



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

Telephone: 0710988455

Email: taitacpsb@gmail.com / cpsb@taitataveta.go.ke

P.O. Box Private Bag
VOI

VACANT POSITIONS IN THE COUNTY PUBLIC SERVICE

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following positions in the County Government of Taita Taveta.

Vacancies in the Department of Agriculture, Cooperatives, Blue Economy & Irrigation				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Agriculture Engineer	CPSB 08	Permanent	Three (3)
2.	Irrigation Engineer	CPSB 08	Permanent	Two (2)
3.	Veterinary Officers	CPSB 08	Permanent	Two (2)
4.	Agriculture Officer	CPSB 09	Permanent	Five (5)
5.	Food Technologist	CPSB 09	Permanent	Three (3)
6.	Assistant Agricultural Officer	CPSB 11	Permanent	Five (5)
7.	Assistant Animal Health Officer III	CPSB 11	Permanent	Three (3)
8.	Assistant Leather Development Officer III	CPSB 11	Permanent	One (1)
9.	Laboratory Technician	CPSB 12	Permanent	Three (3)
10.	Leather Development Assistant II	CPSB 12	Permanent	Three (3)
11.	Animal Health Assistant (Meat Inspector)	CPSB 12	Permanent	Thirteen (13)
12.	Plant Operators	CPSB 15	Permanent	Three (3)
13.	Support Staff/Nursery attendants	CPSB 16	Three year Contract	Twenty-five (25)
Vacancies in the Department of Lands, Physical Planning, Urban Development & Mining				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Director Mining	CPSB 03	Fiver year contract	One (1)
2.	Deputy Director Mining Operation Division	CPSB 04	Permanent	One (1)
3.	Assistant Landscape Architect II	CPSB 09	Permanent	One (1)
4.	Geologist	CPSB 09	Permanent	One (1)
5.	Quantity Survey Assistant III	CPSB 11	Permanent	One (1)
Re-advertisement				
1.	Gemologist	CPSB 09	Permanent	One (1)
Vacancies in the Department of Livestock Development & Fisheries				
No	Position	Job Group	Terms of Service	No. of Posts
1.	Livestock Production Assistant II	CPSB 11	Permanent	Four (4)

2.	Assistant Livestock Production Officer III	CPSB 12	Permanent	Four (4)
3.	Farm Attendant	CPSB 16	Permanent	Two (2)
Vacancies in the Department Youth Affairs, Gender, Sports & Social Services				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Assistant Director, Youth Affairs and Sports	CPSB 05	Permanent	One (1)
2.	Youth Officer III	CPSB 11	Permanent	One (1)
Vacancies in the Department of Public Work, Roads, Transport, Energy and Housing				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Senior,SuperintendingEngineer(Structural)	CPSB 06	Permanent	One (1)
2.	Senior Superintending Quantity Survey	CPSB 06	Permanent	One (1)
Vacancies in the Office of the Governor				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Director Public Communication	CPSB 03	Five year Contract	One (1)
2.	Director of Administration	CPSB 03	Five year Contract	One (1)
3.	Deputy Director, Systems Support Services & e-Governance	CPSB 04	Permanent	One (1)
4.	Principal Public Communication	CPSB 06	Permanent	One (1)
5.	Principal Assistant Office Administrator	CPSB 06	Four Year Contract	One (1)
6.	Clerical Officers	CPSB 12	Permanent	Five (5)
Vacancies in the Department of Finance and Economic Planning				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Assistant Director Supply Chain Management	CPSB 05	Five Year Contract	One (1)
Vacancies in the Department of Education, Libraries and VTCs				
No.	Position	Job Group	Terms of Service	No. of Posts
1.	Youth Polytechnic Instructor I – Information Communication Technology	CPSB 09	Permanent	Three (3)
2.	Youth Polytechnic Instructor I – Architectural	CPSB 09	Permanent	Two (2)
3.	Youth Polytechnic Instructor II – Mechanical Engineering Production	CPSB 10	Permanent	Two (2)
4.	Youth Polytechnic Instructor II – Information & Communication Technology	CPSB 10	Permanent	Two (2)
5.	Youth Polytechnic Instructor II – Building and Construction	CPSB 10	Permanent	Two (2)
6.	Youth Polytechnic Instructor II – Water Engineering/Plumbing and pipe fitting	CPSB 10	Permanent	Two (2)
7.	Youth Polytechnic Instructor IV – Welding and Fabrication	CPSB 10	Permanent	Two (2)
8.	Youth Polytechnic Instructor III – Motor Vehicle Electrician	CPSB 11	Permanent	Two (2)
9.	Youth Polytechnic Instructor IV – Motor Vehicle Mechanics/Automotive Engineering	CPSB 12	Permanent	Four (4)
10.	Youth Polytechnic Instructor IV – Electrical Installation	CPSB 12	Permanent	Eight (8)

11.	Youth Polytechnic Instructor IV – Information Communication Technology	CPSB 12	Permanent	Six (6)
12.	Youth Polytechnic Instructor IV – Plumbing and Pipe Fitting	CPSB 12	Permanent	Seven (7)
13.	Youth Polytechnic Instructor IV – Dressmaking/Tailoring/Clothing and Textile Technology	CPSB 12	Permanent	Five (5)
14.	Youth Polytechnic Instructor IV – Hairdressing /Cosmetology	CPSB 12	Permanent	Fourteen (14)
15.	Youth Polytechnic Instructor IV – Building Technology	CPSB 12	Permanent	Six (6)
16.	Youth Polytechnic Instructor IV – Welding and Fabrication	CPSB 12	Permanent	Four (4)
17.	Youth Polytechnic Instructor IV – Carpentry and Joinery	CPSB 12	Permanent	Twelve (12)
18.	Youth Polytechnic Instructor IV – Agribusiness	CPSB 12	Permanent	Two (2)
19.	Youth Polytechnic Instructor IV – Machine Knitter	CPSB 12	Permanent	One (1)
20.	Youth Polytechnic Instructor IV – Gemology	CPSB 12	Permanent	One (1)
21.	Assistant ECDE Teacher I	CPSB 12	Permanent	Twenty-Three (23)
TOTAL		Two Hundred and Eleven (211)		

HOW TO APPLY:

All applications should be addressed and delivered to:

The Secretary/CEO
County Public Service Board
Private Bag
VOI

OR

Hand delivered at the at the County Public Service Board offices in Voi; located opposite Voi Prison.

IMPORTANT INFORMATION

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Tuesday, 23rd December 2025**.
4. Only shortlisted candidates will be contacted.
5. Youth, women and persons with special needs are encouraged to apply.
6. Candidates found canvassing will automatically be disqualified.

Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

The Board's official telephone number remains 0710988455.

Dated Wednesday, 3rd December 2025.

VACANCIES IN THE DEPARTMENT OF AGRICULTURE, COOPERATIVES, BLUE ECONOMY & IRRIGATION

1. Ref No. CPSB/TTC/15/2025

POSITION: AGRICULTURAL ENGINEER JOB GROUP CPSB 08

Number of Posts: Three (3) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. A bachelor's degree, preferably in agricultural or irrigation engineering from a recognized university or any other relevant and equivalent qualification from a recognized institution.
2. Attended a senior management course lasting not less than four (4) weeks from a recognized institution; and,
3. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities.

1. Implementation of national policies, strategies and frameworks on agricultural engineering at the County;
2. Spearheading development, implementation and review of ward specific irrigation policies, strategies, programmes and projects in line with national policies and strategies, in collaboration with relevant stakeholders;
3. Co-ordination of activities related to environment and land use management; soil and water conservation; water harvesting; mechanization extension; Farm structures, Agro-processing and training and supervising project staff.
4. The officer may also be deployed in an agricultural Mechanization stations or Rural Technology Development Centre as a Technology Demonstration Officer;
5. Compilation and submissions of periodic reports and any other duties assigned by the County Chief Officer – Agriculture, Livestock, Fisheries and Irrigation.

2. Ref No. CPSB/TTC/16/2025

POSITION: IRRIGATION ENGINEER JOB GROUP CPSB 08

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. A Bachelor's degree preferably in irrigation engineering from a recognized university or any other relevant and equivalent qualification from a recognized institution.
2. Attended a senior management course lasting not less than four (4) weeks from a recognized institution; and,
3. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and responsibilities

1. Overseeing domestication and implementation of national policies'
2. Strategies and frameworks on irrigation at the County;
3. Spearheading development, implementation and review of the County specific irrigation policies, strategies, programmes and projects in line with national policies and strategies in collaboration with relevant stakeholders;
4. Providing technical advice on all matters pertaining to irrigation at the County;
5. Facilitating development and maintenance of an irrigation database and integration of systematic monitoring and evaluation;
6. Identification of community based small holder irrigation schemes for implementation in line with national guidelines;
7. Mainstreaming irrigation related statutory obligations such as those that relate to the environment, water and health;
8. Responsible for provision of capacity building to farmers and supporting establishment of viable farmer organizations and in particular irrigation water users' associations to develop and manage irrigation schemes;
9. Spearheading setting up measures for implementation of adaption and mitigation to climate change, and enhance sustainable environment management;
10. Overseeing development and management of irrigation schemes in the County as stipulated in the Irrigation Act and the regulation thereto;
11. Determination and recommendation for issuance of licenses for small scale irrigation schemes;
12. Determination and recommendation for issuance of licenses for small scale irrigation schemes; and promoting private sector participation in irrigation development and facilitating identification of priority irrigation research themes in collaboration with related research institutions and other relevant stakeholders for enhanced irrigation development.

3. Ref No. CPSB/TTC/17/2025

POSITION: VETERINARY OFFICERS JOB GROUP CPSB 08

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Undertaking disease surveillance and control activities such as disease search, sample collection, vaccination.
2. Participate in providing technical guidance in enforcement of veterinary policies, regulations (e.g. livestock movement regulations).
3. Participating in the training of stakeholders in vector control programmes.
4. Treating sick animals.
5. Advising on good veterinary practices.
6. Collecting data and preparing reports on animal health, products and markets.
7. Providing advice on animal husbandry, breeding and welfare.
8. Undertaking postmortem examination and other diagnostic tests.
9. Providing technical guidance to lower cadre animal health extension officers.

Requirements for Appointment

1. Be in possession of Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution.
2. Be registered by the Kenya Veterinary Board.
3. Have a certificate in computer applications from a recognized institution.

4. Ref No. CPSB/TTC/18/2025

POSITION: AGRICULTURAL OFFICERS JOB GROUP CPSB 09

Number of Posts: Five (5) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. A degree in any of the following field; Agriculture and Home Economics, Agriculture, Horticulture, Agriculture Economics, Agriculture Extension. Agriculture Education or any other relevant and equivalent qualification from a recognized institution.
2. Competency in computer applications

Duties and responsibilities

1. The officer will be deployed as a subject Matter specialist (SMS) at the County or sub county to coordinate any of the following programmes; Crop Development, Land Development and Environment Management or promotion and development of Agribusiness activities, including Agricultural Value Addition.
2. Coordinate all agricultural extension services.
3. Organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making.
4. Staff appraisal, Implementation of performance contract.
5. Preparation and implement project work plans of works and budgets.
6. Coordinate agricultural show activities for the department.
7. Coordinate surveillance of crop diseases and migratory pests and control.
8. Compilation of field reports.
9. Implement agricultural value addition projects.
10. Any other duties which might be assigned by the County Chief Officer – Agriculture.

5. Ref No. CPSB/TTC/19/2025

POSITION: FOOD TECHNOLOGIST JOB GROUP CPSB 09

Number of Posts: Three (3) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointments

1. A bachelor's degree in a field related to food science which may include food engineering, food microbiology or food chemistry.

Duties and responsibilities

1. Responsible for ensuring that food products are manufactured safely, legally and to specific high quality standards.
2. Ensuring researching and developing of food products and ingredients, often to create new goods/ products or improve existing ones.
3. Designing processes and machinery for the production of recipes on a large scale.
4. Liaising with marketing staff and organizations.
5. Ensuring that strict hygiene of food safety standards are met.

6. Ref No. CPSB/TTC/20/2025

POSITION: ASSISTANT ANIMAL HEALTH OFFICER III JOB GROUP CPSB 10

Number of Posts: Three (3) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Participating in animal health field demonstrations and agricultural shows;
2. Participating in ample collection and dispatch;
3. Inspecting livestock stock routes, and collecting data and writing technical reports;
4. Demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
5. Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, de-beaking and hoof trimming;
6. Carrying out simple treatment of animals;
7. Participating in disease search and reporting; keeping records on animal breeding, animal health, milk production, dipping data and
8. Maintaining dairy units.

Requirements for appointments

1. Have a Diploma in any of the following disciplines- Animal Health, Animal Health and production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution;
2. Be registered by the Kenya Veterinary Board;
3. Have a certificate in computer applications from a recognized institution; and
4. Have shown ability and demonstrated merit in work performance and results;
5. Having a certificate in Meat inspection or Artificial Insemination will be an added advantage.

7. Ref No. CPSB/TTC/21/2025

POSITION: ASSISTANT LEATHER DEVELOPMENT OFFICER III JOB GROUP CPSB 11

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Provision of advisory services on rural tannery projects feasibility studies, tannery layout plans and to plot out effective effluent treatment plants, for small scale tanneries.

2. An officer at this level may also be deployed as a Trainer/instructor in a training institution or local tannery.
3. Advising livestock farmers on the proper method of handling domestic animals production of quality hides and skins.
4. Giving instructions and advice to hides and skins traders.
5. Demonstrations of the recommended methods of flaying cleaning and curing hides and skins.
6. Provide extension services or be extension agent between farmers, livestock traders, butchers, hides and skin dealers, leather manufacturers, leather consumers and appraisal for export market.

Requirements for Appointments

1. Be in possession of at least KCE Division III or C- mean grade or its equivalent with credits in relevant subjects, and
2. Have a Diploma in any of the following disciplines: - Leather Technology, Animal Health, Environmental Resource Management, Leather Goods design and development and footwear technology.
3. Certificate in Computer skills from a recognized institution.

8. Ref No. CPSB/TTC/22/2025

POSITION: ASSISTANT AGRICULTURAL OFFICERS JOB GROUP CPSB 11

Number of Posts: Five (5) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointments

1. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification.
2. Competency in Computer applications

Duties and Responsibilities

1. Coordinate all Agricultural Extension Services
2. Organizing and coordinating agricultural activities
3. Liaise with stakeholders in implementing projects and programs
4. Identify staff and farmer training needs
5. Collection and dissemination of agricultural information
6. Promote consultative for a with various stakeholders and collaborators
7. Organize Field days, demonstrations and tours

8. Oversee the mainstreaming of cross cutting issues
9. Participate in the agricultural shows
10. Implementation of performance contract
11. Participate in preparation of work plans and budgets.
12. Prepare field reports

9. Ref No. CPSB/TTC/23/2025

POSITION: ANIMAL HEALTH ASSISTANT (MEAT INSPECTORS) JOB GROUP CPSB 12

Number of Posts: Thirteen (13) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Carrying out simple treatment of animals.
2. Participating in disease search and reporting.
3. Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting.
4. Carrying out vaccination.
5. Undertaking closed castration, dehorning, de-worming, disbudding, docking, debarking and hoof trimming.

Requirements for the Appointments

1. Certificate lasting not less than two (2) years in any of the following fields: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution.
2. Be registered by the Kenya Veterinary Board.
3. Certificate in computer applications from a recognized institution.
4. Having a certificate in Meat inspection or artificial insemination will be an added advantage.

10. Ref No. CPSB/TTC/24/2025

POSITION: LEATHER DEVELOPMENT ASSISTANT II JOB GROUP CPSB 12

Number of Posts: Three (3) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Advising livestock farmers on the proper method of handling domestic animals for production of quality hides and skins.
2. Giving instructions and advice to hides and skin traders.
3. Demonstrations of the recommended methods of flaying cleaning and curing hides and skins.
4. Provide extension services or be extension agent between farmers, livestock traders, butchers, hides and skin dealers, leather manufacturers, leather consumers and appraisal for export market.

Requirements for Appointment

1. Be in possession of KCSE D+ mean grade or its accepted equivalents with passes in relevant subjects required for admission to a recognized leather development studies institution in Kenya; and
2. Have successfully completed the two (2) years course in hides and skins improvements or leather technology and have been awarded a certificate in hides and skins improvements or leather technology.
3. Certificate in Computer skills from a recognized institution.

11. Ref No. CPSB/TTC/25/2025

POSITION: LABORATORY TECHNICIAN JOB GROUP CPSB 12

Number of Posts: Three (3) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Preparing media, stains and dyes;
2. Receiving, recording, packaging, dispatching, analyzing and preserving test samples;
3. Maintaining biological cultures;
4. Undertaking disease surveillance activities including field sample collection;

5. Performing quality assurance tests for vaccine, animal products, inputs, and by products;
6. Maintaining laboratory records and equipment and caring for laboratory animals.

Requirements for appointments

1. Have a certificate in any of the following fields;-Laboratory science, Laboratory Technology or Medical Laboratory Technology from a recognized institution;
2. Be registered by the laboratory technicians board;
3. Have shown ability and demonstrated merit in work performance and results;
4. Certificate in Computer application skills from a recognized institution.

12. Ref No. CPSB/TTC/26/2025

POSITION: PLANT OPERATORS JOB GROUP CPSB 15

Number of Posts: Three (3) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Have a Kenya Certificate of Secondary Education (KCSE) mean grade 'D' Plain
2. Passed the Suitability Test for Plant Operators Grade III
3. Possess a valid driving license free from current endorsements for classes of machine(s) that one may be required to operate.

Duties and Responsibilities

1. Oversee Plant Operations
2. Monitor and troubleshoot operating Equipment
3. Load and unload trucks
4. Ensure Plant adheres to safety and environmental rules
5. Control and operate the equipment such as loaders, drills, tractors, trucks, Crushers, excavators, forklifts, bulldozers and cranes
6. Perform preventive and routine maintenance
7. Train and supervise employees under him.

POSITION: SUPPORT STAFF/NURSERY ATTENDANTS JOB GROUP CPSB 16

Number of Posts: Twenty-Five (25) Posts

Terms of Service: Three Year Contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Kenyan Citizen
2. Have a Kenya Certificate of Primary Education (KCPE)
3. Knowledge in agricultural practices and practicing farmer

Duties and Responsibilities

1. Taking care of the nursery security
2. Sourcing of seeds for Various Fruit trees and Planting in nursery bed
3. Grafting and budding of seedlings
4. Establish nursery beds for various fruit trees and forest trees
5. Mixing and preparation of planting media transplanting of seedlings to polythene bags and plots
6. Frequent watering of seedlings while in the nursery bed after transplanting to polythene bags
7. Care of seedlings
8. Hardening of Seedlings
9. Sourcing market for seedlings and to generate revenue for maintenance
10. Providing security to the premises where nurseries are located

VACANCIES IN THE DEPARTMENT OF LANDS, PHYSICAL PLANNING, URBAN DEVELOPMENT & MINING DEPARTMENT

1. Ref No. CPSB/TTC/28/2025

POSITION: DIRECTOR MINING JOB GROUP CPSB 03

Number of Posts: One (1) Post

Terms of Service: Five-year contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. MUST be a Kenyan Citizen
2. Bachelors' degree in Mining and Mineral Processing Engineering from a University recognized in Kenya.
3. MUST have a post graduate Diploma in Gemology
4. MUST have training in GIS and Remote Sensing preferably in mines and geology.
5. Must have at least 8 years' experience in public service and over 2 years as a senior superintending Inspector of Mines in the County.
6. Must be a County gazetted inspector of mines.
7. Ability to demonstrate administrative capability and understanding.
8. Must be registered with a professional body/Association.
9. Excellent in written and verbal communications and interpersonal skills.

Duties and Responsibilities

1. Implementing national and county mining policies, regulations, and guidelines.
2. Establishing and maintaining a county mineral database.
3. Providing technical advisory services on mining operations.
4. Supporting research and innovation in the mining sector.
5. Promoting Public-Private Partnerships (PPP) in mining activities.
6. Mapping and monitoring County mining zones.
7. Facilitating prospecting, extraction, and sustainable mineral resource utilization.
8. Creating awareness of mineral exploitation opportunities.
9. Strengthening community participation and benefit-sharing in mining projects.

2. Ref No. CPSB/TTC/29/2025

POSITION: DEPUTY DIRECTOR MINING OPERATION DIVISION JOB GROUP CPSB 05

Number of Posts: One (1) Post

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Must be a Kenyan Citizen
2. Bachelors' degree in mining and mineral processing engineering from a University recognized in Kenya.
3. MUST have a post graduate Diploma in Gemology
4. MUST have been served in the public service for a period not less than 7 years preferably in the Mining sector as a senior County Inspector of Mines.
5. MUST have served for a minimum of 2 years as a County Senior Superintending Inspector of Mines
6. MUST have training in GIS and Remote Sensing preferably in mines and geology.
7. Must be registered with a professional body/Association.
8. Must be a County gazetted inspector of mines.
9. Excellent in written and verbal communications and team leadership and interpersonal skills.

Duties and Responsibilities

1. Oversee the licensing, regulation, and enforcement of mining operations.
2. Ensure safe and sustainable extraction of minerals.
3. Develop and implement mining safety protocols.
4. Coordinate the rehabilitation of mined land.
5. Monitor mineral production and revenue generation.
6. Provide training and awareness to miners on safety standards, hazard control, and emergency response.
7. Mapping and monitoring County mining zones

3. Ref No. CPSB/TTC/30/2025

POSITION: ASSISTANT LANDSCAPE ARCHITECT II JOB GROUP CPSB 09

Number of Posts: One (1) Post

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen

2. A diploma in any of the following fields; Quantity Survey, Building /Civil engineering or its equivalent and relevant qualification from recognized institution.

Duties and responsibilities at this level will entail:

1. Squaring dimensions and abstracting for preparation of bill of quantities
2. Preparations of specifications
3. Assisting in preparation of pay certificates

4. Ref No. CPSB/TTC/31/2025

POSITION: GEOLOGIST JOB GROUP CPSB 09

Number of Post: One (1) Post

Terms of Service: Permanent and Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. The officer will be involved in gemological programs to ensure there is proper mineral resource management in the County.
2. Mineral data collection, analysis and interpretation.
3. Examine and identify minerals using basic, standard, and high tech and special mineral testing equipment.
4. Ensure safety for equipment and other facilities provided by the County, ensuring they are in good working condition.
5. Prepare geological maps and reports, and advice various stakeholders on the geological mineral formation.
6. Build capacity to local miners on sound mining practices.
7. Any other duties as assigned by the supervisor.

Requirements for Appointment

1. Must be a Kenyan Citizen.
2. Bachelor's Degree in Geology or its equivalent from a university recognized in Kenya.
3. Ability to demonstrate administrative capability and understanding of the Mining division functions.
4. Registration by professional bodies will be an added advantage.
5. Proficiency in computer applications.

5. Ref No. CPSB/TTC/32/2025

POSITION: QUANTITY SURVEY ASSISTANT III JOB GROUP CPSB 11

Number of Posts: One (1) Post

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen
2. Bachelor Degree in Architecture or an equivalent and relevant qualification from a recognized institution.
3. Graduate membership with the Architectural Association of Kenya

Duties and responsibilities at this level will entail:

1. Preparation of landscape scheme design
2. Production drawings
3. Post contract supervision of simple landscape works.

6. Ref No. CPSB/TTC/33/2025

POSITION: GEMOLOGIST JOB GROUP CPSB 09 RE-ADVERTISEMENT

Number of Posts: One (1) Post

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities.

1. The officer will be involved in gemological programs to ensure there is proper mineral resource management in the county.
2. Mineral data collection, analysis and interpretation.
3. Examine and identify minerals using basic, standard and high- tech and special mineral testing equipment.
4. Ensure safety for equipment and other facilities provided by the County, ensuring they are in good working condition.
5. Build capacity to local miners on sound mining practices.
6. Any other duties as assigned by the supervisor.

Requirements for Appointments

1. Must be a Kenyan citizen.
2. Level four diploma in gemology from a reputable college preferably Gemological Association of Great Britain.
3. Bachelors' degree in Geology or its equivalent from a university recognized in Kenya will be an added advantage.
4. Ability to demonstrate administrative capability and understanding of the Mining division functions.
5. Registration by professional bodies will be an added advantage.
6. Proficiency in computer applications

VACANCIES IN THE DEPARTMENT OF LIVESTOCK & FISHERIES

1. Ref No. CPSB/TTC/34/2025

POSITION: ASSISTANT LIVESTOCK PRODUCTION OFFICER JOB GROUP CPSB 11

Number of Posts: Four (4) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Carrying out practical demonstrations relating to livestock production;
2. Accompanying extension teams during farm visits and farmer training
3. Participating in field days and agricultural shows to disseminate livestock production technologies and information;
4. Collecting and collating livestock data and information for gross margins, market access and planning;
5. Participating in collaborative research activities;
6. Collecting livestock inputs and product samples for analysis; and
7. Advising farmers on group formation, construction of farm structures and equipment

Requirements for appointments

1. Diploma in any of the following fields: - Animal Production, Dairy Science and Technology, Animal Science, Agribusiness, Animal Health and Production, Farm Management, Apiculture or Range/Natural Resource Management from a recognized training institutions; and
2. Certificate in computer applications.

2. Ref No. CPSB/TTC/35/2025

POSITION: LIVESTOCK PRODUCTION ASSISTANT II JOB GROUP CPSB 12

Number of Posts: Four (4) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Collecting livestock data and information;

2. Accompanying extension teams during farm visits and farmer training;
3. Participating in field days and agricultural shows to disseminate livestock production technologies; and
4. Carrying out practical demonstrations on livestock production technologies and techniques.

Requirements for Appointment

1. Certificate in any of the following: - Animal Production, Dairy Science and Technology, Animal Science, Animal Health and Production, Farm management, Apiculture or Range/Natural Resource Management from a recognized Training Institution; and
2. A certificate in computer applications

3. Ref No. CPSB/TTC/36/2025

POSITION: FARM ATTENDANT JOB GROUP CPSB 16

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Raising and caring of livestock and pasture.
2. Herding of livestock in the farm as assigned
3. Maintaining farm and livestock housing cleanliness
4. Keeping security in the farm as assigned
5. Undertaking any other duties as assigned.

Requirements for the Appointments.

1. KCSE Mean Grade of D plain or KCPE certificate and 4 years' experience
2. Good Conduct and able to work independently.
3. Experience on herding animals in the rangelands is an added advantage

VACANCIES IN THE DEPARTMENT OF YOUTH AFFAIRS, GENDER, SPORTS & SOCIAL SERVICES

1. Ref No. CPSB/TTC/37/2025

POSITION: ASSISTANT DIRECTOR YOUTH AFFAIRS AND SPORTS JOB GROUP CPSB 05

Number of Post: One (1) Post

Terms of Service: Permanent and Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan citizen with a National ID.
2. Have a minimum of five (5) years' relevant experience in youth affairs and sports management two (2) of which having served in the grade of Senior Sports/Youth officer or in a relevant and comparable position in the Public Service or Private sector,
3. Be a holder of a Bachelor's degree in Sports Management, Physical Education, Sports Management, Physical Education, Recreation Management, Social Sciences, Exercise and Sports Science from a recognized institution.
4. Demonstrate good track record and achievements in management of matters youth and sports.
5. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution.
6. Be conversant with the legal frameworks governing youth and sports management.
7. Have excellent communication and interpersonal skills
8. Demonstrated merit and ability as reflected in work performance and results.
9. Be Proficiency in computer applications skills.
10. Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution and satisfy the requirements of Chapter 6 of the Constitution.
11. Possession of a Diploma/Master's degree in Sports Management, Physical Education, Recreation Management, Social Sciences, Exercise and Sports Science, Sociology, Social Development or any other relevant qualifications from a recognized institution will be an added advantage.
12. Values and embodies a Team work spirit.

Duties and Responsibilities

1. Enhance County and National Unity, good management, plus promotion of International Cooperation through youth and sports medium.
2. Support development, implementation and maintenance youth and sports recreational/community based programs and policies, as well as mobilize financial resources for Youth and Sports programs and activities.
3. Creation of awareness on youth and sports activities in the County including following up on Implementation of related projects
4. Support coordination/identification and establishment of sports and youth centers; acquisition, distribution and maintenance of sports equipment and implements, sensitizing the sports and youth fraternity on dangers of doping, drugs and substance abuse
5. Support coordination of youth and sports programmes and activities for vulnerable groups and PWDs.
6. Participating in addressing sports and youth groups' complaints, petitions and disciplinary matters from sports federation and field offices.
7. Public education and awareness on the importance of participation in youth and sports artistic talent activities for mental, emotional, social and economic development
8. Support on advisory, guidance and counseling services to youth, sportsmen and sports women to maintain fair play in all activities
9. Supervise youth and sports personnel, coordinate and regulate workers in developing youth and sports activities
10. Support the development, improvement and maintenance of youth related matters and sports facilities in the county
11. Support coordination, promotion and development all forms of ward, sub-county, inter-county and national youth and sporting activities and programs in Taita Taveta County
12. Identify, nurture the local and artistic youth and sports talents; plus, giving recommendation to youth and sports support organizations/institutions, business communities or specialized groups for absorption or funding.
13. Support in management of Youth Enterprise Funds and AGPO desk; plus, promotion of Youth Agriculture and Environment Protection.
14. Conduct advocacy for recognition of youth and sports as an industry which provides an avenue for sports persons to earn a living.
15. Compliance with regulatory reports timely response and reporting structures as may be requested for time to time.
16. Monitoring, evaluating and reporting on program progress and outcomes on all areas youth affairs and sports.
17. Working closely with Sector Heads in charge of Youth Affairs and Sports and Director for support to deliver on work roles objectives.
18. Any other duties that may be assigned from time to time.

1. Ref No. CPSB/TTC/38/2025

POSITION: YOUTH OFFICER III JOB GROUP CPSB 11

Number of Post: One (1) Post

Terms of Service: Permanent and Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and responsibilities

1. Develop an evaluation strategy for the implementation of youth development programs in the county;
2. Liaise with relevant stakeholders and youths in implementation of youth development programs to
3. Identify the needs of youths;
4. Coordinate with youth to develop a communication strategy to improve effective promotion of youth
5. Development programs;
6. Plan and facilitate group programs, projects and youth events in the county to enhance youth
7. Develop work plans on youth development programs and submit timesheets that comply with
8. Administrative responsibilities;
9. Support local outreach programs, capacity building and education projects in mainstream youth set up.
10. Record and evaluate youth development projects using the appropriate methods and contribute to

Requirements for Appointment

1. Must be a Kenyan citizen.
2. Diploma in any social science or any other related field from a recognized institution.
3. Certificate in computer application from a recognized institution.
4. Be a good team player with exemplary leadership qualities, Interpersonal skills and good Communication skills.

VACANCIES IN THE DEPARTMENT OF PUBLIC WORK, ROADS, TRANSPORT, ENERGY AND HOUSING

1. Ref No. CPSB/TTC/39/2025

POSITION: SENIOR SUPERINTENDING ENGINEER (STRUCTURAL) - JG CPSB 06

Number of Posts: One (1) Post

Terms of service: Permanent and Pensionable

Basic Salary Scale: As provided for by the salaries and Remunerations Commission

Duties and responsibilities

An officer at this level will be deployed at County Public Works Headquarters, duties and responsibilities will include:

1. Planning, controlling and coordination of structural design aspects for building projects;
2. Checking and recommending for approval of engineering consultants designs including: evaluation and recommending fees submitted by consultants and contractors
3. Design, detailing and site supervision of structures in various materials and forms of construction;
4. Liaison with Architects, local authorities and other Ministries on project development;
5. Checking and monitoring projects designed by consulting engineers;
6. Direction and control of engineers and Structural Assistants working in the specific project;
7. Supervision and control of applied research projects pertaining to structural materials, foundations, structural elements, constructional techniques, marine and building technology;
8. Undertaking work programs in all the functional areas;
9. Training and development of staff under him/her;
10. Design, detailing, site supervision and maintenance of the sewerage drainage, roads and paved areas pertaining to public buildings;
11. Checking and monitoring projects designed by consultants;
12. Provide technical advice on safe designs and construction;
13. Obtain planning and/or building regulations approval;
14. Monitor and inspect all work undertaken by contractors to ensure structural soundness;

Requirements for Appointment

1. Served in the grade of Senior Superintending Engineer (Structural) or comparable and relevant position in the Public Service or private sector for at least three (3) years.
2. Degree in Civil/Structural engineering.

3. At least 6 years proven practical experience as a Structural Engineer.
4. Registered with the Engineers Board of Kenya (EBK) as a Professional Engineer
5. Current valid annual practicing license from the Engineers Board of Kenya
6. Corporate Membership with the Institution of Engineers of Kenya
7. Expert experience in project management.
8. Advanced knowledge of construction methods, materials, and legal regulations.
9. Ability to liaise with professionals from other disciplines.
10. Analytical thinker with strong problem-solving skills.
11. Meticulous attention to detail with superb organizational skills.
12. Ability to work under pressure and meet tight deadlines.
13. Ability to work independently and as part of a team.
14. Excellent communication and IT skills.

2. Ref No. CPSB/TTC/40/2025

POSITION: SENIOR SUPERINTENDING QUANTITY SURVEYOR - JG CPSB 06

Number of Posts: One (1) Post

Terms of service: Permanent and Pensionable

Basic Salary Scale: As provided for by the salaries and Remunerations Commission

Duties & Responsibilities

1. Preparation of feasibility studies.
2. Preparation and checking of cost estimates and bills of quantities.
3. Preparation and checking of tender analysis reports.
4. Preparation and checking of monthly site valuations and site re-measurements.
5. Preparation and checking of cash flow forecasts.
6. Preparation and checking of variation orders and final accounts.
7. Administering contracts and manage projects.
8. Supervising group of quantity surveyors and quantity surveying assistants.

Requirements for Appointment

1. Served in the grade of Quantity Surveyor I or comparable and relevant position in the Public Service for at least three (3) years.
2. A Bachelor's Degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution.
3. Been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor.
4. Corporate Membership of the Institute of Quantity Surveyors of Kenya (IQSK) and Architectural Association of Kenya (AAK).
5. Management course lasting not less than four (4) weeks from recognized institution will be an added advantage.

6. Demonstrated a high degree of professional competence and general administrative ability required for effective planning, direction, control, and implementation of quantity surveying function.
7. At least 5 (five) years proven practical experience as a quantity surveyor.
8. Ability to liaise with professionals from other disciplines.
9. Analytical thinker with strong problem-solving skills.
10. Meticulous attention to detail with superb organizational skills.
11. Ability to work under pressure and meet tight deadlines.
12. Ability to work independently and as part of a team.
13. Advanced Microsoft Office proficiency (Word, Excel, Powerpoint)
14. Excellent communication and IT skills.

VACANCIES IN THE OFFICE OF THE GOVERNOR

3. Ref No. CPSB/TTC/41/2025

POSITION: DIRECTOR PUBLIC COMMUNICATION JOB GROUP CPSB 03

Number of Posts: One (1) Post

Terms of Service: Five Year Contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. Be a Kenyan citizen.
2. Be a holder of a Bachelor's degree in any of the following disciplines; Mass communication, Public Relations, Corporate communications studies, Journalism media studies/ sciences/ social science or any other relevant and equivalent qualification from a recognized university in Kenya.
3. Have knowledge, experience and a distinguished career of not less than (10) years in public Communications.

Duties and Responsibilities.

1. Providing strong and effective leadership and management of the county press service;
2. Leading and developing standards and regulations regarding the county;
3. Planning and covering the County Government functions and activities in the electronic and print for dissemination to the media and the public;
4. Building and maintaining a database of new/ information on the county; and,
5. Any other duties as may be assigned by the County Secretary & Head of Public Service.

4. Ref No. CPSB/TTC/42/2025

POSITION: DIRECTOR ADMINISTRATION JOB GROUP CPSB 03

Number of Posts: One (1) Post

Terms of Service: Five Year Contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. Be a Kenyan Citizen
2. Have vast knowledge and relevant work experience of 10 years in Public Service and Administration, 5 of which must be at a managerial level or its equivalent
3. Must have a Bachelor's Degree in Public Administration or Business Administration or Social Sciences from a University recognized in Kenya;
4. A Master's degree in Public Administration, Public Policy, Business Administration, Development Studies or Community Development will be a desirable Added Advantage from a recognized Institution;
5. Leadership/Management Course lasting not less than 4 weeks from a recognized institution or its approved equivalent
6. Certificate in computer application skills from a recognized institution;
7. Demonstrate a high degree of professional and technical competence in work performance and results;
8. Must be computer literate.

Duties and Responsibilities.

1. Organization, direction, control and coordination of the functions of administration and public service in the county;
2. Initiating development of the appropriate County Departmental policies, legal and institutional frameworks for the implementation of the mandate of administration and public service;
3. Ensuring operationalization of service delivery in all the devolved units in the County, Sub-Counties and Wards;
4. Handling administrative matters, human resource issues and manages inventories of the administrative tools, equipment and other required assets related to the department;
5. Preparation of departmental plans and budgets;
6. Ensuring strict compliance with all financial, budgetary and procurement procedures;
7. Ensuring timely, efficient communication and coordination of administration and public service departmental affairs;
8. Interpreting and applying National and County laws and other related statutes in line with the County goals and Objectives;
9. Any other duties as may be assigned from time to time.

**POSITION: DEPUTY DIRECTOR, SYSTEM SUPPORT SERVICES & e-GOVERNANCE JOB GROUP
CPSB 04**

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. Served in the public service for a minimum period of three (3) years and in the ICT profession for a minimum period of ten (10) years.
2. A Bachelor's Degree in Computer Science/Information Communication Technology / electrical or Electronic Engineering or any other ICT related discipline from a recognized institution.
3. A Master's Degree in Computer Science /IT or any other ICT related discipline from a recognized institution will be an added advantage.
4. Obtained a Professional Certification in Information Technology or other related disciplines from a recognized certifying body.
5. Membership in a recognized ICT professional body.
6. Demonstrated a high degree of competence in identifying, designing, developing and monitoring information technology projects and Strong written and verbal communication skills, with the ability to effectively communicate complex security concepts to both technical and non-technical audiences.

Duties & Responsibilities

1. Coordinate implementation of relevant national policies, legislation, regulations, strategies, standards guidelines and plans on ICT Governance & Information Security;
2. Coordinate develop, implement and review County specific ICT policies, strategies, standards, guidelines, regulations and plans;
3. Ensure testing of new information security applications and systems;
4. Design information security processes and associated matrices;
5. Review and evaluate information security specifications before implementation;
6. Coordinate setting up and testing of new information security systems;
7. Undertake information security risk assessment and mitigation;
8. Ensure appropriate data security and access controls including LANS and WANS;
9. Define security requirements to ensure effective monitoring of information, security breaches and associated trespass;
10. Research on emerging information security threats for the purpose of improvements;
11. Develop ICT infrastructure Systems;
12. Support and train ICT end users;

13. Coordinate repair and maintenance of ICT equipment;
14. Ensure security and integrity of information systems, networks, databases and other ICT assets; and
15. Prepare periodic reports on status of information security ICT Governance & Information Security.

6. Ref No. CPSB/TTC/44/2025

POSITION: PRINCIPAL PUBLIC COMMUNICATION JOB GROUP CPSB 06

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Have a clear understanding of the working of the media and social-political environment in Kenya;
2. Bachelor's degree in any of the following disciplines; Journalism, Mass Communication, Public Relations, International Relations, Social Science or equivalent qualification from a recognized institution;
3. Possess good oral and written communication skills in both English and Kiswahili;
4. Possess advanced computer applications skills;
5. Managing incoming media requests and building relationships with journalists; creating, executing and measuring media campaigns;
6. Membership with a relevant professional body in good standing.
7. Have demonstrated managerial, administrative and professional competence in work performance and results;
8. Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the constitution of Kenya.

Duties and responsibilities.

1. Gathering information on programmes, significant events in a specific sectoral area and impact on public, and forwarding the same to the head of Public Communications Unit for dissemination;
2. Developing, implementing and reviewing policies, strategies, regulations and procedures on corporate communications;
3. Coordinating and organizing press teams for prompt and effective coverage of Governor, Deputy Governor and different county departmental events;
4. Promoting and managing the corporate image of the organization;
5. Coordinating the implementation of branding, awareness and social responsibility activities to enhance visibility of the organizations;

6. Developing content of events and information for uploading in the organization's social media platforms and website;
7. Scheduling interviews with Government official and other stakeholders;
8. Coordinating public functions and cooperate events of the organization;
9. Coordinating the preparation of reports, speeches, publications, website contents, newsletters, outreach materials and audio/video production;
10. Identifying and implementing branding, awareness and social responsibility activities to enhance visibility of the organization
11. Monitoring and managing media coverage and submitting media reports;
12. Coordinating organization's public functions and corporate events; and
13. Spearheading the editing, designing and distribution of Information, education, Communication (IEC) including merchandise and promotional materials.

1. Ref No. CPSB/TTC/45/2025

POSITION: PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR JOB GROUP CPSB 06

Number of Posts: One (1) Post

Terms of Service: Four (4) year contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointments

1. Served in the grade of Senior Assistant Office Administrator or Chief Assistant Office Administrative for a minimum period of 7 years
 2. Diploma in Secretarial Studies from the Kenya National Examinations Council;
- OR**
3. Business Education Single and of group Certificates from the Kenya National Examinations Council or a recognized institution in the following subjects:
 - Business Communication
 - Office Administration & Management
 - Public Relations
 4. A Diploma in a related field is an added advantage as well work experience and demonstrated professional competence in office administrative services in office of the County Secretary and or Governor's Office for a minimum of 5 years will be an added advantage
 5. Must have done a Management Course for Office Administrators from Kenya School of Government or an equivalent/recognized institute that last for four (4) weeks.

Duties and Responsibilities

1. Duties and responsibilities at this level will entail taking oral dictation;
2. Managing the office – maintaining office diary and travel itineraries
3. Handling appointments – internally and externally, attending to visitors/clients;
4. Ensuring security of office records; equipment and documents including classified materials;
5. Preparing responses to routine correspondences and cascading information to departments as required;
6. Establishing and monitoring procedures for record keeping of correspondence and file movements;
7. Maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data;
8. Managing office protocol and etiquette; supervising office cleanliness and functionality;
9. Managing petty cash; and undertaking any other office administrative services duties that may be assigned;
10. Preparing for meetings including Cabinet meetings and preparing minutes for the same.

7. Ref No. CPSB/TTC/46/2025

POSITION: CLERICAL OFFICERS JOB GROUP CPSB 12

Number of Posts: Five (5) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointment

1. Be a Kenyan citizen;
2. Kenya Certificate of Secondary (KCSE) mean grade D+ or its approved equivalent;
3. Have a certificate in Computer applications skills from a recognized institution;

Duties and responsibilities.

1. Compiling statistical records;
2. Sorting, filing and dispatching letters;
3. Maintaining an efficient filing system;
4. Computation of financial or statistical records based on routine or special sources of information;
5. Preparing payment vouchers; and,
6. Compiling data and drafting simple letters.

VACANCIES IN THE DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

I. Ref No. CPSB/TTC/47/2025

POSITION: ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES JOB GROUP CPSB 05

Number of Posts: One (1) Post

Terms of Service: Five Year Contract

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen
2. Served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of Three (3) years,
3. Diploma in Supplies Management or its approved equivalent from a recognized Institution
4. Bachelor's Degree in any of the following: - Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent Qualification from a recognized institution
5. Master's Degree in the following: - Procurement and Supply Chain Management, Logistics and Supply Chain Management, Business Administration, Commerce, or any other relevant field from a recognized Institution;
6. Shown merit and ability as reflected in work performance and results.
7. Member of the Kenya Institute of Supplies Management (KISM)

Duties and Responsibilities at this level will entail:

1. Managing activities in Supply Chain Management Units
2. Initiating and formulating of Supply Chain Management Policies for issue to the services in liaison with the Senior Assistant Director and assisting in the preparation of the divisions strategic plans.
3. Planning, Organizing, Administration and control of the Supply Chain Management Units in the Ministry/Department.
4. Interpretation and Implementation of Public Procurement and Disposal Act, 2005 and other statutes, Policies, Tides and Regulations that may impact on the Supply Chain Management.

VACANCIES IN THE DEPARTMENT OF EDUCATION LIBRARIES AND VTCs

1. Ref No. CPSB/TTC/48/2025

**POSITION: YOUTH POLYTECHNIC INSTRUCTOR I – INFORMATION & COMMUNICATION
TECHNOLOGY JOB GROUP CPSB 09**

Number of Posts: Three (3) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of Bachelor Degree in the following disciplines: Information Communication Technology/Computer Science;
3. Must possess KCSE Certificate;
4. Certificate in Computer application from a recognized institution;
5. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

2. Ref No. CPSB/TTC/49/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR I – ARCHITECTURAL JOB GROUP CPSB 09

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of Bachelor Degree in the following discipline: Architectural Studies;
3. Must possess KCSE Certificate;
4. Certificate in Computer application from a recognized institution;
5. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

3. Ref No. CPSB/TTC/50/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR II – MECHANICAL ENGINEERING PRODUCTION JOB GROUP CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of DIPLOMA in the following trade area: Motor Vehicle Mechanics, Mechanical Engineering Production;
3. Must possess KCSE Certificate;
4. Must have Certificate in Computer applications;
5. Shown merit and ability as reflected in work performance and results;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

4. Ref No. CPSB/TTC/51/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR II – INFORMATION AND COMMUNICATION TECHNOLOGY JOB GROUP CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of DIPLOMA in the following trade area: Information Communication and Technology;

3. Must possess KCSE Certificate;
4. Must have Certificate in Computer applications;
5. Shown merit and ability as reflected in work performance and results;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

5. Ref No. CPSB/TTC/52/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR II – BUILDING AND CONSTRUCTION JOB GROUP CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of DIPLOMA in the following trade area: Building and Construction;
3. Must possess KCSE Certificate;
4. Must have Certificate in Computer applications;
5. Shown merit and ability as reflected in work performance and results;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

6. Ref No. CPSB/TTC/53/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR II – WATER ENGINEERING/PLUMBING AND PIPE FITTING JOB GROUP CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of DIPLOMA in the following trade area: Water Engineering
3. Must possess KCSE Certificate;
4. Must have Certificate in Computer applications;
5. Shown merit and ability as reflected in work performance and results;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;

4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

7. Ref No. CPSB/TTC/54/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR II – WELDING AND FABRICATION JOB GROUP CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of DIPLOMA in the following trade area: Welding and Fabrication
3. Must possess KCSE Certificate;
4. Must have Certificate in Computer applications;
5. Shown merit and ability as reflected in work performance and results;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;

10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

8. Ref No. CPSB/TTC/55/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR III– MOTOR VEHICLE ELECTRICIAN JOB GROUP CPSB 11

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of DIPLOMA in Instructor Training and Craft/NITA Grade I in Motor Vehicle Electrician;
3. Must have Certificate in Computer Applications;
4. Must possess KCSE Certificate;
5. Must have 5 Years' experience in similar field;
6. Shown merit and ability as reflected in work performance and results;
7. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager.

9. Ref No. CPSB/TTC/56/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – MOTOR VEHICLE MECHANICS/AUTOMOTIVE ENGINEERING JOB GROUP CPSB 12

Number of Posts: Four (4) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointments

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in the following Discipline: Motor Vehicle Mechanics/Automotive engineering;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager.

10. Ref No. CPSB/TTC/57/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – ELECTRICAL INSTALLATION JOB GROUP CPSB 12

Number of Posts: Eight (8) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Electrical Installation;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

11. Ref No. CPSB/TTC/58/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – INFORMATION COMMUNICATION TECHNOLOGY JOB GROUP CPSB 12

Number of Posts: Six (6) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Information Communication Technology;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

12. Ref No. CPSB/TTC/59/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – PLUMBING AND PIPE FITTING JOB GROUP CPSB 12

Number of Posts: Seven (7) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for appointments

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in the Plumbing and pipe fitting or Water Engineering;

3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

13. Ref No. CPSB/TTC/60/2025

**POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV -
DRESSMAKING/TAILORING/CLOTHING AND TEXTILE TECHNOLOGY JOB GROUP CPSB 12**

Number of Posts: Five (5) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Dressmaking/tailoring/clothing and textile Technology;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

14. Ref No. CPSB/TTC/61/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – HAIRDRESSING /COSMETOLOGY JOB GROUP CPSB 12

Number of Posts: Fourteen (14) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in the Hairdressing/Cosmetology;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;

4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

15. Ref No. CPSB/TTC/62/2025

**POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – BUILDING TECHNOLOGY JOB GROUP
CPSB 12**

Number of Posts: Six (6) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Building Technology;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;

10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

16. Ref No. CPSB/TTC/63/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – WELDING AND FABRICATION JOB GROUP CPSB 12

Number of Posts: Four (4) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Welding and Fabrication;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution
5. NITA Grade I will be an added advantage
6. Any other related course will be an added advantage

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

17. Ref No. CPSB/TTC/64/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – CARPENTRY AND JOINERY JOB GROUP CPSB 12

Number of Posts: Twelve (12) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in the following Discipline: Welding and Fabrication;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager.

18. Ref No. CPSB/TTC/65/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – AGRIBUSINESS JOB GROUP CPSB 12

Number of Posts: Two (2) Posts

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Agribusiness;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage.

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager.

19. Ref No. CPSB/TTC/66/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – MACHINE KNITTER JOB GROUP CPSB 12

Number of Posts: One (1) Post

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Machine Knitter;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;
6. Any other related course will be an added advantage

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

20.Ref No. CPSB/TTC/67/2025

POSITION: YOUTH POLYTECHNIC INSTRUCTOR IV – GEMOLOGY JOB GROUP CPSB 12

Number of Posts: One (1) Post

Terms of Service: Permanent

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of NITA Master Craft/Craft Certificate in Gemology;
3. Must possess KCSE Certificate;
4. Must possess Certificate in Computer application from a recognized institution;
5. NITA Grade I will be an added advantage;

6. Any other related course will be an added advantage

Duties and Responsibilities

1. Giving theoretical and practical instruction in the area of specialization to trainees;
2. Preparing and maintaining schemes of work, lesson plan, lesson notes, trainees' records teaching and learning materials;
3. Administering examinations, evaluation and preparing trainee progress reports;
4. Ensuring proper care and maintenance of tools and equipment;
5. Organizing and conducting co-curricular activities;
6. Maintaining trainees discipline;
7. Guiding and counseling trainees;
8. Preparation of departmental budgets;
9. Supervising projects and income generating activities;
10. Coordinating and supervising trainees on industrial attachment and field work;
11. Monitoring and evaluating NITA training programmes;
12. Answerable to the manager;
13. Perform any other duties as may be assigned from time to time by the manager

21. Ref No. CPSB/TTC/68/2025

POSITION: ASSISTANT ECDE TEACHER I JOB GROUP CPSB 12

Number of Post: Twenty-Three (23) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: As provided for by the Salaries and Remunerations Commission

Duties and Responsibilities

1. Class teaching.
2. Organizing and facilitating play/learning activities to enable children cope with primary school life
3. Caring and nurturing spiritual, moral, social, mental and physical growth of children.
4. Managing ECDE Centres and keeping professional records (schemes of work, lesson plan, daily programme of activities etc.) and ensuring children safety and security.

Requirements for Appointment

1. Be a Kenyan Citizen.
2. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain), minimum or division IV at 'O' level.
3. Certificate in Early Childhood Development from any recognized institution
4. Registered with Teachers Service Commission (TSC).
5. Qualification in special Needs Education will be an added advantage
6. A certificate in computer proficiency

HOW TO APPLY

All applications should be addressed and delivered to:

The Secretary/CEO
County Public Service Board
Private Bag
VOI

OR

Hand delivered at the at the County Public Service Board offices in Voi; located opposite Voi Prison.

IMPORTANT INFORMATION

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Tuesday, 23rd December 2025**.
4. Only shortlisted candidates will be contacted.
5. Youth, women and persons with special needs are encouraged to apply.
6. Candidates found canvassing will automatically be disqualified.

Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

The Board's official telephone number remains 0710988455.

SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD

Dated Wednesday, 3rd December 2025