and medicinal devices on monthly basis.

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

- i) Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the pharmacy and poisons board from a recognized and institution in Kenya.
 - (iii) A registration certificate on enrollment as a pharmaceutical technologist by the Pharmacy and Poisons Board (PPB).
- ii) Certificate in computer application skills from a recognized institution in Kenya.

9. MCPSB/EXT/009/12/2025 RADIOGRAPHER III JOB GROUP ‘H’ (1 POST)

(a) Duties and Responsibilities

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

Duties and responsibility will entail: Receiving and identifying patients for diagnostic and therapeutic procedures; providing basic diagnostic and therapeutic radiography services; processing, verifying and maintaining information relating to patients; caring for and counseling patients and their guardian before, during and after the examination; applying radiation safety measures to self, patient and the public; and performing routine quality control checks.

(b) Requirements for appointment

- (i) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized institution in Kenya; and
- (ii) Certificate in computer applications from a recognized institution in Kenya.

10. MCPSB/EXT/010/12/2025 PUBLIC HEALTH OFFICER JOB GROUP ‘K’ (3 POSTS)

Duties and Responsibilities

This will entry and training grade into this cadre. An officer at this level will provide environmental health extension services in the area of deployment, where specific duties and responsibilities include; - identifying environmental health issues at community level; compiling and maintaining up to date records of services rendered; assessing health needs of the community; implementing sanitation and hygiene standards in the community ; compiling and maintaining up to date records of services rendered; assessing health needs of the community ; implementing sanitation and hygiene standards in the community ; sensitizing communities on food and water safety measures and compiling data on disease trends.

Requirements for appointment.

For appointment to this grade a candidate must have;

- i. Bachelors Degree in Environmental Health or Public Health from a recognized institution in Kenya.
- ii. Certificate of competence from the association of public health officers and;
- iii. Certificate in computer applications skills from a recognized institution in Kenya.

11. MCPSB/EXT/011/12/2025 ORTHOPAEDIC TRAUMA TECHNOLOGIST III JOB GROUP ‘H’ (1 POST)

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail; Manipulating and reducing fractures and dislocations; fixing and removing casts, bandages, and

tractions to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V) ; counselling patients /clients on issues regarding orthopaedic trauma; cleaning and treating simple wounds

resulting from orthopaedic trauma, documenting orthopaedic trauma cases; and assessing and referring patients with musculoskeletal conditions.

Requirements for appointment

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

- i. Diploma in orthopaedic Plaster technology from a recognized institution in Kenya and
- ii. Certificate in computer application skills from a recognized institution in Kenya.

12.MCPSB/EXT/012/12/2025: ORTHOPAEDIC TECHNOLOGIST III JOB GROUP 'H' (1 POST)

Duties and responsibilities

This is the entry in this cadre. Work at this level is carried out under the guidance of a more experienced senior officer. Duties and responsibilities involve provision of supportive services in orthopedics which entail preparation and fitting of appliances that are required in orthopedics, in health institutions. In addition, the officer will be expected to assess patient needs; verify and maintain information relating to patients ;order and maintain records of supplies as well as guiding , supervising and counselling of staff working under him/her.

Requirements for Appointment

For appointment to this grade; an officer must have

- i. Diploma in Orthopaedic Technology or an equivalent and relevant qualification from a recognized institution in Kenya.
- ii. Certificate in computer application skills from a recognized institution in Kenya.

13.MCPSB/EXT/013/12/2025: NURSING OFFICER JOB GROUP 'K' (3 POSTS)

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client; conducting community health risk assessment and providing outcome-based interventions; documenting interventions and nursing outcomes; participating in quality

improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in either Nursing or Midwifery from a recognized institution in Kenya;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practising license from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution in Kenya.

14. MCPSB/EXT/014/12/2025: REGISTERED NURSE III JG 'H' – (40 POSTS)

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

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered
- ii. Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution in Kenya;
- iii. Registration Certificate issued by the Nursing Council of Kenya; and
- iv. Valid practicing license from the Nursing Council of Kenya;

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- (i) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Immunization, PMTCT, Ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- (iii) Referring patients and clients appropriately;
- (iv) Facilitating patients' admission and initiating discharge plans;
- (v) Maintaining records on patients/ client's health condition and care;
- (vi) Ensuring a tidy and safe clinical environment; and
- (vii) Collecting and compiling data.

15. MCPSB/EXT/015/12/2025: REGISTERED NURSE 1 (ANESTHETIST) JOB GROUP 'K' (1 POST)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementing and guidelines that promote access to specialized care.
- ii. Undertaking comprehensive systemic health assessment on patients requiring specialized care.
- iii. Performing and interpreting selected laboratory and diagnostic findings for clinical decisions.
- iv. Prescribing and performing selected medical surgical procedures as per area of specialization
- v. Providing emergency care to the patients who require specialized care

vi. Prescribing and administering selected drugs and other medication to a patient.

- vii. Performing appropriate procedures in line with the stipulated guidelines and scope of practice.
- viii. Undertaking admission, transfer, and discharge of Patient in collaboration with relevant stakeholders.
- ix. Collecting data to inform ethical decision-making regarding outcomes of patient requiring specialized care and;
- x. Compiling data to facilitate rehabilitation of patient of requiring specialized care;
- xi. Collecting data to inform research on best practices in area of specialization.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Registered Nurse II for a minimum period of three (3) years or in a comparable position in the public or private sector.
- (ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution in Kenya;
- (iii) Must have a Higher Diploma in Anesthesia from a recognized institution in Kenya.
- (iv) Registration Certificate issued by the Nursing Council of Kenya;
- (v) Valid practicing license from the Nursing Council of Kenya;
- (vi) Certificate in computer application skills from a recognized institution in Kenya; and
- (vii) Shown merit and ability as reflected in work performance and results.

16.MCPSB/EXT/016/12/2025: MEDICAL LABORATORY TECHNOLOGIST III JG 'H'– (10 POSTS)

For appointment to this grade, an officer must have

- i). A Diploma in Medical Laboratory sciences /Technology, from a recognized institution in Kenya.
- ii). Registration Certificate issued by the KMLTTB; and
- iii). Valid practicing license from the KMLTTB;

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include: -

- (i) Sampling and receiving samples;
- (ii) Decontaminating working benches'
- (iii) Receiving and scrutinizing laboratory requisition forms and specimens
- (iv) Preparing and standardizing laboratory reagents and procedures; and
- (v) Receiving, collecting, labelling and registering specimens,
- (vi) Disaggregating specimens for processing and analysis, and performance routine diagnostic tests.

17.MCPSB/EXT/017/12/2025: ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III JG 'H'- (3 POSTS)

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Management Officers from a recognized institution in Kenya; and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;
- xiii. Updating patient master index; directing patients to relevant clinics;
- xiv. Scheduling of patients to the consultants and specialty clinics; and
- xv. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

18.MCPSB/EXT/018/12/2025: NUTRITION AND DIETETICS TECHNOLOGIST III JG 'H'- (1 POST)

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

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution in Kenya; and
- (ii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- i. Implementing nutrition programs; providing nutrition services in health care facilities; conducting nutrition assessments;
- ii. Collecting and compiling nutrition data;
- iii. Providing nutrition health education and demonstrations;
- iv. Counseling of patients with specific nutritional needs;
- v. Monitoring preparation of therapeutic feeds;
- vi. Implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes;
- vii. Providing micronutrient supplementation.

19.MCPSB/EXT/019/12/2025: ASSISTANT OCCUPATIONAL THERAPIST III JG 'H'- (1 POST)

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution in Kenya.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) Maintaining records and data relating to patients;
- (ii) Collecting data for operational research;
- (iii) Sensitizing the community on occupational therapy issues; and preparing periodic reports.

20. MCPSB/EXT/020/12/2025: ASSISTANT PUBLIC HEALTH OFFICER III JG 'H' (5 POSTS)

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

- i). Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution in Kenya.
- ii). A valid practicing license from the Public Health Officers and Technicians Council.
- iii). Computer knowledge.

Duties and Responsibilities

- i). Mobilizing sensitizing and advising communities on matters related to environmental health referring health cases to relevant health facilities carrying out immunizations.
- ii). Identifying environmental health issues at community level,
- iii). Organizing community health days to advise communities on common public health issues,
- iv). Collecting and maintaining up to date records of services rendered.

21. MCPSB/EXT/021/12/2025: ASSISTANT PHYSIOTHERAPIST III JG 'H' - (4 POSTS)

Requirements for Appointment

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

- i). Diploma in Physiotherapy from a recognized institution in Kenya;
- ii). Certificate of registration from the physiotherapy council of Kenya
- iii). Current certificate of practice from the physiotherapy council of Kenya
- iv). Computer knowledge.

Duties and Responsibilities

- i). Planning and providing physiotherapy services to outpatients at an outpatient unit/ward/health institution;
- ii). Assessing patient needs including rehabilitation;
- iii). Verifying and maintaining information and records relating to patients;
- iv). Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v). Collecting data for operational research;
- vi). Sensitizing the community on physiotherapy issues; and
- vii). Preparing periodic reports.

**22. MCPSB/EXT/022/12/2025: HEALTH ADMINISTRATIVE OFFICER JOB GROUP 'J'
(4 POSTS)**

Duties and responsibilities

An officer at this level will be deployed in a sub county hospital, department or a unit within a large hospital or to a specific health programme where duties will include undertaking various administrative duties namely; procurement, provision and maintenance of facilities; preparation of budget; overseeing welfare of staff and ensuring their security; and general upkeep of the hospital.

Requirements for appointment

For direct appointment to this grade, a candidate must have a Bachelors degree in any of the following sciences; Government, Anthropology; Sociology; Business Administration, Public Administration, Commerce, Health Economics, or its equivalent qualification from a recognized institution in Kenya.

23. MCPSB/EXT/023/12/2025: HEALTH ADMINISTRATION OFFICER III JG 'H'- (2 POSTS)

Duties and responsibilities

This will be the entry level and training for this cadre. An officer at this level may be deployed at a sub county hospital, rural health training center, department or a unit within a large hospital or to a specific health programme where he/she will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under supervision of a more senior officer.

Requirements for appointment:

- i. KCSE mean grade of C- or its equivalent qualification with at least a C in English/Kiswahili and mathematics;
- ii. A diploma in any of the following; health management, hospital administration, business administration, or its equivalent from a recognized institution in Kenya.

24. MCPSB/EXT/024/12/2025: DRIVER II, JOB GROUP 'E' (2 posts)

This will be the new entry level grade for driver's cadre;

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

- (i) Kenya certificate of secondary education mean grade D plain or its equivalent qualification from a recognized institution in Kenya;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;

- (iii) attended a first-aid certificate course lasting not less than one (1)week at St. John ambulance or Kenya institute of highway and building technology (KIHTB) or any other recognized institution in Kenya;
- (iv) Passed suitability test
- (v) passed practical test for drivers conducted by the respective ministry/department;
- (vi) a valid certificate of good conduct from the Kenya police; and
- (vii) at least two (2) years driving experience valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;

25. MCPSB/EXT/025/12/2025: COOK III JOB GROUP 'E' (1 POST)

Duties and Responsibilities

An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include ; preparation of raw foods for cooking; cleanliness of equipment used in production ; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings, setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

Requirements for appointment

- i. Kenya Certificate of secondary education (KCSE) mean grade D plain or its equivalent qualification from a recognized institution in Kenya and ;
- ii. Craft Certificate in food and beverage production, sales and service or its equivalent qualification from a recognized institution in Kenya.

OR

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

26. MCPSB/EXT/026/12/2025: PSYCHOLOGICAL COUNSELLOR I JOB GROUP 'K' (1 POST)

Duties and Responsibilities

Duties and Responsibilities at this level will include ; undertaking initial client assessment; assessing and evaluating individual issues through the use of appropriate psychological counselling skills, methods and techniques; developing and administering counselling contract to clients for effective psychological counselling services, conducting individual and group counselling sessions, developing, psychological explanation of the clients issues, referring clients to specialists; documents recording and keeping appropriate psychological counselling and records.

Requirements For Appointment

For appointment to this grade an officer must have

- i. Bachelors degree in counselling psychology, psychology (counselling), or its equivalent qualification from a recognized institution in Kenya.

OR

- ii. Bachelor's degree in any of the following disciplines; Psychology, Occupational Psychology, Education Psychology, (Guidance and Counselling), Social Psychology, Sociology, Social work, Anthropology plus a Diploma in Counselling Psychology or equivalent qualification from a recognized institution in Kenya.
- iii. Membership of a counselling professional body recognized by the counsellors and psychologists board
- iv. Valid practicing license issued by the counsellors and psychologists board.

- v. Certificate in computer application skills from a recognized institution in Kenya in Kenya and
- vi. Shown merit and ability as reflected in work performance results

27. MCPSB/EXT/027/12/2025: MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP 'H' (2 posts)

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail:

Specific duties and responsibilities will entail: undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture; requisitioning for spare parts and consumables; taking inventory of medical/hospital equipment, furniture and plants; collecting information for research; collecting information on medical engineering services for input into the Integrated Health Information Management System; carrying out minor repairs of health facilities and utilities; and implementing medical engineering programmes and projects.

(b) Requirements for Appointment

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

- i. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution in Kenya; and
- ii. Certificate in computer application skills from a recognized institution in Kenya.

28. MCPSB/EXT/028/12/2025: PROCUREMENT OFFICER JOB GROUP 'J' (2 POSTS)

Duties and Responsibilities

An officer at this level will perform a variety of supply chain management duties under the guidance of a more senior and experienced officer. The officer will be deployed in a medium size department or in a section. Specific duties and responsibilities include Ensure proper warehouse and distribution management, Proper fleet management, prepare monthly reports, dispose of stores and equipment Procurement market survey and research, Ensure good inventory control within the department . Any other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade a candidate must have;- a Bachelor's Degree in any of the following, commerce, business administration, (supplies management), economics, procurement and supplies management, marketing or their equivalent qualification recognized in Kenya.

In addition to the above requirements. An officer must have the following key personal attributes and core competences: -

(1) Personal Qualities

Ability to get on well with the diverse workforce

Good knowledge in the professional field of specialization

- Good communication skill
- Ability to take instruction:
- Good organizational and supervisory skills

(ii) Core Competences

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

29. MCPSB/EXT/029/12/2025: MORTUARY TECHNICIAN III JOB GROUP ‘G’ (4 POSTS)

Duties and Responsibilities

An officer at this level will work under the supervision and guidance of a more senior experienced officer; Duties and responsibilities will entail; picking bodies to mortuary; documentation of data and recording, preparation of bodies for burial including embalming; reconstruction of deformed parts of the body, body cleaning and dressing; beautification -shaving, cosmetic make-up and plaiting, assisting pathologist in autopsy/postmortems examinations, cleaning of mortuary, and equipment and instruments used in the mortuary, harvesting of body organs, fingerprints, fluids and specimens for forensic study, remove foreign implants in the body and help relatives in the identification of unknown bodies and any other duty that may be assigned by the supervisor.

Requirements for appointment.

For appointment to this grade a candidate must have

- 1.Certificate in mortuary science from a recognized institution in Kenya.
- 2.Certificate in computer application skills from a recognized institution in Kenya
- 3.Valid practicing license from Kenya health oversight authority
- 4.Proof of membership to a professional association
- 5.Valid certificate of good conduct from the Kenya police service.

DEPARTMENT OF WATER IRRIGATION NATURAL RESOURCES & CLIMATE CHANGE

30. MCPSB/EXT/030/12/2025: GEO- INFORMATION OFFICER I, JOB GROUP 'K' (1 POST)

a) Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i. Designing and developing in-house application programs and user interfaces; formulating data analysis procedures;
- ii. Defining data verification and quality control procedures;
- iii. Managing and maintaining Geo-database; and updating and maintaining hardware and software.

b) Requirements for Appointment

For appointment to this grade an officer must have; -

- i. A Bachelor's degree in Geo information systems or its equivalent qualification recognized in Kenya.
- ii. Shown merit and ability as reflected in work performance and results.

31. MCPSB/EXT/031/12/2025: INSPECTORS (WATER AND SEWERAGE) JOB GROUP 'H' (3 POST)

(a) Duties and responsibilities will entail; -

- i. Planning and supervising construction works for water supplies and sewerage schemes;
- ii. Compiling maintenance data; and
- iii. Supervising water supply operators and artisans.

(b) Requirements for appointment

For appointment to this grade, candidates must have: -

- i. Three (3) years certificate in Technical Training from a recognized institution in Kenya; OR
- ii. Diploma in either Water Supply Technology or Water Engineering from a recognized institution in Kenya and
- iii. Certificate in computer applications from a recognize institution

32. MCPSB/EXT/032/12/2025 DRILLING ASSISTANT II JOB GROUP 'H' (1 POST)

a) Duties and responsibilities

Work at this level involves; -

- i. Being a team member on drilling assignments in the fields;
- ii. Keeping records and planning supplies of fuel and lubricants for drilling equipment;
- iii. Operating drilling machines and pumps as well as recording and reporting the use of drilling bits;

- iv. Assisting in the maintenance and repairs of drilling equipment, engines and gears; and
- v. Recording all data required for both the drill borehole and sampling.

b). Requirements for appointments

For appointment to grade of Drilling Assistant II, one must have:

- (i) A technician grade III certificate or diploma in ground water technology or its equivalent;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean Grade D+ and a minimum of grade D+ in either Physics, Chemistry or mathematics and
- (iii) Passed the occupational Test III for Drilling assistants

33. MCPSB/EXT/033/12/2025: GROUND WATER ASSISTANT JOB GROUP 'H' (1 POST)

(a) Duties and Responsibilities

- i. Coordinate and supervise staff in improvement works, general repairs and maintenance.
- ii. Will be responsible for record keeping, allocation of duties, and management of workshops and maintenance of junior staff in line with their area of specialization.

(b) Job Requirements

For appointment to this grade, one must have; -

- i. A technician grade III certificate or diploma in ground water technology or its equivalent;
- ii. Shown merit and ability in work performance and results

34. MCPSB/EXT/034/12/2025: ENGINEERING TECHNOLOGIST III (IRRIGATION), JOB GROUP 'H' (3 POST)

a) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail:

- i. inspecting development of irrigation infrastructure;
- ii. collecting baseline data for irrigation planning;
- iii. organizing farmers' meetings for irrigation participatory development;
- iv. training irrigation farmers on sustainable scheme management and resource mobilization;
- v. Identifying sites for irrigation technology demonstration plots; and identifying irrigation schemes for development.

(b) Requirements

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

- (i) Technician Part III certificate in any of the following disciplines: - Irrigation, Irrigation and Drainage Engineering, Soil and Water Engineering, Agricultural Engineering, Farm Power and Machinery, Processing and Structures or its equivalent qualification from a recognized institution in Kenya.
- (ii) **OR** Diploma in any of the following disciplines: - Irrigation, Irrigation and Drainage, Soil and Water Engineering, Agricultural Engineering, Farm Power and Machinery or its equivalent qualification from a recognized institution in Kenya;

(iii) Registration with Kenya Engineering Technology Registration Board (KETRB) or Engineers Board of Kenya (EBK) as a technician; and

(iv) Certificate in computer application skills.

35. MCPSB/EXT/035/12/2025: SUPPORT STAFF 1 JOB GROUP 'D' (40 posts)

For appointment to this grade, a candidate must

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE), mean grade D plain or its equivalent.
- ii. A good school leaving certificate.
- iii. A certificate of good conduct.

Duties and Responsibilities include: -

- i. Undertaking cleaning duties in the area of deployment.
- ii. Performing messengerial duties
- iii. Preparing tea and washing utensils.
- iv. Undertaking any other relate duties.
- v. Handling confidential duties in the area of deployment as required.

DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES.

36. MCPSB/EXT/036/12/2025: VETERINARY OFFICER JOB GROUP 'L' (2 POSTS)

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:- undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; participating in the training of stakeholders in vector control programmes; treating sick animals; advising on good veterinary [practices; collecting data and preparing reports on animal health products and markets; providing advise on animal breeding and welfare; and undertaking postmortem examination and other diagnostic tests.

(b) Requirements for Appointment.

For appointment to this grade, a candidate must: -

- i. Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution in Kenya;
- ii. Be registered by the Kenya Veterinary Board and
- iii. Have a Certificate in computer applications from a recognized institution in Kenya.

37. MCPSB/EXT/037/12/2025: LIVESTOCK PRODUCTION OFFICERS - ANIMAL PRODUCTION JOB GROUP 'K' (4 POSTS).

Duties and Responsibilities

- i. Participating in organizing technical workshops, seminars and agricultural shows

- ii. Guiding the preparation of technical the preparation of technical papers and reports for professional forums
- iii. Maintaining the livestock database
- iv. Coordinating range planning, management and conservation
- v. Ensuring provision of holding grounds services to the livestock traders
- vi. Providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching.
- vii. Promoting economic livestock farming
- viii. Organizing extension activities which include field days, field demonstrations, FFSs and farm visits
- ix. Participating in collaborative research activities
- x. Analyzing livestock inputs and product samples
- xi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin and on farm feed formulation.

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

- i. Bachelor's degree in Animal Production from a recognized institution in Kenya.
- ii. Have a Certificate in computer applications from a recognized institution in Kenya.

38. MCPSB/EXT/038/12/2025: ANIMAL HEALTH ASSISTANT II JOB GROUP 'G' (9 POSTS)

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and Responsibilities will entail :- carrying out simple treatment of animals; participating in disease search and reporting; demonstrating on milking techniques and external parasite control techniques such as dipping, spraying, and dusting; carrying out vaccination and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking, and hoof trimming.

Requirements for Appointment.

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

- i. Certificate lasting not less than two (2) years in Animal Health and Production from a recognized institution in Kenya
- ii. Registered by the Kenya Veterinary Board and:
- iii. Certificate in computer applications from a recognized institution in Kenya.

39. MCPSB/EXT/039/12/2025: ASSISTANT AGRICULTURAL OFFICER III JOB GROUP 'H' (11 posts)

a) Duties and responsibilities

This will be the entry and training grade for Assistant Agricultural Officers' cadre. An officer at this level will be deployed in a Division or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

b) Requirement for appointment

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

- i. Kenya Certificate for Secondary Education [KCSE] mean grade C or its equivalent; and

ii. A diploma in any of the following fields: Agriculture, Agricultural Education, Food Technology, Agriculture and Home Economics, Horticulture or any other relevant and equivalent qualification from a recognized institution in Kenya.

40. MCPSB/EXT/040/12/2025: AGRICULTURAL OFFICER JOB GROUP 'K' (4 posts)

(a) Duties and responsibilities

An officer at this level will be deployed in the division to coordinate activities one of the following areas; Crop Production, Land Development, agricultural extension and Project management. Further, duties and responsibilities will entail management of information desks within the division.

(b) Requirement for appointment

For appointment to this grade, a candidate must have a Bachelors of Sciences [BSc.] degree in any of the following fields: Agriculture, Agriculture Economics, Horticulture, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, Food Science, Home Economics, or any other relevant and equivalent qualification from a recognized institution in Kenya.

41. MCPSB/EXT/041/12/2025: ASSISTANT FISHERIES OFFICER III JOB GROUP 'H' (1 POST).

(a) Duties and Responsibilities

This is the entry and training grade for Diploma holders. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve: - assisting in delivering fisheries extension services including conducting field days and training fishers; collecting and compiling fisheries statistical data; and participating in fish quality assurance activities and marketing.

(b) Requirements for Appointment.

For appointment to this grade an officer must have: -

- i. Kenya Certificate of Secondary Education mean grade C plain or its equivalent from a recognized institution in Kenya.
- ii. Diploma in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized qualification from a recognized institution in Kenya and;
- iii. Certificate in computer applications from a recognized institution in Kenya.

42. MCPSB/EXT/042/12/2025: FISHERIES OFFICER JOB GROUP 'K' (1 POST)

Duties and Responsibilities

This is the entry grade for degree holders. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail: - receiving and compiling fisheries related statistical data from field officers, analyzing fisheries data and preparing reports; assisting in monitoring, control and surveillance of the fisheries resources; undertaking fisheries extension activities, maintaining of ponds at fish farms and hatcheries, inspecting fish and fish handling facilities at fish landing sites, markets and farms; and assisting in the promotion of fish marketing and value addition.

Requirements for appointment.

For appointment to this grade a candidate must have: -

- i. Bachelors degree in any of the following fields: - Fisheries, zoology, aquatic sciences, Natural resource management, biochemistry, food science and technology, environmental science, chemistry or any other equivalent qualifications from a recognized institution in Kenya; and
- ii. Certificate in computer applications from a recognized institution in Kenya.

END