



THE COUNTY GOVERNMENT OF TAITA TAVETA
COUNTY PUBLIC SERVICE BOARD

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE DEPARTMENT OF
AGRICULTURE, LIVESTOCK AND FISHERIES**

Applications are invited from suitably qualified serving officers in the Public Service for advertised vacant positions as shown below:

VACANCIES IN THE DEPARTMENT OF AGRICULTURE

1. DEPUTY DIRECTOR OF AGRICULTURE JOB GROUP ‘Q’ (No. of Posts – 1)

Requirements for Appointment

- i. Served in the grade of Assistant Director of Agriculture J/G ‘P’ or in a comparable and relevant position in the Public Service for at least three [3] years;
- ii. A Masters Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;
- iii. Certificate in Strategic Leadership Development Programme or equivalent and relevant course from a recognized institution;
- iv. Proficiency in Computer Applications;
- v. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

- a) Participate in formulation, implementation and review of agricultural development policies;
- b) Coordination of the agricultural extension services, research liaison, training programmes,

- agribusiness and market development programmes and other cross - cutting issues in the County;
- c) Monitor and coordinate food security programmes in the County;
 - d) Coordinate surveillance of crop diseases and migratory pests and control;
 - e) Member to various relevant Committees operating at County levels;
 - f) Coordination and facilitation of development and management of technical human resource;
 - g) Oversee backstopping, monitoring and evaluation of projects and programmes;
 - h) Preparation of work plans and budgets;
 - i) Coordinate agricultural show activities for the department;
 - j) Coordinate capacity building for staff;
 - k) Coordinate, prepare, cascade and implement performance contracts in the department;
 - l) Staff appraisal;
 - m) Prepare periodic reports;
 - n) Design and implement Agricultural value addition programmes;
 - o) Any other duties allocated by the County Chief Officer – Agriculture.

2. ASSISTANT DIRECTOR OF AGRICULTURE JOB GROUP ‘P’ (No. of Posts – 2)

Requirement for Appointment

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

- i. Served in the grade of Principal Agricultural
- ii. Officer J/G ‘N’, or in a comparable and relevant position in the public service for at least (3) three years;
- iii. A Masters Degree in any of the following fields; Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution;
- iv. Certificate in Senior Management Course not lasting less than four weeks from a recognized institution;
- v. Proficiency in Computer Applications;
- vi. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

The Assistant Director of Agriculture shall perform the following:

- a) Participate in formulation, implementation and review of agricultural development policies;
- b) Coordination of the agricultural extension services;
- c) Member to various relevant Committees;
- d) Monitor and coordinate food security programmes;
- e) Coordinate surveillance of crop diseases and migratory pests and control;
- f) Coordinate the mainstreaming of cross cutting issues;
- g) Management of resources in the department;
- h) Implementation of performance contract;
- i) Preparation and implementation of work plans and budgets;
- j) Promote collaboration among stakeholders;
- k) Coordinate agricultural show activities for the department;
- l) Harmonize coordination of project/programmes in liaison with all stakeholders;
- m) Coordinate Capacity building for staff;
- n) Staff appraisal;
- o) Prepare periodic reports;
- p) Plan and implement Agricultural value addition projects.

3. **PRINCIPAL AGRICULTURE OFFICER JOB GROUP 'N' (No. of Posts – 3)**

Requirements for Appointment.

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

- i. Served in the grade of Chief Agricultural Officer J/G 'M', or in a comparable and relevant position in the Public Service for at least three [3] years;
- ii. A Degree in any of the following fields; Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution;
- iii. Attended a senior management course lasting not less than four [4] weeks from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

The Principal Agricultural Officer shall perform the following:

- a) The officer will be deployed as Subject Matter Specialist (SMS) to coordinate Agricultural programmes;
- b) To coordinate Agricultural extension services;
- c) Organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making;
- d) Staff appraisal;
- e) Implementation of performance contracts;
- f) Preparation and Implementation of work plans and budgets;
- g) Coordinate agricultural show activities for the department;
- h) Coordinate surveillance of crop diseases and migratory pests and control;
- i) Compilation of field reports;
- j) Coordinate Capacity building for staff;
- k) Implement Agricultural value addition programmes;
- l) Any other duties which might be delegated by the County Chief Officer – Agriculture.

4. CHIEF AGRICULTURAL OFFICER JOB GROUP ‘M’ (No. of Posts – 3)

Requirements for Appointment.

- i. Served in the grade of Senior Agricultural Officer J/G ‘L’, or in a comparable and relevant position in the Public Service for at least three [3] years;
- ii. A Degree in any of the following fields; Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution.
- iii. Attended a senior management course lasting not less than four [4] weeks from recognized institution; and

- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

The Chief Agricultural Officer shall perform the following duties:

- a) The officer will be deployed as a Subject Matter Specialist (SMS) to coordinate any of the following programmes: Crop Development; Land Development and Environmental Management or Promotion and development of Agribusiness activities, including Agricultural Value Addition;
- b) Coordinate all agricultural extension services;
- c) Organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making;
- d) Staff appraisal;
- e) Implementation of performance contract;
- f) Preparation and Implement project work plans of work plans and budgets;
- g) Coordinate agricultural show activities for the department;
- h) Coordinate surveillance of crop diseases and migratory pests and control;
- i) Compilation of field reports;
- j) Implement Agricultural value addition projects.

5. CHIEF ASSISTANT AGRICULTURAL OFFICER JOB GROUP 'M' (No. of Posts – 8)

Requirements for Appointment

- i. Served in the grade of Senior Assistant Agricultural Officer J/G 'L', or in a comparable and relevant position in the Public Service for at least three [3] years;
- ii. 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;
- iii. Attended a management course from a recognized institution; and

- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities:

An officer at this level will be deployed as head of a Ward (Ward Agricultural Officer - WAO), or as a subject matter specialist in a Sub County.

Specific duties in the Ward will involve coordination of all agricultural extension services. Specific duties include:

- i. Liaise with stakeholders in implementing projects and programmes;
- ii. Identify staff and farmer training needs;
- iii. Collection and dissemination of agricultural information;
- iv. Promote consultative fora with various stakeholders and collaborators;
- v. Organize field days, demonstrations and tours;
- vi. Oversee the mainstreaming of cross cutting issues;
- vii. Participate in the agricultural shows;
- viii. Participate in preparation of work plans, budgets;
- ix. Prepare field reports;
- x. Implementation of performance contract;
- xi. Implement Agricultural value addition projects.

6. SENIOR ASSISTANT AGRICULTURAL OFFICER JOB GROUP 'L' (No. of Posts – 15)

Requirement for Appointment

- i. Served in the grade of Assistant Agricultural Officer I/Chief Agricultural Assistant J/G 'K', or in a comparable and relevant position in the Public Service for at least three [3] years;
- ii. 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;
- iii. Attended a management course from a recognized institution; and
- iv. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

Duties and Responsibilities

An Officer at this level will be deployed in a Ward as a Ward Agricultural Officer or a Ward Sub Matter Specialist to be in charge of an agricultural project implementation area.

Specific duties in the Ward will involve coordination of all agricultural extension services. Specific duties include:

- i. Liaise with stakeholders in implementing projects and programmes;
- ii. Identify staff and farmer training needs;
- iii. Collection and dissemination of agricultural information;
- iv. Promote consultative fora with various stakeholders and collaborators;
- v. Organize field days, demonstrations and tours;
- vi. Oversee the mainstreaming of cross cutting issues;
- vii. Participate in the agricultural shows;
- viii. Implementation of performance contracts;
- ix. Participate in preparation of work plans, budgets;
- x. Prepare field reports;
- xi. Implement Agricultural value addition projects.

7. ASSISTANT AGRICULTURAL OFFICER 1 JOB GROUP 'K' (No. of Posts – 1)

Requirements for Appointment

- i. Served in the grade of Assistant Agricultural Officer II/Senior Agricultural Assistant J/G 'J', or in a comparable and relevant position in the Public Service for at least three [3] years;
- ii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural;
- iii. Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification;
- iv. Attended a departmental training course in participatory approaches or supervision; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

The Assistant Agricultural Officer I shall perform the following duties:

- i. Coordinate all Agricultural Extension services;
- ii. Organizing and coordinating agricultural activities;
- iii. Liaise with stakeholders in implementing projects and programmes;
- iv. Identify staff and farmer training needs;
- v. Collection and dissemination of agricultural information ;
- vi. Promote consultative fora with various stakeholders and collaborators;
- vii. Organize field days, demonstrations and tours;
- viii. Oversee the mainstreaming of cross cutting issues;
- ix. Participate in the agricultural shows;
- x. Implementation of Performance contract;
- xi. Participate in preparation of work plans and budgets;
- xii. Prepare field reports.

8. SENIOR AGRICULTURAL ASSISTANT JOB GROUP 'J' (No. of Posts – 1)

Requirements for Appointment

- i. Served in the grade of Agricultural Assistant I or in a comparable and relevant position in the public Service for at least three [3] years; and
- ii. Shown merit and ability as reflected in work performance and results.

An officer at this level may be deployed in specific project areas as Crop Production, Land Development or Project Management. Specific duties and responsibilities will involve promotion of specific enterprises, assessment of farmers' needs and agriculture data collection at the ward level.

Duties and Responsibilities

The Senior Agricultural Assistant shall perform the following duties:

- i. Organizing and coordinating agricultural activities;
- ii. Liaise with stakeholders in implementing projects and programmes;
- iii. Identify farmers training needs;
- iv. Collection and dissemination of agricultural information;
- v. Organize field days, demonstrations and tours;
- vi. Mainstreaming of cross cutting issues;
- vii. Participate in the agricultural shows;
- viii. Implementation of Performance contract;

- ix. Implement work plans;
- x. Prepare field reports;
- xi. Any other duties which might be assigned by the County Chief Officer – Agriculture.

VACANCIES IN THE DEPARTMENT OF LIVESTOCK AND FISHERIES

1. ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION, JOB GROUP 'P' TWO (2) POSTS

Duties and Responsibilities;

- i. Organizing technical workshops, seminars and agricultural shows
- ii. Guiding the preparation of technical papers and reports for professional forums
- iii. Providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching
- iv. Promoting economic livestock farming
- v. Organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits
- vi. Participating in collaborative research activities
- vii. Analyzing livestock inputs and products samples
- viii. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation
- ix. Implementation livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits camels, donkeys breeding, fodder production and conservation, value addition to livestock products, apiculture, livestock breeding nutrition, emerging livestock and other animal husbandry interventions
- x. Advising farmers on group formation, construction of farm structures and equipment

In addition, duties and responsibilities will involve:-

- i. Overseeing effective and efficient management and preparing work plans and budgets for either a sheep and goat station, livestock farm, mobile pastoral training unit, pastoral training Centre or livestock improvement and multiplication farm
- ii. Preparing agribusiness, ranch and farm plans
- iii. Participating in monitoring and evaluation of livestock programmes
- iv. Maintaining inventory of assets in a livestock production station/farm
- v. Collaborating with research institutions and other stakeholders on livestock production matters
- vi. Planning for conservation and utilization of range resources

Requirement for Appointment

For appointment to this grade, an officer:

- i) Must have Served as livestock production officer for 15 years and in the grade of Principal Livestock Production Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
- ii) Bachelor's Degree in any of the following disciplines:- Animal Science, and Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution.
- iii) Master's Degree in any of the following disciplines:- Animal Science, and Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution.
- iv) Certificate in Computer Applications
- v) Must have attended senior management course for not less than 4 weeks
- vi) Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing Livestock Production policies.

2. SENIOR PRINCIPAL ASSISTANT ANIMAL HEALTH OFFICER JOB GROUP 'P' ONE (1) POST

Duties and Responsibilities

- i. Advising and managing dips designing, sitting and appraising constructions
- ii. Inspecting and verification of imports and export of consignment;
- iii. Managing veterinary farms, cold chain facilities and quarantine status in quarantine stations and holding grounds;
- iv. Planning and training farmers on milking techniques and external parasite control techniques;
- v. Leading big vaccination teams carrying out simple treatment of animals;
- vi. Participating in disease search, collecting collating analyzing data and writing technical reports keeping records and animal breeding animal health and milk production ,dipping data, slaughter house daily kill meat condemnation and movement permits
- vii. Organizing animal health field demonstrations and agricultural shows;

- viii. Other duties will include: - managing sample collection packaging and dispatch;
- ix. Inspecting livestock stock routes;
- x. Issuing livestock movement permits, managing artificial insemination services, meat inspection and grading;
- xi. Enforcing slaughter house hygiene and meat transport regulations and inspection of retail outlets of animal origins and participating in construction and maintenance of farm structures and coordinating uptake of new technologies of animal health to stakeholder.

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Must have served in the grade of Principal Assistant Animal health officer for minimum period of three (3) years;
- ii. Must have a certificate in Computer Applications;
- iii. Have a Higher Diploma in any of the following disciplines; - Animal health, Environmental health, Clinical pathology and laboratory diagnosis, Poultry science, Veterinary public health and meat technology or animal husbandry from a recognized institution.
- iv. Must be registered by Kenya Veterinary Board;
- v. Must have a certificate in computer applications;
- vi. Have demonstrated high degree of professional competence, administrative capabilities in initiating and implementing animal health series.

3. PRINCIPAL FISHERIES OFFICER, JOB GROUP 'N' ONE (1) POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementing Fisheries policies, projects and programs; organizing extension approaches and methodologies;
- ii. Implementing fisheries management measures; formulating, implementing and monitoring resource conservation intervention strategies;
- iii. Monitoring fish seed and feed production programmes; designing fish marketing strategies; promoting fish and fishery product value addition;
- iv. Monitoring and evaluation of fish projects/programmes; undertaking applied research; liaising with research institutions for research programs and dissemination of research

findings; managing fisheries data bank; and coordinating resource utilization at the area of deployment;

- v. In addition, the officer will be a subject matter specialist in either Fish Quality Assurance or Marketing, Aquaculture development or Inland and Riverine fisheries.

Requirement for appointments

For appointment to this grade, an officer must have;

- i. Served in the grade of Chief Fisheries Officer JG M for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following fields;- Fisheries, zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science/Studies, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution.
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 - i) Knowledge of Fisheries management policies, Fisheries Management and Development Act other related Acts and international conventions;
 - ii) Certificate in Computer application skills; and;
 - iii) Shown merit and ability as reflected in work performance and result.

4. CHIEF ASSISTANT LIVESTOCK PRODUCTION OFFICER JG 'M' (3) Posts

Duties and responsibilities

- i. Duties and responsibilities at this level will entail:
- ii. Providing guidance during farm visits, practical demonstrations and farmer trainings on livestock production technologies and techniques, Organizing field days and agricultural shows;
- iii. Guiding teams on effective provision of extension services to livestock farmers;
- iv. Compiling livestock production reports relating to specific areas of specialization;
- v. Carrying out collaborative reach activities analyzing livestock inputs and productive sample. Advising farmers on group formation. Construction of farm structures and equipment's, disseminating livestock production technologies such as construction of livestock houses and structures, milk production, pasture and fodder production and conservation farm planning, gross margin analysis on farm feed formulation guiding on the implementation of livestock production/ projects, in specific areas such as dairy cattle farming, beef cattle, sheep and goats, pigs poultry, rabbits, camels, donkeys, breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry, interventions;

- vi. Advising on range planning, management and conservation, ensuring provision of holding ground practices to the livestock traders and guiding operations in either sheep and Goat stations, livestock farm, mobile pastoral training unit or livestock improvement and multiplication farm.

Requirements for Promotion

- i. Must have served as Senior Livestock Production Officer JG L for a minimum period of 3 years;
- ii. Must have certificate in computer applications;
- iii. Must have attended two weeks supervisory skills course;
- iv. Must have a 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 institution;
- v. Demonstrated merit and shown ability as reflected in work performance and results.

5. CHIEF FISHERIES OFFICER, JOB GROUP “M” ONE (1) POST

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Monitoring, control and surveillance of fisheries resources including conducting frame, stock and catch assessment surveys;
- ii. Identifying critical habitats and seasons and designing appropriate protection strategies; monitoring fish habitats for pollutants;
- iii. Carrying out diagnosis, prevention and control of fish diseases; and disseminating fisheries related information;
- iv. Undertaking fish inspection and quality assurance activities;
- v. Providing fisheries extension services and updating fisheries data base; and promoting fish marketing and value addition.

Requirements for appointment;

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

- i. Served in the grade of Senior Fisheries Officer for a minimum of three (3) years
- ii. Have Bachelor’s degree in any of the following fields;- Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology,

- Environmental Science/Studies, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution
- iii. Certificate in Computer application skills from a recognized institution
 - iv. Shown merit and ability as reflected in work performance and results

6. SENIOR VETERINARY OFFICER, JOB GROUP 'M' TWO (2) POSTS

Duties and responsibilities

Duties and responsibilities will entail:-

- i. Inspecting and licensing plant processing animal products and livestock carriers/containers;
- ii. Examining and issuing animal health certificates;
- iii. Participating in field efficacy trials for drugs, vaccines and acaricides;
- iv. Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- v. Participating in the training of stakeholders on vector control programmes, treating of sick animals;
- vi. Advising on good veterinary practices;
- vii. Collecting, collating and preparing of reports on animal health, products, and markets;
- viii. Providing advice on animal breeding and welfare and undertaking post mortem examination and other diagnostic tests.

Requirements for Appointment

For appointment to this grade, an officer must:-

- i) Must have served as a Veterinary Officer in the period of a minimum three (3) years.
- ii) Must have a certificate in Computer Applications.
- iii) Must be in a possession of a Bachelor of Veterinary Medicine (BVM) degree from a recognized institution.
- iv) Must be registered by Kenya Veterinary Board.
- v) Must have a certificate in computer applications

7. CHIEF ASSISTANT ANIMAL HEALTH OFFICER, JOB GROUP 'M' ONE (1) POST

Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Giving advice on dip designing, siting and appraising construction
- ii. Inspection and verification of imports and export of consignments
- iii. Participating in management of veterinary farms
- iv. Ensuring maintenance of cold chain facilities
- v. Maintaining quarantine status in quarantine stations and holding grounds
- vi. Organizing farmer's training on milking techniques and external parasite control techniques
- vii. Leading small teams in vaccination, supervising castration. Dehorning, animal identification, deworming, disbudding, docking, debarking and hoof trimming
- viii. Carrying out simple treatment of animals
- ix. Participating in disease search, collecting, collating, analyzing data and writing technical reports
- x. Keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condensation and movement permits
- xi. Supervising dairy units
- xii. Participating in animal health field demonstrations and agricultural shows.

Other duties will include:-

Undertaking equipment sterilization, sample collection, packaging and dispatch

- Inspecting livestock stock routes
- Supervising rearing of experimental animals
- Issuing of livestock movement permits
- Supervising artificial insemination services
- Undertaking meat inspection and grading
- Enforcing slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin and participating in construction and maintenance of farm structures and promoting new technologies in animal health to stakeholders

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Must have served as Senior Assistant Animal Health Officer for a minimum period of 3 years;

- ii. Must have a certificate in Computer Applications;
- iii. Must have a Diploma in any of the following fields:- 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;
- iv. Must be registered by Kenya Veterinary Board;
- v. Have a certificate in supervisory course lasting not less than 2 weeks from a recognized institution;
- vi. Must have demonstrated merits and shown ability in work performance.

8. SENIOR ASSISTANT LIVESTOCK PRODUCTION OFFICER JOB GROUP 'L' THREE (3) POSTS

Duties and Responsibilities

- i. Carrying out practical demonstration and training farmers on livestock production technologies and techniques;
- ii. Providing extension services to livestock farmers;
- iii. Analyzing livestock data and information for gross margins, market access and planning and compiling reports relating to specific area of specialization;
- iv. Participating in collaborative research activities;
- v. Analyzing livestock inputs and production samples;
- vi. Advising farmers on group formation, construction of farm structures and equipment;
- vii. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on- farm feed formulation;
- viii. Guiding on the implementing livestock production programmes/project in such areas as dairy cattle farming, beef cattle, sheep, goats, poultry, rabbits, camels, donkeys fodder production and conservation, value addition to livestock products, agriculture emerging livestock and other animal husbandry interventions;
- ix. Advising on range planning management and conservation;
- x. Implementing the development plans of pastoralist training centers, sheep and goats stations and livestock farms.

Requirement for Appointment

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

- i. Served in the grade of Assistant Livestock Production Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;

- ii. Diploma in any of the following field:- 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;
- iii. Certificate in computer applications; and
- iv. Demonstrated merit and shown ability as reflected in work performance and results.

9. SENIOR LIVESTOCK PRODUCTION OFFICER, JOB GROUP 'L' ONE (1) POST

Duties and Responsibilities

Duties and Responsibilities at this level will entail:-

- i. Preparing livestock technical information;
- ii. Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching;
- iii. Promoting economic livestock farming;
- iv. Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits, participating in collaborative research activities;
- v. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margins analysis, on-farm feed formulation;
- vi. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions.
- vii. Capturing, maintaining and storing livestock data

Requirement for Appointment

For appointment to this grade, an officer must:

- i. Must have served as Livestock Production Officer I JG 'K' for a minimum period of 3 years;
- ii. Must have certificate in computer applications;

- iii. Must have a bachelor's degree in any of the following fields: - animal Science, Animal Production, agriculture, Agribusiness, Dairy Technology, Range management, Natural Resource Management, Livestock/ Agricultural Economist or Agricultural Education and Extension from a recognized training institution;
- iv. Demonstrated competence and ability as reflected in work performance and results.

10. SENIOR ASSISTANT ANIMAL HEALTH OFFICER, JOB GROUP 'L' FOUR (4) POSTS

Duties and Responsibilities

Duties and responsibilities will entail-

- i. Giving advice on dip designing, siting and appraising construction;
- ii. Inspection and verification of imports and export of consignments;
- iii. Participating in management of veterinary farms;
- iv. Ensuring maintenance of cold chain facilities;
- v. Maintaining quarantine status in quarantine stations and holding grounds;
- vi. Organizing farmer's training on milking techniques and external parasite control techniques;
- vii. Closed castration. Dehorning, animal identification, deworming, disbudding, docking, debarking and hoof trimming;
- viii. Carrying out simple treatment of animals;
- ix. Participating in disease search, collecting, collating, analyzing data and writing technical reports;
- x. Keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condensation and movement permits;
- xi. Maintaining dairy units;
- xii. Participating in animal health field demonstrations and agricultural shows;
- xiii. Undertaking equipment sterilization, sample collection, packaging and dispatch
- xiv. Inspecting livestock stock routes;
- xv. Rearing experimental animals;
- xvi. Issuing of livestock movement permits;
- xvii. Undertaking meat inspection and grading;
- xviii. Enforcing slaughterhouse hygiene and meat transport regulations and inspection of retail outlets of foods of animal origin and participating in construction and maintenance of farm structures and promoting new technologies in animal health to stakeholders.

Requirements for Appointment

For appointment to this grade, an officer must:-

- i. Must have served as Assistant Animal Health Officer 1 for a minimum period of 3 years OR Chief Animal Health Assistant for three years and obtained Diploma certificate as below.
- ii. Must have a certificate in Computer Applications.
- iii. Must have a Diploma in any of the following fields:- 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.
- iv. Must be registered by Kenya Veterinary Board
- v. Must have demonstrated merits and shown ability in work performance.

**11. SENIOR ASSISTANT LEATHER DEVELOPMENT OFFICER; JOB GROUP ‘L’
TWO (2) POSTS**

Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Inspecting the curing premises and issuing registration of premise certificates;
- ii. Training, examining and issuing/ renewals of slaughter man’s license to flayers;
- iii. Arbitrating on major hides and skins trading disputes;
- iv. Advising the rural tanners/cottage industry on technical and economic aspects of producing various types of leather and leather trade;
- v. Advising on tannery layout plans and effective affluent treatment plants for small scale tanneries;
- vi. Undertaking feasibility studies on leather developing projects in collaboration with stakeholders ;
- vii. Advising on the siting, designing and overseeing the construction of suitable hides and skins premises and stores;
- viii. Coordinating the training and demonstrations to traders and hides and skins flayers on the appropriate methods of traders, cleaning, curing and storage of hides and skins;
- ix. Undertaking monitoring of hides and skins trade trends with a view to curbing illegal trade.

Requirements for Appointment

For appointment to this grade the officer must have:

- i. Must have served in the grade of Assistant Leather Development Officer 1 for a minimum period of 3 years or in an equivalent position in the Public service

OR

- ii. Must have served for 3 years as Chief Leather Development Assistant
- iii. Must have a certificate in Computer application.
- iv. Must have a Diploma in any of the following fields; Leather Technology ,Footwear Technology or Leather Goods Design and Development from a recognized Institution

OR

- v. Diploma in Animal Health, Environmental Resource Management /Science, Plus a 2 year's certificate in Hides and Skins improvement or Leather Technology.
- vi. Must have demonstrated merit and shown ability in work performance and result.

12. CHIEF ANIMAL HEALTH ASSISTANT, JOB GROUP 'K' TWO (2) POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- i. Maintaining dairy units
- ii. Rearing experimental animals
- iii. Participating in animal health field demonstrations and agricultural shows
- iv. Collecting and collating animal health data
- v. Supervising animal health assistants
- vi. Demonstrating and training on milking technics and external parasite
- vii. Control technics such as dipping, spraying and dusting.
- viii. Carrying out vaccination, closed castration, dehorning, deworming, disbudding, docking, debarking and hoof trimming.
- ix. Carrying out simple treatment of animals
- x. Participating in disease search and reporting.

Requirement for Appointment

For appointment to this grade, an officer must:

- i. Must have served as Senior Animal Health Assistant for a minimum of 3 years;
- ii. Must have a certificate in Computer Applications;
- iii. Must have a certificate lasting not less than two years in the followings disciplines:- Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- iv. Must be registered by Kenya Veterinary Board.
- v. Demonstrated merit and shown ability in work performance and results.

13. SENIOR OFFICE ADMINISTRATIVE ASSISTANT, JOB GROUP 'K' ONE (1) POST

Duties and Responsibilities

Duties and responsibilities will entail:-

- i. Taking oral dictation
- ii. Word and data processing
- iii. Operating office equipment
- iv. Ensuring security of office equipment, documents and records
- v. Attending to visitors/clients
- vi. Handling telephone calls and appointments
- vii. Maintaining diary and scheduling of meetings
- viii. Ensuring an up to date filing system in the office
- ix. Supervision of office cleanliness
- x. Handling routine correspondences
- xi. Managing office petty cash
- xii. Undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade the officer must have:

- i. Must have served in grade of Office Administrative Assistant 1 for a minimum period of 3 years.
- ii. Must have a certificate in computer applications.
- iii. Must have a Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the Following subjects:
 - a) Typewriting III (minimum 50 w.p.w.)/ Computerized document processing III.
 - b) Business English III/communication II;
 - c) Office practice II
 - d) Commerce II
 - e) Secretarial duties II
 - f) Office Management III/office Administration and management III

OR

- iv. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
- v. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institutions.
- vi. Shown merit and ability as reflected in work performance and results.

14. SUPPLY CHAIN MANAGEMENT ASSISTANT I JOB GROUP K ONE [1] POST

Duties and responsibilities:

Work at this level will be similar to that of Supply Chain Management Assistant II though more complex in nature .Specifically duties will entail warehousing, distribution, fleet management, inventory, and stock control.

Requirement for appointment:

For appointment to this grade an officer must have

- i. Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the public service for a minimum period of 3 Three years and shown merit and ability as reflected in work performance and results
- ii. In addition to the above requirement an officer must have the following key personal attributes and core competences
- iii. Membership from the relevant professional Body is a must.

a.). 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

b).Core Competences

- i) Team playing g skills
- ii) Accuracy
- iii) Care for resources
- iv) Manual dexterity
- v) Execution of instructions
- vi) Interpersonal skills
- vii) Analytical skills and
Record Management skills

15. SENIOR FISHERIES ASSISTANT, JOB GROUP ‘J’ ONE (1) POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Providing fisheries extension services; collecting fisheries data;
- ii. Maintaining of fish farms and hatcheries;
- iii. Compiling and analyzing data;

- iv. participating in monitoring, control and surveillance of fisheries resources;
- v. Ensuring hygienic fish handling at landing sites, markets and farms;
- vi. undertaking elementary examination of fish infection and signs of water pollution;
- vii.** Compiling monthly reports; and promoting fish marketing and value addition

Requirement for appointment

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

- i. Served in the grade of Fisheries Assistant 1 for a minimum period of three (3) years
- ii. Certificate in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results

16. ASSISTANT LIVESTOCK PRODUCTION OFFICERS II, JOB GROUP ‘J’ (2) TWO POSTS

Duties and Responsibilities

Duties and Responsibilities at this level will entail:-

- i. Carrying out practical demonstration relating to livestock production;
- ii. Accompanying extension teams during farm visits and farmer training;
- iii. Collecting and collating Livestock data and information for gross margins, market access and planning, participating in collaborative research activities;
- iv. Collecting livestock inputs and products samples for analysis;
- v. Advising farmers on group formation, construction of farm structures and equipment;
- vi. Preparing field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis on-farm feed formulation;
- vii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef, cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding,

fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions.

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Must have served as Assistant Livestock Production Officer III for a minimum period of 3 years;
- ii. Must have a certificate in computer applications;
- iii. Must have a 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 institution.

17. CLERICAL OFFICER 1 JOB GROUP ‘G’ TWO (2) POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Compiling statistical records; sorting out letters and filing them;
- ii. Dispatching letters and maintaining an efficient filing system;
- iii. Processing appointments, promotions, disciplines cases, transfers and other related duties in human resource management;
- iv. preparing payment vouchers;
- v. Computation of financial or statistical records based on routine or special sources of information;
- vi. Compiling data and drafting simple letters

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Have served in the grade of Clerical Officer 11 for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers; and
- iii. Be proficient in computer applications.

18. CLEANING SUPERVISOR IA JOB GROUP ‘G’ TWO (2) POSTS

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Cleaning Offices,
- ii. Receiving, sorting and distributing incoming mails
- iii. Taking and distributing messages

Requirements for Appointment

For appointment to this grade and officer must:

- i. Have served in the grade of Cleaning supervisor 1B for a minimum period of three (3) years
- ii. Have KCE/KCSE certificate
- iii. Be proficient in computer applications

19. ASSISTANT LIVESTOCK PRODUCTION OFFICER III, JOB GROUP 'H' FOUR [4] POSTS]

Duties and Responsibilities

Work under the guidance of a senior officer.

- i. Carrying out practical demonstration relating to livestock production;
- ii. Accompanying extension teams during farm visits and farmer training;
- iii. Participating in field days and agricultural shows to disseminate livestock production technologies and information;
- iv. Collecting and collating Livestock data and information for gross margins, market access and planning;
- v. Participating in collaborative research activities;
- vi. Collecting livestock inputs and products samples for analysis;
- vii. Advising farmers on group formation, construction of farm structures and equipment.

Requirements for appointment

- i. 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 Management from a recognized Training Institution

- ii. Certificate in computer applications.

20. DRIVER II, JOB GROUP 'D' (2 POSTS)

Duties and Responsibilities

- i. They involve, driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and braking systems, tyre pressure, etc.;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintain cleanliness of the vehicle.

Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade D plain **or** any other equivalent qualification from a recognized Institution;
- ii. A valid driving license free from any current endorsement(s) for class (s) of 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 (KIHBT) or any other recognized Institution;
- iv. Passed Suitability Test for Driver Grade;
- v. A valid certificate of Good Conduct from the Kenya Police; and
- vi. At least two(2) years driving experience

21. FISHERIES OFFICER JOB GROUP 'K' (1 POST)

Duties and Responsibilities

An officer at this level will work under the guidance and supervision of an experienced officer.

- i. Receiving and compiling fisheries related statistical data from the field;
- ii. Analyzing fisheries data and preparing reports;
- iii. Assist in monitoring, control and surveillance of the fisheries resources;
- iv. Undertaking fisheries extension activities; maintaining of ponds at fish farms and hatcheries;
- v. Inspecting fish and fish handling facilities at fish landing sites, marketing and farms;
- vi. Assisting in the promotion of fish marketing and value chain.

Requirement for Appointment

For appointment to this Grade a candidate must:-

i) Have Degree in any of the following fields:- Fisheries, Zoology, Aquatic Science, Natural resource management , Biochemistry, Food science and Technology, Environmental Science , Biological sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized institution.

(ii) Certificate in Computer applications skills from a recognized institution.

All applications should be submitted in a sealed envelope addressed to:

**The Secretary
County Public Service Board
Private Bag
Voi**

Or hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi.

Important information

- Candidates **must** attach a clear copy of their national identity card or valid passport;
- Candidates **must** attach copies of their appointment letter, and copies of their last promotion letter;
- Candidates **must** attach letter of recommendation from the relevant head of department;
- Any other relevant academic paper/achievement;
- The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **4.30 PM Friday 28th July 2017**
- Only shortlisted candidates will be contacted

N/B Officers shall be required to:

- i. Produce their original letters of their first appointment and letter/s of their current appointment to substantive post, together with original letters of their last promotion during the interview.

Candidates found canvassing will automatically be disqualified.

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD**

Dated Thursday 13th July 2017