

COUNTY GOVERNMENT OF NAKURU



NAKURU COUNTY PUBLIC SERVICE BOARD

V A C A N C I E S

VACANCY LIST NO. 10 of 2018
2018

DATED: 5th September,

The Nakuru County Public Service Board wishes to invite applications from candidates who have the requisite qualifications to fill the following position:-

DIRECTORATE OF VETERINARY SERVICES

1). VETERINARY OFFICER - JOB GROUP 'L'

(a) Duties and Responsibilities

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

(b) Requirements for Appointment

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

Applicants for the above position should meet the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya 2010 by availing the following:-

- Tax Compliance Certificate from Kenya Revenue Authority; (KRA)
- Clearance Certificate from Higher Education Loans Board; (HELB)
- Clearance Certificate from Ethics and Anti-Corruption Commission; (EACC)
- Clearance Certificate from The Directorate of Criminal Investigation; (DCI)
- Clearance Certificate from Credit Reference Bureau; (CRB)

2). LEATHER DEVELOPMENT OFFICER - JOB GROUP "K"

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities at this level will entail:- monitoring the production trends of leather and leather products; undertaking relevant training and demonstrations on best practices to stakeholders for production of high quality hides, skins and leather products; collecting and collating data on hides and skins; undertaking hides and skins and leather projects activities; undertaking inspection of curing premises and stores for issuance of registration of premises certificate; monitoring and advising tanners and traders on proper waste disposal from tanneries and hides and skins curing premises.

(b) Requirements for Appointment

For appointment at this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following fields; - Leather Technology, Footwear Technology, Materials Technology (Leather) or Leather Goods Design and Development from a recognized institution.

OR

Bachelor's Degree in Environment Science or Animal Science with a basic two year certificate or Diploma or at least one year Post graduate training in Hides and Skins or Leather Technology; and

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

Applicants for the above position should meet the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya 2010 by availing the following:-

- Tax Compliance Certificate from Kenya Revenue Authority; (KRA)
- Clearance Certificate from Higher Education Loans Board; (HELB)
- Clearance Certificate from Ethics and Anti-Corruption Commission; (EACC)
- Clearance Certificate from The Directorate of Criminal Investigation; (DCI)
- Clearance Certificate from Credit Reference Bureau; (CRB)

3). ASSISTANT LEATHER DEVELOPMENT OFFICER III - JOB GROUP "H"

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under guidance of a more experienced officer. Duties and responsibilities at this level will entail:- developing simple tannery layout plans under the guidance of a senior officer; demonstrating to traders the proper methods of washing, fleshing, trimming, lacing,

suspending and preservation of hides and skins; advising on the salt type, storage and method of application in curing hides and skins; participating in sitting, designing, and overseeing the construction of suitable hides and skins premises and stores; participating in field days, barazas and workshops to advise livestock farmers on the proper methods of handling domestic animals for production of quality hides and skins; and demonstrating to skins flayers and traders on the appropriate methods of flaying cleaning, curing and storage of hides and skins.

(a) Requirements for Appointment

For appointment to this grade, a candidate must have;

(i) Diploma in any of the following fields:- Leather Technology, Footwear Technology Leather Goods Design and Development from a recognized institution;

OR

Diploma in Animal Health or Environmental Resource Management/Science, plus a two years Certificate in Hides and Skins Improvement or Leather Technology; and

(ii) Certificate in computer application from a recognized institution.

(iii) Valid Certificate of Good Conduct.

4). ASSISTANT ANIMAL HEALTH OFFICER III - JOB GROUP 'H'

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail; - participating in animal health field demonstrations and agricultural shows; participating in sample collection and dispatch; inspecting livestock stock routes; and collecting data and writing technical reports; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; keeping records on animal breeding, animal health, milk production, dipping data and maintaining dairy units.

(b) Requirements for Appointment

For appointment to this grade an officer must:

(i) 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;

- (ii) Be registered by the Kenya Veterinary Board;
- (iii) Have a certificate in computer applications from a recognized institution; and
- (iv) Have shown ability and demonstrated merit in work performance and results.
- (v) Valid Certificate of Good Conduct

5). ANIMAL HEALTH ASSISTANT II - JOB GROUP 'G'

(a) Duties and Responsibilities

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

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) Certificate lasting not less than two (2) years in any of the following disciplines;- Animal Health, Environmental Health, Animal Health and Production from a recognized institution.
- (ii) Be registered by the Kenya Veterinary Board; and
- (iii) Certificate in computer applications from a recognized institution.
- (iv) Valid Certificate of Good Conduct

DIRECTORATE OF AGRICULTURE

6). AGRICULTURE OFFICER - JOB GROUP 'K'

Duties and Responsibilities

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

(a) Requirements for Appointment

For appoint to this grade, candidate must have: a Bachelor of Science 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]

Applicants for the above position should meet the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya 2010 by availing the following:-

- Tax Compliance Certificate from Kenya Revenue Authority; (KRA)
- Clearance Certificate from Higher Education Loans Board; (HELB)
- Clearance Certificate from Ethics and Anti-Corruption Commission; (EACC)
- Clearance Certificate from The Directorate of Criminal Investigation; (DCI)

7). ASSISTANT AGRICULTURAL OFFICER III - JOB GROUP “H”

(a) Duties and responsibilities

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

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

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

ENGINEERS (AGRICULTURE)

8). ENGINEER II (AGRICULTURE) - JOB GROUP ‘K’

(a) Duties and Responsibilities

This will be the entry and training grade for degree holders. An officer at this level will be deployed in a project area in a Sub County where he/she will be involved in the implementation of engineering activities. Specific duties will include implementation of programmes in soil and water conservation, mechanization extension and agro-processing.

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of a Bachelor’s Degree in a field of agricultural Engineering such as Soil and Water,

mechanization/farm Power, Structures or any other relevant and equivalent qualification from a recognized institution.

Applicants for the above position should meet the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya 2010 by availing the following:-

- Tax Compliance Certificate from Kenya Revenue Authority; (KRA)
- Clearance Certificate from Higher Education Loans Board; (HELB)
- Clearance Certificate from Ethics and Anti-Corruption Commission; (EACC)
- Clearance Certificate from The Directorate of Criminal Investigation; (DCI)

AGRICULTURAL TECHNICIANS

9). I N S P E C T O R (AGRICULTURE) - JOB GROUP “H”

(a) Duties and Responsibilities

This is the entry and training grade for Diploma and Technician Part III certificate holders. An officer at this level will work under the guidance and close supervision of a senior officer. Specific duties will involve provision of agricultural engineering works, services, and mechanization extension.

(b) Requirements for Appointment

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

- (i) Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures, Surveying or any other relevant and equivalent qualifications from a recognized institution; or
- (ii) Technician Part III certificate in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, Structures, Surveying or any other relevant and equivalent qualifications from a recognized institution.
- (iii) Valid Certificate of Good Conduct.

DIRECTORATE OF LIVESTOCK

10). ASSISTANT LIVESTOCK PRODUCTION OFFICER III - JOB GROUP “H” Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: carrying out practical demonstrations relating to livestock production; accompanying extension teams during farm visits and farmer training; participating in field days and agricultural shows to disseminate livestock production technologies and information; collecting and collating livestock data and information for gross margins, market access and planning; participating in collaborative research

activities; collecting livestock inputs and products samples for analysis; and advising farmers on group formation, construction of farm structures and equipments.

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines:- Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.
- (iii) Valid Certificate of Good Conduct.

11). LIVESTOCK PRODUCTION ASSISTANT II - JOB GROUP 'G'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:- collecting livestock data and information; accompanying extension teams during farm visits and farmer training; participating in field days and agricultural shows to disseminate livestock production technologies; and carrying out practical demonstrations on livestock production technologies and techniques.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have

- (i) Certificate in any of the following disciplines;- Animal Health and Production, Dairy Technology, Animal Science, Apiculture or Range Management from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.
- (iii) Valid Certificate of Good Conduct

DIRECTORATE OF FISHERIES

12). FISHERIES OFFICER - JOB GROUP 'K'

(a) Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail; - receiving and compiling fisheries related statistical data from field officers; analyzing fisheries data and preparing reports; assisting in monitoring, control and surveillance of the fisheries resources; undertaking fisheries

extension activities; maintaining of ponds at fish farms and hatcheries; inspecting fish and fish handling facilities at fish landing sites, markets and farms; and assisting in the promotion of fish marketing and value addition.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following fields; - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

Applicants for the above position should meet the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution of Kenya 2010 by availing the following:-

- Tax Compliance Certificate from Kenya Revenue Authority; (KRA)
- Clearance Certificate from Higher Education Loans Board; (HELB)
- Clearance Certificate from Ethics and Anti-Corruption Commission; (EACC)
- Clearance Certificate from The Directorate of Criminal Investigation; (DCI)

13). ASSISTANT FISHERIES OFFICER III - JOB GROUP 'H'

(a) Duties and Responsibilities

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

(b) Requirements for Appointment:

- (i) Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.
- (iii) Valid Certificate of Good Conduct.

14). HUMAN RESOURCE MANAGEMENT ASSISTANT III - JOB GROUP 'H'

Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will be deployed in a Human Resource Management unit in departments and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. In addition he/she will supervise clerical officers and other supportive staff.

(a) Requirements for Direct Appointment

- (i) At least a C- in the Kenya Certificate of Secondary Examination (KCSE); and
- (ii) Diploma in Human Resource Management /Records Management or its equivalent from a recognized institution.
- (iii) Valid Certificate of Good Conduct.

15). PLANT OPERATOR III – JOB GROUP 'D'

(a) Duties and Responsibilities

This is the entry grade into the Driver's. Duties and responsibilities at this level will entail operating machines of "difficult rating" C; assisting machine attendants in identifying possible breakdowns; liaising with mechanics for servicing; making daily and weekly oil checks; and maintaining the cleanliness of the plants.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution.
- (ii) Passed Suitability Test for Plant Operators Grade III;
- (iii) Possess a valid driving license free from any current endorsement(s) for class(es) of machine(s) that one may be required to operate;
- (iv) Be able to operate at least two (2) plants of "difficult rating" C;
- (v) 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.
- (vi) Shown merit and ability as reflected in work performance and results.
- (vii) Valid Certificate of Good Conduct.

(viii)

16). OFFICE ADMINISTRATIVE ASSISTANT III - JOB GROUP 'G'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - (a) Typewriting II (minimum 40 w.p.m.)/Computerised Document Processing II;
 - (b) Business English I /Communication I
 - (c) Office Practice I;
 - (d) Commerce I;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examination Council;
and

- (iii) Certificate in Computer applications skills from a recognized institution.
- (iv) Valid Certificate of Good Conduct.

HOW TO APPLY

All Applications should be submitted together with copies of detailed curriculum vitae, academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

All applications should be submitted in a **sealed envelope (A4 Size)**, with the position applied for clearly marked on the top left side, and addressed to:-

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
NAKURU COUNTY
P.O. BOX 2870 – 20100**

NAKURU

OR

Hand delivered at the Nakuru County Public Service Board (NCPSB) Offices situated at the Provincial Public Works Building along the Nakuru-Kabarak Road.

Important Information to all candidates:-

- ✓ Applicants with degrees from foreign universities should avail a recognition and equation certificate from the Commission for University Education (CUE).
- ✓ Remuneration package for persons serving in the Public Service of County Governments is as advised by the Salaries and Remuneration Commission and is subject to review by the Commission from time to time.
- ✓ Applications should reach the Secretary, Nakuru County Public Service Board on or before **Friday, 21st September, 2018.**
- ✓ Only shortlisted candidates will be contacted.

Nakuru County Government is an equal opportunity employer and persons with disability, youth, women and marginalized groups are encouraged to apply.