



**REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF NAKURU  
NAKURU COUNTY PUBLIC SERVICE BOARD**



**VACANT POSITIONS IN THE DEPARTMENT OF AGRICULTURE,  
LIVESTOCK AND FISHERIES - [VACANCY LIST NO. 01 of 2020]**

The Nakuru County Public Service Board invites applications from competent and qualified persons to fill various positions in the Department of Agriculture Livestock and Fisheries as per the Constitution of Kenya 2010, Article 235 and the County Governments Act 2012, Section 59.

**1. DIRECTOR OF VETERINARY SERVICES – ONE (1) POSITION – Vacancy  
No. 01/2020/01**

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m. **(Job Group ‘R’)**

Allowances as per the SRC circulars attached to the position.

**(a) Duties and Responsibilities**

An officer at this level will be answerable to the Chief Officer and will be deployed as Head of Department. Duties and responsibilities at this level will entail:

- (i) Implementation of the Strategic Plan and objectives of the Department;
- (ii) Handling technical, administrative, human resource, budgetary and assets management issues;
- (iii) Team building and setting performance targets and standards in consultation with the Chief Officer;
- (iv) Addressing stakeholders concerns and instituting operational accountability;
- (v) Incorporating new initiatives into the department’s schemes of work;
- (vi) Participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the animal health sector.

- (vii) Planning and coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests; and compiling and interpreting technical reports.
- (viii) Evaluating slaughterhouse designs and making recommendations for approval;
- (ix) Enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants;
- (x) Evaluating export/import requests documents in respect to live animals, animal products, by-products and inputs and making appropriate recommendation;
- (xi) Planning field efficacy trials for drugs, vaccines and acaricides;
- (xii) Disseminating information on animal health, products and markets;
- (xiii) Collaborating with stakeholders in providing veterinary services;
- (xiv) Coordinating veterinary services at ports of entry;
- (xv) Organizing disease search, investigations, monitoring, mapping and outbreak responses;
- (xvi) Carrying out investigations on antimicrobial and acaricidal resistance; liaising with training institutions on training and development of staff, students and interns;
- (xvii) Planning collaborative activities with relevant stakeholders in the animal health sector;
- (xviii) Coordinating inspection of private veterinary practices and input outlets in collaboration with Kenya Veterinary Board;
- (xix) Preparing project proposals for resource mobilization;
- (xx) Planning and coordinating staff management and development;
- (xxi) Preparing and implementing work plans and budgets.

**(b) For appointment to this position a candidate must:-**

- (i) Have at least served as an Assistant Director of Veterinary Services or in a comparable and relevant position in the Public Service for a minimum

- period of three (3) years. Officers who have served in job group N and above for at least six (6) years are eligible to apply;
- (ii) Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
  - (iii) Have a Masters of Science Degree in any of the following discipline; Veterinary Medicine, Veterinary Surgery, Livestock Economic, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;
  - (iv) Registered by Kenya Veterinary Board
  - (v) Have a Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution.
  - (vi) Have a Certificate in computer applications from a recognized institution; and,
  - (vii) Have shown outstanding administrative capability and professional competence required in managing Veterinary Services.

**2. DIRECTOR OF AGRICULTURE - ONE (1) POSITION - Vacancy No. 01/2020/02**

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m. **(Job Group ‘R’)**

Allowances as per the SRC circulars attached to the position.

### **(a) Duties and Responsibilities**

An officer at this level will be answerable to the Chief Officer and will be deployed as Head of Department.

Duties and responsibilities will involve:

- (i) Implementation of the Strategic Plan and objectives of the Department;
- (ii) Handling technical, administrative, human resource, budgetary and assets management issues;
- (iii) Team building and setting performance targets and standards in consultation with the Chief Officer;
- (iv) Addressing stakeholders concerns and instituting operational accountability;
- (v) Incorporating new initiatives into the department's schemes of work;
- (vi) Participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the agricultural sector.
- (vii) Cost effective research to advance County and Sectoral priorities;
- (viii) Modernize and make extension services responsive to customer needs;
- (ix) Update and rationalize technical training;
- (x) Maximize sustainable gains from crop development activities;
- (xi) Devise and apply strategies to maximize value of land and optimize its use for alternative purposes;
- (xii) Promote value addition to agricultural produce, standardization and market linkages; and
- (xiii) Enhance synergies between the County, the Ministry and its State Corporations.

### **(b) For appointment to this position, a candidate must have:-**

- (i) Have at least served as an Assistant Director of Agriculture or in a comparable and relevant position in the Public Service for at least three (3) years. Officers who have served in job group N and above for at least six(6) years are eligible to apply

- (ii) A Master's 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; and
- (iii) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.
- (iv) Have a Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution.
- (v) Have a Certificate in computer applications from a recognized institution; and,
- (vi) Have shown outstanding administrative capability and professional competence.

**3. DIRECTOR OF FISHERIES – ONE (1) POSITION - Vacancy No. 01/2020/03**

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m. **(Job Group 'R')**

Allowances as per the SRC circulars attached to the position.

**(a) Duties and Responsibilities**

An officer at this level will be answerable to the Chief Officer and will be deployed as Head of Department. Duties and responsibilities at this level will entail:

- (i) Implementation of the Strategic Plan and objectives of the Department;
- (ii) Handling technical, administrative, human resource, budgetary and assets management issues;
- (iii) Team building and setting performance targets and standards in consultation with the Chief Officer;
- (iv) Addressing stakeholders concerns and instituting operational accountability;

- (v) Participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the Fisheries Department.
- (vi) Incorporating new initiatives into the department's schemes of work;
- (vii) Initiating and implementing of fisheries policies, programmes and strategies evaluating, monitoring, control and surveillance systems;
- (viii) Monitoring the implementation of regional and international fisheries agreements;
- (ix) Coordinating the strengthening of fisheries extension services;
- (x) Promotion of cooperation between the fisheries sector local and international stakeholders;
- (xi) Implementation of multilateral projects and programmes;
- (xii) Undertaking cost effective research to advance county and sectoral priorities;
- (xiii) Promoting fish marketing and value addition;
- (xiv) Harmonizing fisheries technical training in liaison with relevant institutions; and,
- (xv) Undertaking monitoring and evaluation activities in the department.

**(b) For appointment to this position, a candidate must have:-**

- (i) Served at least as an Assistant Director of Fisheries or in a comparable and relevant position in the Public Service for a minimum period of three (3) years. Officers who have served in job group N and above for at least six(6) years are eligible to apply;
- (ii) Bachelor's degree in any of the following fields;-Fisheries, Zoology, Aquatic Sciences, Natural Resources Management, Biochemistry, Food Sciences and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution;
- (iii) Master's degree in any of the following fields: Biological Sciences, Natural Resources Management, Aquatic Sciences, Biochemistry, Food Science

- and Technology, Environmental Sciences, Physical Science, or any other equivalent and relevant degree from a recognized Institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution;
  - (v) Shown competence in planning and implementation of development, management and research of fisheries projects and programmes;
  - (vi) Certificate in computer applications skills from a recognized Institution;
  - (vii) Knowledge of the Fisheries development and management policies, Fisheries Act and other related Acts and international conventions; and
  - (viii) Shown merit and ability as reflected in work performance and results.

#### **4. DIRECTOR OF LIVESTOCK PRODUCTION – ONE (1) POSITION - Vacancy No. 01/2020/04**

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m      **(Job Group ‘R’)**

Allowances as per the SRC circulars attached to the position.

##### **(a) Duties and Responsibilities**

An officer at this level will be answerable to the Chief Officer and will be deployed as Head of Department. Duties and responsibilities at this level will entail:

- (i) Implementation of the Strategic Plan and objectives of the Department;
- (ii) Handling technical, administrative, human resource, budgetary and assets management issues;
- (iii) Team building and setting performance targets and standards in consultation with the Chief Officer;
- (iv) Addressing stakeholders concerns and instituting operational accountability;
- (v) Participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the Livestock production Department.
- (vi) Incorporating new initiatives into the department’s schemes of work;

- (vii) Coordinating extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;
- (viii) Participating in development of public/private initiatives and overall policy formulation;
- (ix) Preparing technical information in animal production, livestock marketing, range management, apiculture, and ranching;
- (x) Promoting economic livestock farming;
- (xi) Resourcing in technical workshops and seminars;
- (xii) Researching, inventing and advising on livestock production technologies and techniques;
- (xiii) Developing livestock production programmes/projects;
- (xiv) Preparing agribusiness, ranch and farm plans;
- (xv) Establishing linkages with research institutions and other stakeholders on livestock production matters;
- (xvi) Coordinating conservation and utilization of range resources.
- (xvii) Overseeing extension activities;
- (xviii) Overseeing the implementation of livestock information management systems;
- (xix) Coordinating monitoring and evaluation of livestock programmes;

**(b) For appointment to this position, a candidate must have:-**

- (i) Served at least as an Assistant Director of Livestock Production or in a comparable and relevant position in the Public Service for a minimum period of three (3) years. Officers who have served in job group N and above for at least six (6) years are eligible to apply;
- (ii) Bachelors Degree in any of the following disciplines:-Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from recognized institution.



- (iii) Masters degree in any of the following disciplines:- Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less six (6) weeks from a recognized institution;
- (v) Certificate in Computer applications from a recognized institution; and
- (vi) Shown outstanding administrative capability and professional competence required in managing livestock production services

#### **5. VETERINARY OFFICER - FOUR (4) POSITIONS - Vacancy No.**

**01/2020/05**

Basic Salary Scale: Ksh.41, 770 – Ksh.59, 900 p.m **(Job Group ‘L’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

#### **(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:

- (i) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- (ii) Participating in the training of stakeholders in vector control programmes;
- (iii) Treating sick animals;
- (iv) Advising on good veterinary practices;

- (v) Collecting data and preparing reports on animal health, animal products and markets;
- (vi) Providing advice on animal breeding and welfare; and,
- (vii) Undertaking postmortem examination and other diagnostic tests.

**(b) For appointment to this position, a candidate must have:-**

- (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 institution

**6. LEATHER DEVELOPMENT OFFICER – TWO (2) POSITIONS - Vacancy  
No. 01/2020/06**

Basic Salary Scale: Ksh.37, 070 – Ksh.49, 950 p.m **(Job Group ‘K’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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 at this level will entail:

- (i) Monitoring the production trends of leather and leather products;
- (ii) Undertaking relevant training and demonstrations on best practices to stakeholders for production of high quality hides, skins and leather products;

- (iii) Collecting and collating data on hides and skins;
- (iv) Undertaking hides and skins and leather projects activities;
- (v) Undertaking inspection of curing premises and stores for issuance of registration of premises certificate;
- (vi) Monitoring and advising tanners and traders on proper waste disposal from tanneries and hides and skins curing premises.

**(b) For appointment at this position, a candidate must have:**

- (i) Bachelors 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**
- (ii) Bachelors 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
- (iii) Certificate in computer applications from a recognized institution.

**7. ASSISTANT LEATHER DEVELOPMENT OFFICER III – TWO (2)  
POSITIONS - Vacancy No. 01/2020/07**

Basic Salary Scale: Ksh.24,580 – Ksh.32,760 p.m. **(Job Group ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities**

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

- (i) Developing simple tannery layout plans under the guidance of a senior officer;
- (ii) Demonstrating to traders the proper methods of washing, fleshing, trimming, lacing, suspending and preservation of hides and skins;
- (iii) Advising on the salt type, storage and method of application in curing hides and skins;
- (iv) Participating in designing and overseeing the construction of suitable hides and skins premises and stores;
- (v) 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,
- (vi) Demonstrating to skins flayers and traders on the appropriate methods of flaying cleaning, curing and storage of hides and skins.

**(b) For appointment to this position, 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**
- (ii) Diploma in Animal Health or Environmental Resource Management/Science, plus a two years Certificate in Hides and Skins Improvement or Leather Technology; and
  - (iii) Certificate in computer applications from a recognized institution.

**8. ASSISTANT ANIMAL HEALTH OFFICER III - SIX (6) POSITIONS -  
Vacancy No. 01/2020/08**

Basic Salary Scale: Ksh.24, 580 – Ksh.32,760 p.m

**(Job Group ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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:

- (i) Participating in animal health field demonstrations and agricultural shows;
- (ii) Participating in sample collection and dispatch;
- (iii) Inspecting livestock routes;
- (iv) Collecting data and writing technical reports;
- (v) Demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- (vi) Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming;
- (vii) Carrying out simple treatment of animals;
- (viii) Participating in disease search and reporting;
- (ix) Keeping records on animal breeding, animal health, milk production, dipping data and maintaining dairy units.

**(b) For appointment to this position a candidate 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.

**9. ANIMAL HEALTH ASSISTANT II ELEVEN (11) POSITIONS - Vacancy No. 01/2020/09**

Basic Salary Scale: Ksh.21, 500 – Ksh.28,970 p.m **(Job Group ‘G’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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:

- (i) Carrying out simple treatment of animals;
- (ii) Participating in disease search and reporting;
- (iii) Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- (iv) Carrying out vaccination, undertaking closed castration, dehorning, deworming, disbudding, docking, debeaking and hoof trimming.

**(b) For appointment to this position, 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.

**10. AGRICULTURE OFFICER - TEN (10) POSITIONS - Vacancy No. 01/2020/10**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m **(Job Group ‘K’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities**

An officer at this level will be deployed in the division to coordinate activities in either one of the following areas: crop production, land development, agricultural extension or Project Management. Further, duties and responsibilities will entail management of information desks within the division.

**(b) For appointment to this position, a candidate must have;**

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

**11.ASSISTANT AGRICULTURAL OFFICER III – ELEVEN (11) POSITIONS -  
Vacancy No. 01/2020/11**

Basic Salary Scale: Ksh.24, 580 – Ksh.32, 760 p.m. **(Job Group ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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) For appointment to this position, 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) Certificate in computer applications from a recognized institution.

**12.ENGINEER II (AGRICULTURE) – TWO (2) POSITIONS - Vacancy No.  
01/2020/12**

Basic Salary Scale: Ksh.37, 070 – Ksh.49, 950 p.m **(Job Group ‘K’)**

Allowances as per the SRC circulars attached to the position.



Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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) For appointment to this position, a candidate must;**

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

**13.INSPECTOR (AGRICULTURE) – THREE (3) POSITIONS - Vacancy No. 01/2020/13**

Basic Salary Scale: Ksh.24, 580 – Ksh.32,760 p.m. **(Job Group 'H')**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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) For appointment to this position, 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) Certificate in computer applications from a recognized institution.

**14.ASSISTANT LIVESTOCK PRODUCTION OFFICER III - EIGHT (8)  
POSITIONS - Vacancy No. 01/2020/14**

Basic Salary Scale: Ksh.24, 580 – Ksh.32,760 p.m. **(Job Group ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities**

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- (i) Carrying out practical demonstrations 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; and,

(vii) Advising farmers on group formation, construction of farm structures and equipment.

**(b) For appointment to this position, 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.

**15. LIVESTOCK PRODUCTION ASSISTANT II – SIX (6) POSITIONS - Vacancy  
No. 01/2020/15**

Basic Salary Scale: Ksh.21, 500 – Ksh.28, 970 p.m. **(Job Group ‘G’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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:

- (i) Collecting livestock data and information;
- (ii) Accompanying extension teams during farm visits and farmer training;
- (iii) Participating in field days and agricultural shows to disseminate livestock production technologies; and,
- (iv) Carrying out practical demonstrations on livestock production technologies and techniques.

**(b) For appointment to this position, 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

**16. FISHERIES OFFICER – TWO (2) POSITIONS - Vacancy No. 01/2020/16**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m

**Job Group ‘K’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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:

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

**(b) For appointment to this position, a candidate must have:**

- (i) Bachelors degree in any of the following fields; - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, 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.

**17. ASSISTANT FISHERIES OFFICER III – FOUR (4) POSITIONS - Vacancy  
No. 01/2020/17**

Basic Salary Scale: Ksh. 24,580 – Ksh.32, 760 p.m. **(Job Group ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(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:

- (i) Assisting in delivering fisheries extension services including conducting field days and training fishers;
- (ii) Collecting and compiling fisheries statistical data;
- (iii) Participating in fish quality assurance activities, marketing and value addition.

**(b) For appointment to this position, a candidate must have::**

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade of C plain or its equivalent and

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

**18. HUMAN RESOURCE MANAGEMENT ASSISTANT III – TWO (2) POSITIONS - Vacancy No. 01/2020/18**

Basic Salary Scale: Ksh. 24,580 – Ksh.32, 760 p.m **(Job Group ‘H’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) 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.

**(b) For appointment to this position, a candidate must have:**

- (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) Certificate in computer application skills from a recognized institution.

**18. CLERICAL OFFICER II – THIRTY (30) POSITIONS - Vacancy No. 01/2020/19**

Basic Salary Scale: Ksh.16, 890 – Ksh.20800 p.m **(Job Group ‘F’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities**

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the Human Resource Management Unit, general registry, supplies, accounts office or general office services. Specific duties will include:

- (i) Compiling statistical records;
- (ii) Sorting, filing and dispatching letters; discipline, transfers and other related duties in human resource management;
- (iii) Computation of financial or statistical records based on routine or special sources of information;
- (iv) Preparing payment vouchers;
- (v) Compiling data and drafting simple letters.

**(b) For appointment to this position, a candidate must have:**

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- (ii) Certificate in computer application skills from a recognized institution.

**19. OFFICE ADMINISTRATIVE ASSISTANT III – SIX (6) POSITIONS -  
Vacancy No. 01/2020/20**

Basic Salary Scale: Ksh.21,500 – Ksh.28,970 p.m **(Job Group ‘G’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (ii) Document development using office computer software and data processing from manuscripts;
- (iii) Operating office equipment;
- (iv) Ensuring security of office equipment, documents and records;
- (v) Attending to visitors/clients;
- (vi) Handling telephone calls and appointments; and,
- (vii) Undertaking any other office administrative services duties that may be assigned.

**(b) For appointment to this position, 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.)/Computerized Document Processing II;



(b) Business English I /Communication I

(c) Office Practice I;

(d) Commerce I;

**OR**

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

(iv) Certificate in Computer application skills from a recognized institution.

**20. SENIOR SUPPORT STAFF – THIRTY (30) POSITIONS - Vacancy No. 01/2020/21**

Basic Salary Scale: Ksh.14, 610 – Ksh.16,250 p.m **(Job Group ‘D’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities** - As allocated.

**b) For appointment to this position, a candidate must have:**

Kenya Certificate of Education division IV or Kenya Certificate Secondary Examination Grade D (Plain).

**22. DRIVER III – SEVEN (7) POSITIONS - Vacancy No. 01/2020/22**

Basic Salary Scale: Ksh.14, 610 – Ksh.16, 250 p.m **(Job Group ‘D’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

**(a) Duties and Responsibilities**

This is the entry grade into the Driver's. Duties and responsibilities at this level will involve:

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake 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;
- (vi) Safety of the passengers and/or goods therein; and,
- (vii) Maintaining cleanliness of the vehicle.

**(b) For appointment to this position, a candidate must have:**

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution.
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle 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 III;
- (v) Passed Practical Test for Drivers conducted by the respective department
- (vi) A valid Certificate of Good conduct from the Kenya Police; and

(vii) At least two (2) years driving experience.

### **23. PLANT OPERATOR III – TWO (2) POSITIONS - Vacancy No. 01/2020/23**

Basic Salary Scale: Ksh.14, 610 – Ksh.16, 250 p.m **(Job Group ‘D’)**

Allowances as per the SRC circulars attached to the position.

Terms of service: Three (3) years renewable contract subject to satisfactory performance.

#### **(a) Duties and Responsibilities**

This is the entry grade into the plant operator III cadre. Duties and responsibilities at this level will entail:

- (i) Operating machines of “difficulty rating C”;
- (ii) Assisting machine attendants in identifying possible breakdowns;
- (iii) Liaising with mechanics for servicing;
- (iv) Making daily and weekly oil checks; and,
- (v) Maintaining the cleanliness of the plants.

#### **(b) For appointment to this position, 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.

### **How to Apply**

Each application should be accompanied by a Cover Letter, Curriculum Vitae, photocopies of relevant Academic and Professional Certificates/Registration licenses, National Identity Card or Passport, Testimonials and other relevant documents. Nakuru County residents will be required to indicate their sub-county and ward of residence in the Curriculum Vitae.

Each application should be submitted in a sealed envelope with the **POSITION APPLIED FOR CLEARLY MARKED ON THE LEFT SIDE OF THE ENVELOPE** and addressed to:

**THE SECRETARY  
NAKURU COUNTY PUBLIC SERVICE BOARD  
P. O BOX 2870-00200,  
NAKURU**

Applications can be submitted either through post or hand delivered to our offices at the **Provincial Public Works Building, off the Nakuru - Kabarak Road along prisons road – Nakuru**. All applications should be submitted on or before **18<sup>th</sup> March, 2020 by 5.00pm**.

County Government of Nakuru is an equal opportunity employer. Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities are encouraged to apply. **Canvassing in any form will lead to automatic disqualification.**

**Only shortlisted candidates will be contacted.** The shortlisted candidates will be required to provide copies of clearance certificates from the following

institutions as per the requirements of Chapter Six of the Constitution of Kenya 2010.

1. Directorate of Criminal Investigations Department (CID)
2. Higher Education Loans Board (HELB) for graduates only
3. Kenya Revenue Authority (KRA)
4. Ethics and Anti-Corruption Commission (EACC)
5. Approved Credit Reference Bureau-CRB

**Note:** Holders of degrees from Foreign Universities will require clearance from the Commission for University Education.