REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
COUNTY PUBLIC SERVICE BOARD
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P.O. Box 38-20303
Ol'Kalou
NYANDARUA

VACANCIES IN THE COUNTY GOVERNMENT OF NYANDARUA
ADVERT NO: 02/2026

Applications are invited from qualified persons for the positions shown below.

Important Information:

1. Applicants should provide all the details requested in the advertisement. It is an offence to provide incorrect information in the application.
2. Only shortlisted and successful applicants will be contacted.
3. Canvassing in any form will lead to automatic disqualification.
4. Nyandarua County Public Service Board is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.
5. Shortlisted candidates shall be required to produce **originals** of following documents during interviews:

   a) National Identity Card, academic and professional certificates and transcripts;

   and

   b) Commission for University Education (CUE) Recognition/Equation Certificate for degrees, Diplomas or Certificates awarded by foreign universities/Institutions.

6. Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.
7. Successful candidates shall be required to meet the requirements of Chapter Six of the Constitution of Kenya.
8. **Beware of fraudsters soliciting for bribes from the public while masquerading as Board staff. Nyandarua County Public Service Board does not charge any fee for job applications, shortlisting, interviews or appointments.**

Applications should reach the Nyandarua County Public Service Board on or before 1st July, 2026 latest 5.00 p.m. (East African Time)

A) CHIEF OFFICERS POSITIONS

1. CHIEF OFFICER: YOUTH AFFAIRS, SPORTS AND INNOVATION

Terms of Service: Contract.

Duties and Responsibilities:

(i) Reporting to the respective County Executive Committee Member, the Officer shall be the Accounting and Authorized Officer for the Department and shall also be responsible for the following;
(ii) Day-to-day administration and coordination of the respective county department as provided under section 46 of the County Government Act;
(iii) Providing strategic policy direction for effective service delivery within the department;
(iv) Implementing policies and programs within the department;
(v) Developing and implementing strategic plans and sector development goals including performance management;
(vi) Formulating and implementing effective programs to attain Vision 2030;
(vii) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
(viii) Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;
(ix) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
(x) Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

Requirements:

(i) Be a Kenyan citizen;
(ii) Be in possession of a first degree in a relevant field from a university recognized in Kenya;
(iii) Have five (5) years of relevant professional experience;
(iv) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis;
(v) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and understanding of Vision 2030;
(vi) A Master's degree in a relevant field will be an added advantage.

2. CHIEF OFFICER: WATER & SANITATION

Terms of Service: Contract.

Duties and Responsibilities:

(i) Reporting to the respective County Executive Committee Member, the Officer shall be the Accounting and Authorized Officer for the Department and shall also be responsible for the following;
(ii) Day-to-day administration and coordination of the respective county department as provided under section 46 of the County Government Act;

(iii) Providing strategic policy direction for effective service delivery within the department;
(iv) Implementing policies and programs within the department;
(v) Developing and implementing strategic plans and sector development goals including performance management;
(vi) Formulating and implementing effective programs to attain Vision 2030;
(vii) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
(viii) Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;
(ix) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
(x) Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

Requirements:

(i) Be a Kenyan citizen;
(ii) Be in possession of a first degree in a relevant field from a university recognized in Kenya;
(iii) Have ten (10) years of relevant professional experience;
(iv) Have at least five (5) years' experience in a leadership position at a Senior Management level in Public Service or Private Sector Organization;
(v) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis;
(vi) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and understanding of Vision 2030;
(vii) A Master's degree in a relevant field will be an added advantage.

3. CHIEF OFFICER: EDUCATION AND VOCATIONAL TRAINING

Terms of Service: Contract.

Duties and Responsibilities:

(i) Reporting to the respective County Executive Committee Member, the Officer shall be the Accounting and Authorized Officer for the Department and shall also be responsible for the following;
(ii) Day-to-day administration and coordination of the respective county department as provided under section 46 of the County Government Act;
(iii) Providing strategic policy direction for effective service delivery within the department;
(iv) Implementing policies and programs within the department;
(v) Developing and implementing strategic plans and sector development goals including performance management;
(vi) Formulating and implementing effective programs to attain Vision 2030;
(vii) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;

(viii) Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;
(ix) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
(x) Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

Requirements:

(i) Be a Kenyan citizen;
(ii) Be in possession of a first degree in a relevant field from a university recognized in Kenya;
(iii) Have ten (10) years of relevant professional experience;
(iv) Have at least five (5) years' experience in a leadership position at a Senior Management level in Public Service or Private Sector Organization;
(v) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis;
(vi) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and understanding of Vision 2030;
(vii) A Master's degree in a relevant field will be an added advantage.

B) STAFF RECRUITMENT POSITIONS

DEPARTMENT OF HEALTH SERVICES

1. RADIOLOGIST / DEPUTY DIRECTOR - MEDICAL SERVICES, JOB GROUP 'R' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Providing specialized radiology services including X-ray, ultrasound, CT scan, MRI, fluoroscopy, and other imaging procedures;
(ii) Interpreting radiological images and preparing accurate diagnostic reports;
(iii) Advising clinicians on appropriate imaging investigations and patient management;
(iv) Coordinating and supervising radiology services in county health facilities;
(v) Developing and implementing radiology policies, protocols, standards, and procedures;
(vi) Ensuring quality assurance and radiation safety standards are maintained;
(vii) Overseeing proper use, maintenance, and calibration of radiology equipment;
(viii) Participating in procurement planning and specification of radiology equipment and consumables;
(ix) Training, mentoring, and supervising radiology staff, interns, and students;
(x) Participating in clinical audits, morbidity and mortality reviews, and multidisciplinary team meetings;
(xi) Undertaking medico-legal duties including preparation of expert radiology reports;

(xii) Conducting health research and supporting evidence-based medical practice;
(xiii) Preparing work plans, budgets, performance reports, and departmental returns;
(xiv) Ensuring compliance with professional ethics, patient confidentiality, and medical regulations;
(xv) Advising management on improvement of diagnostic imaging services.

Requirements:
(i) Served in the grade of Senior Assistant Director Medical Services / Medical Specialist I or comparable position for at least three years;
(ii) Bachelor of Medicine and Bachelor of Surgery degree from a recognized institution;
(iii) Master's degree in Radiology or Diagnostic Imaging from a recognized institution;
(iv) Registration certificate from the Kenya Medical Practitioners and Dentists Council;
(v) Valid practicing license from KMPDC;
(vi) Specialist recognition in Radiology;
(vii) Demonstrated professional competence and managerial capability;
(viii) Certificate in leadership, management, or strategic leadership will be an added advantage;
(ix) Certificate in computer application skills.

Key Competencies and Skills:
(i) Clinical and diagnostic expertise in radiology;
(ii) Leadership and supervisory skills;
(iii) Policy formulation and implementation skills;
(iv) Analytical and report-writing skills;
(v) Communication and interpersonal skills;
(vi) Integrity and professional ethics;
(vii) Research and data analysis skills;
(viii) Ability to work under pressure and make sound clinical decisions.

2. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES / MEDICAL SPECIALIST I (INTERNIST PHYSICIAN), JOB GROUP 'Q' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Undertake general diagnosis, care, treatment and rehabilitation of medical patients;
(ii) Provide specialized medical clinics, inpatient and critical care services;
(iii) Training, consulting in internal medicine;
(iv) Carrying out medico-legal services;
(v) Undertake health research; and
(vi) Analyze medical data for reports.

Requirements:
(i) Bachelor of Medicine and Bachelor of Surgery from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

(ii) Master's degree in Internal Medicine;
(iii) Certificate of registration by KMPDC;
(iv) Valid practicing license from KMPDC;
(v) Demonstrated professional competence and managerial capability;
(vi) Be computer literate.

3. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES / MEDICAL SPECIALIST I (PSYCHIATRIST), JOB GROUP 'Q' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Undertake general diagnosis, care and treatment of psychiatric patients;
(ii) Provide specialized psychiatric services;
(iii) Training, consulting and performing emergency treatment;
(iv) Carrying out medico-legal services;
(v) Undertake health research; and
(vi) Analyze medical data for reports;

Requirements:

(i) Bachelor of Medicine and Bachelor of Surgery from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
(ii) Master's degree in Psychiatry;
(iii) Certificate of registration by KMPDC;
(iv) Valid practicing license from KMPDC;
(v) Specialist recognition certificate;
(vi) Demonstrated professional competence and managerial capability;
(vii) Be computer literate.

4. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES / MEDICAL SPECIALIST I (GENERAL SURGEON), JOB GROUP 'Q' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Undertake general diagnosis, care, treatment and rehabilitation of surgical patients;
(ii) Carrying out specialized clinical care;
(iii) Training, consulting and performing emergency and elective general surgical operations;
(iv) Carrying out medico-legal services;
(v) Undertake health research; and

(vi) Analyze medical data for reports.

Requirements:

(i) Bachelor of Medicine and Bachelor of Surgery from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
(ii) Master's degree in general surgery;
(iii) Certificate of registration by KMPDC;
(iv) Valid practicing license from KMPDC;
(v) Specialist recognition certificate;
(vi) Demonstrated professional competence and managerial capability;
(vii) Be computer literate.

5. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES / MEDICAL SPECIALIST I (ENT), JOB GROUP 'Q' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Undertake general diagnosis, care and treatment of Ear, Nose, and Throat (ENT) patients;
(ii) Provide specialized otolaryngology services;
(iii) Training, consulting and performing emergency treatment;
(iv) Carrying out medico-legal services;
(v) Undertake health research in ENT diseases, treatment modalities, service delivery models; and
(vi) Analyze medical data for reports.

Requirements:

(i) Bachelor's degree in Medicine and Surgery (MBChB or equivalent) from a recognized institution;
(ii) Master's degree in Otorhinolaryngology (ENT Surgery) or equivalent specialization;
(iii) Professional qualifications;
(iv) Registered and licensed by the relevant medical regulatory body;
(v) Membership in a recognized professional medical association;
(vi) Valid practicing license.

6. REGISTERED CLINICAL OFFICER III, JOB GROUP 'H' - THREE (3) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Taking History, Examining, Diagnosing and Treating Patients;

(ii) Implementing Community Health care activities in liaison with other health workers;
(iii) Guiding and Counselling patients, clients and staff on health issues;
(iv) Sensitizing patients and Clients on preventive and promotive health;
(v) Carrying out Minor surgical procedures as per training and skills;
(vi) Collecting and compiling clinical data;
(vii) Referring patients and clients to appropriate health facilities.

Requirements:

(i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
(ii) Certificate of Registration from the Clinical Officers` Council;
(iii) Certificate in computer application skills from a recognized institution.

7. SENIOR REGISTERED CLINICAL OFFICER III (EMERGENCY AND CRITICAL CARE), JOB GROUP 'L' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Providing community health care services in liaison with other health workers;
(ii) Taking history, examining, diagnosing, treating and managing diseases and conditions of patients in an outpatient or inpatient health facility;
(iii) Sensitizing patients and clients on preventive and promotive health;
(iv) Providing clinical outreach and school health services;
(v) Coaching and mentoring students on attachment;
(vi) Carrying out surgical procedures as per the scope of training;
(vii) Guiding and counseling patients, clients and staff on health issues;
(viii) Preparing medico-legal briefs;
(ix) Leading and organizing health management teams and convening health management committee meetings at level 2 health facilities;
(x) Conducting ward rounds, reviewing and making appropriate referrals.

Requirements:

(i) Served for a period of three (3) years, one of which should have been in the grade of Registered Clinical Officer I or in a comparable position in the Public or Private sector;
(ii) Higher Diploma in Clinical Medicine and any of the following disciplines: Emergency and Critical Care or any other equivalent qualification from a recognized Institution;
(iii) Certificate of Registration from the Clinical Officers' Council;
(iv) Valid professional practice license from the Clinical Officers' Council;
(v) Proficiency in computer applications;
(vi) Shown merit and ability as reflected in work performance and results.

8. SENIOR REGISTERED CLINICAL OFFICER III (PEDIATRIC EMERGENCY AND

CRITICAL CARE), JOB GROUP 'L' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Providing community health care services in liaison with other health workers;
(ii) Taking history, examining, diagnosing, treating and managing diseases and conditions of patients in an outpatient or inpatient health facility;
(iii) Sensitizing patients and clients on preventive and promotive health;
(iv) Providing clinical outreach and school health services;
(v) Coaching and mentoring students on attachment;
(vi) Carrying out surgical procedures as per the scope of training;
(vii) Guiding and counseling patients, clients and staff on health issues;
(viii) Preparing medico-legal briefs;
(ix) Leading and organizing health management teams and convening health management committee meetings at level 2 health facilities;
(x) Conducting ward rounds, reviewing and making appropriate referrals.

Requirements:

(i) Served for a period of three (3) years, one of which should have been in the grade of Registered Clinical Officer I or in a comparable position in the Public or Private sector;
(ii) Higher Diploma in Clinical Medicine and any of the following disciplines: Pediatric Emergency and Critical care or any other equivalent qualification from a recognized Institution;
(iii) Certificate of Registration from the Clinical Officers' Council;
(iv) Valid professional practice license from the Clinical Officers' Council;
(v) Proficiency in computer applications;
(vi) Shown merit and ability as reflected in work performance and results.

9. MEDICAL OFFICER, JOB GROUP 'M' - FIVE (5) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Diagnose, care and treat clients;
(ii) Perform medical and surgical procedures;
(iii) Prepare and respond to emergencies and disasters;
(iv) Participate in management of medicines, medical instruments and equipment;
(v) Provide health education;
(vi) Teach and mentor students.

Requirements:

(i) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
(ii) Successfully Completed one (1) year internship from a recognized institution;
(iii) Registration certificate and valid practicing license from the Kenya Medical Practitioners and Dentists Council;
(iv) Certificate in computer application skills from a recognized institution.

10. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H' - FOUR (4) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Decontaminating working benches;
(ii) Receiving and scrutinizing laboratory requisition forms/specimens;
(iii) Preparing clients for collection of specimens;
(iv) Receiving, collecting, labelling and registering specimens;
(v) Transferring specimens to specific sections for processing and analyses;
(vi) Preparing reagents;
(vii) Examining specimens;
(viii) Writing and recording of results;
(ix) Dispatching the results for clinical management;
(x) Preparing stains;
(xi) Performing blood grouping;
(xii) Issuing blood and blood products to peripheral health facilities;
(xiii) Storing blood products according to their requirements;

Requirements:
(i) Kenya Certificate of Secondary Education (KCSE) Mean grade C (plain), C in English or Kiswahili and Biology/Biological Sciences and Chemistry/Physical Science;
(ii) Have a diploma in Medical Laboratory Sciences from an institution recognized by the Kenya Medical Laboratory Technician and Technologists Board;
(iii) Be registered by Kenya Medical Laboratory Technician and Technologists Board;
(iv) Have a valid practicing license issued by Kenya Medical Laboratory Technician and Technologists Board.

11. REGISTERED NURSE III, JOB GROUP 'H' - THIRTY (30) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Assess patients' health conditions;
(ii) Plan nursing care interventions;
(iii) Implement nursing interventions;
(iv) Evaluate patients' outcomes;

(v) Provide appropriate healthcare services;
(vi) Integrated Management of Childhood Illness (IMCI);
(vii) Immunization;
(viii) Antenatal care and delivery;
(ix) Provide health education to patients, clients, and the community;
(x) Offer counselling based on identified health needs;
(xi) Refer patients and clients appropriately;
(xii) Facilitate patient admissions;
(xiii) Initiate discharge plans;
(xiv) Maintain accurate patient/client records;
(xv) Ensure a tidy and safe clinical environment;
(xvi) Collect and compile health data;

Requirements:

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

12. ENROLLED NURSE III, JOB GROUP 'G' - TEN (10) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Assessing patients and clients and establishing health care needs;
(ii) Planning and implementing nursing care interventions based on patient's / client's health needs;
(iii) Providing appropriate healthcare services, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
(iv) Evaluating healthcare outcomes on patients / clients preparing individualized reports;
(v) Making appropriate discharge plan for patients;
(vi) Conducting assessments of school health needs;
(vii) Planning, implementing interventions and preparing periodic reports;
(viii) Maintaining records on patients/ clients personal and health condition / care;
(ix) Ensuring a tidy and safe clinical environment;
(x) Ensuring safe custody for in -patients belongings;
(xi) Conducting home visits, following up discharge patients/clients and providing continuity of care and treating minor ailments.

Requirements:

(i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse/Midwife from a recognized institution;
(ii) Enrollment Certificate issued by the Nursing Council of Kenya;
(iii) Valid practicing licence from the Nursing Council of Kenya;
(iv) Certificate in computer application skills from a recognized Institution.

13. HEALTH RECORDS INFORMATION AND MANAGEMENT ASSISTANT III, JOB GROUP 'G' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Receives and documents patients at hospital reception;
(ii) Registers and books appointments for patients to clinics;
(iii) Prepares medical records; storing and retrieving documents;
(iv) Captures data from different service points;
(v) Updates bed bureau, editing patient case records;
(vi) Gathering data for daily bed returns;
(vii) Maintaining record safety and confidentiality;
(viii) Storing and retrieving medical records; maintaining master index;
(ix) Balancing daily bed occupancy; updating patient master index;
(x) Directing patients to relevant clinics; scheduling of patients according to the international specialty clinics;
(xi) Assigning codes to diseases and surgical procedures;
(xii) Preparing Health records and reports according to the International Classification of Diseases and Procedures in Medicine.

Requirements:
(i) Diploma in Health Records and Information Technology from a recognized institution;
(ii) Certificate in computer application skills from a recognized institution.

14. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) implementing nutrition programs;
(ii) providing nutrition services in health care facilities;
(iii) conducting nutrition assessments;

(iv) collecting and compiling nutrition data;
(v) providing nutrition health education and demonstrations;
(vi) counseling of patients with specific nutritional needs;
(vii) monitoring preparation of therapeutic feeds;
(viii) implementing outpatient and inpatient supplementary and therapeutic feeding programs;
(ix) promoting maternal, infant and young children feeding programs;
(x) providing micronutrient supplementation.

Requirements:
(i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized Institution;
(ii) Certificate in computer application skills from a recognized institution;
(iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

15. MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture;
(ii) Requisitioning for spare parts and consumables;
(iii) Taking inventory of medical/hospital equipment, furniture and plants; collecting information on medical engineering services for research and reporting; carrying out minor repairs of medical facilities; and implementing medical engineering programs and projects.

Requirements:
(i) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
(ii) Certificate in computer application skills from a recognized institution.

16. PHARMACEUTICAL TECHNOLOGIST III, JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Dispense medicines to patients under the supervision of a senior officer;
(ii) Receive and interpret prescriptions;
(iii) Process and record prescriptions in the pharmacy;
(iv) Pre-pack and re-pack medicines;
(v) Label medicines with correct instructions;

(vi) Counsel patients on how to use their medicines properly;
(vii) Keep and update drug registers and records;
(viii) Carry out monthly stock-taking of drugs and medical devices.

Requirements:

(i) Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized Institution;
(ii) Certificate of enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
(iii) Certificate in computer application skills from a recognized institution.

17. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Sensitizing and advising communities on matters of environmental health;
(ii) Identifying health related environmental health issues;
(iii) Identifying environmental health issues at community level;
(iv) Referring health cases to relevant health facilities;
(v) Immunization;
(vi) Organizing community health days to advise communities on environmental health issues;
(vii) Collecting and maintaining up-to-date records of common public health and environmental health needs of the community;
(viii) Implementing vector, vermin and rodent control measures;
(ix) Implementing integrated mosquito control strategies.

Requirements:

(i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
(ii) Certificate in computer application skills from a recognized institution.

18. ORTHOPAEDIC TRAUMA TECHNICIAN III, JOB GROUP 'G' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Manipulating and reducing fractures and dislocations;
(ii) Fixing and removing casts, bandages to and from patients;
(iii) Correcting Congenital Talipes Equino-Varus (C.T.E.V);
(iv) Participating in the management of minor Orthopaedic and Trauma cases in emergencies and accidents;

(v) Sensitizing and creating awareness on Orthopaedic Trauma conditions to the community;
(vi) Counselling patients/clients on issues regarding Orthopaedic Trauma.

Requirements:
(i) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;
(ii) Certificate in Computer Application skills from a recognized institution;

19. FAREWELL HOME ASSISTANT II, JOB GROUP 'G' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Remove the deceased from the place of death;
(ii) Receive bodies and tag them for proper identification;
(iii) Escort mourners to funeral chapels;
(iv) Organize the reception after the service.

Requirements:
(i) Kenya Certificate of Secondary Education (KCSE) 'D' plain or its equivalent;
(ii) One (1) year work experience in a funeral establishment;
(iii) Membership of a registered funeral professional association;
(iv) Minimum of three months training in Embalming, mortuary science or funeral service;
(v) Proficiency in computer skills.

20. COMMUNITY HEALTH ASSISTANT III, JOB GROUP 'G' - (1 POST)

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Collecting community health related data;
(ii) Maintaining community health unit records;
(iii) Identifying common ailments and minor injuries;
(iv) Responding to health cases and referring to appropriate health facilities;
(v) Identifying household-level health situations through community visits;
(vi) Identifying and sensitizing communities on health interventions;
(vii) Managing community health resource centers;
(viii) Tracing and referring defaulters of health interventions, including children under the age of five years;
(ix) Appropriate health monitoring of children and household members;
(x) Coordinating monthly community meetings and action days.

Requirements:

(i) Diploma in any of the following disciplines: Community Health, Community Health Nursing, Nutrition, Psychology, Environmental Health, Counseling, Social Work, Community Development or any other equivalent qualification from a recognized institution;
(ii) Certificate in Computer Application Skills from a recognized institution.

21. HEALTH ADMINISTRATIVE OFFICER II, JOB GROUP 'J' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Assist in implementation of health administrative policies, strategies, procedures and programs;
(ii) Coordination of catering and housekeeping services;
(iii) Assist in overseeing staff and patient's welfare by ensuring their security;
(iv) Assist in overseeing transport management, utilization and management of stores & equipment, overseeing staff and patients' welfare by ensuring their security; management of the hospital/health institution mortuary;
(v) Provide secretarial and administrative services to various committees and maintenance of health administrative service standards in hospital/health institutions.

Requirements:
(i) Bachelor's Degree in any of the following social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Health Economics or equivalent qualification from a recognized institution;
(ii) Certificate in computer application skills from a recognized institution;
(iii) Membership to Kenya Association of Health Administrators.

22. EMERGENCY MEDICAL TECHNICIAN, JOB GROUP 'G' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Responding promptly to emergency calls and ambulance dispatches;
(ii) Providing basic emergency medical care and first aid to patients;
(iii) Assessing patients' condition and taking vital signs;
(iv) Stabilizing patients before and during transportation;
(v) Safely lifting, handling, and transferring patients;
(vi) Operating and maintaining ambulance equipment and emergency kits;
(vii) Assisting in cardiopulmonary resuscitation and other life-saving procedures;
(viii) Ensuring safe and timely transportation of patients to health facilities;
(ix) Communicating patient conditions to receiving medical teams;
(x) Maintaining accurate patient care records and ambulance reports;

(xi) Ensuring cleanliness, readiness, and restocking of ambulances;
(xii) Observing infection prevention and control procedures;
(xiii) Participating in disaster response, mass casualty management, and emergency drills;
(xiv) Providing health education on basic emergency response and first aid;
(xv) Performing any other relevant duties assigned by the supervisor.

Requirements:

(i) Certificate or Diploma in Emergency Medical Technician, Emergency Medical Care, Paramedic Studies, or equivalent qualification from a recognized institution;
(ii) Valid certification in Basic Life Support;
(iii) Training in First Aid, trauma care, or pre-hospital emergency care;
(iv) Valid driving license will be an added advantage where ambulance operation is required;
(v) Registration or certification by a relevant professional body, where applicable;
(vi) Certificate in computer application skills will be an added advantage.

Key Competencies and Skills:

(i) Emergency response and patient stabilization skills;
(ii) First aid and basic life support skill;
(iii) Good communication and teamwork;
(iv) Ability to remain calm under pressure;
(v) Physical fitness and alertness;
(vi) Integrity, discipline, and compassion;
(vii) Record keeping and reporting skills;
(viii) Knowledge of infection prevention and control procedure.

DEPARTMENT OF AGRICULTURE, AGRIBUSINESS, LIVESTOCK, AND FISHERIES

1. AGRICULTURAL OFFICER (SOIL MANAGEMENT), JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) **Soil Management and Conservation:**
   a) Promote soil conservation practices such as terracing, contour farming, and agroforestry.
   b) Advise farmers on sustainable soil health management practices.
   c) Support the implementation of soil and water conservation programs.

(ii) **Soil Testing and Analysis:**
   a) Coordinate soil sampling and soil testing programs.
   b) Interpret soil analysis results and provide recommendations to farmers.
   c) Promote appropriate fertilizer use based on soil test results.

(iii) **Agricultural Extension Services:**
   a) Provide technical advisory services to farmers on soil management and

crop production.

b) Conduct farmer training and field demonstrations on soil conservation and land management.
c) Promote climate-smart agriculture practices.

(iv) **Land Use and Environmental Management:**
a) Promote sustainable land use planning and soil protection measures.
b) Support programs aimed at preventing land degradation and soil erosion.
c) Collaborate with environmental agencies on land conservation initiatives.

(v) **Capacity Building and Farmer Support:**
a) Train farmer groups, cooperatives, and community organizations on soil fertility management.
b) Support establishment of demonstration farms and learning sites.
c) Promote adoption of modern soil management technologies.

(vi) **Data Collection and Reporting:**
a) Collect and maintain data on soil health status and conservation activities.
b) Prepare periodic reports on soil management programs.
c) Monitor and evaluate soil conservation interventions.

(vii) **Collaboration and Partnerships:**
a) Work with research institutions, NGOs, and development partners on soil management programs.
b) Participate in county agricultural development initiatives.

Requirements:

Academic Qualifications:

(i) Bachelor's Degree in any of the following fields:
a) Soil Science
b) Agronomy
c) Agriculture
d) Land Resource Management
e) Agro- ecosystems and environment management
f) Or any other relevant and equivalent qualification from a recognized institution.

Professional Qualifications:

(i) Registration with the **Kenya Agricultural and Livestock Research Organization (KALRO)** or relevant professional body where applicable will be an added advantage;

Experience:

(i) Relevant work experience in agricultural extension or soil management will be an added advantage;

Skills and Competencies:

(i) Knowledge of soil health management and conservation techniques;
(ii) Ability to interpret soil test results and provide technical advice;
(iii) Good communication and extension skills;
(iv) Knowledge of climate-smart agriculture practices;
(v) Ability to work with farmers, farmer groups, and community organizations;
(vi) Strong analytical and reporting skills;

Personal Attributes:

(i) High level of integrity and professionalism;
(ii) Commitment to sustainable agriculture and environmental conservation;
(iii) Ability to work independently and within a team;
(iv) Good interpersonal and community engagement skills.

2. AGRICULTURAL OFFICER - AGRIBUSINESS, JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Implementation of the agriculture strategic plan, objectives, and policy framework in the sub-county;
(ii) Providing technical support to farmers;
(iii) Coordinating the capacity building of farmers for maximum production;
(iv) Coordination of Crops development and food security, Agri-Nutrition, Engineering, Extension, Research and Training, Agribusiness, and Projects Monitoring and Evaluation;
(v) Implementation of Agricultural projects;
(vi) Participate in project budgeting (Public participation);
(vii) Prudent financial management of project funds;
(viii) Effective and timely execution of extension duties;
(ix) Compilation of field reports;
(x) Participation in assessments and surveys;
(xi) Critical analysis of field reports for decision making;
(xii) Dissemination of reports to other staff and stakeholders;
(xiii) Implement any other relevant county/sub-county activities as may be assigned by the supervisor.

Requirements:

(i) Bachelor of Science (B.Sc.) degree in any of the following fields: General Agriculture, Agriculture & Home Economics, Horticulture, Agriculture Economics, Agribusiness, Agriculture Extension, Agriculture Education & Extension, or any other relevant and equivalent qualification from a recognized institution;
(ii) Computer literate with knowledge of relevant computer packages;
(iii) Good communication skills.

3. ASSISTANT AGRICULTURAL OFFICER III, JOB GROUP 'H' - TEN (10) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Providing training and practical demonstrations to farmers on improved crop production technologies and farming techniques;

(ii) Organizing farm visits, field days, and agricultural demonstrations to disseminate information;
(iii) Collecting and collating agricultural data relating to crop production, gross margins, and market access;
(iv) Preparing periodic field reports and agricultural activity updates for the sub-county officer.

Requirements:

(i) Diploma in any of the following disciplines: Agriculture, food technology, agriculture and home economics, agricultural education, horticulture, or any other relevant equivalent qualification from a recognized institution;
(ii) Computer literate with knowledge of relevant computer packages;
(iii) Good communication skills.

4. ENGINEER II AGRICULTURE, JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Implementing interventions on agricultural land resource management;
(ii) Preparing preliminary designs, specifications, bills of quantities, and tender documents;
(iii) Conducting training and field trials on sustainable agricultural land resource management technologies;
(iv) Conducting training, on-farm trials, demonstrations, and technology transfer in smart agriculture and sustainable land management;
(v) Collecting and collating data for research; and
(vi) Collecting and collating data on agricultural land resources and inventory.

Requirements:

(i) Bachelor of Science degree in any of the following disciplines: Agricultural Engineering, Agriculture and Biosystems Engineering, Agricultural Engineering (soil and water, mechanization/farm power, or structures), or equivalent qualification from a recognized institution;
(ii) Registration by the Engineers Board of Kenya;
(iii) Computer literate with knowledge of relevant computer packages.

5. ENGINEER II - IRRIGATION AND DRAINAGE, JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Participating in the planning, design, development, and implementation of irrigation and drainage projects;

(ii) Carrying out surveys, site assessments, feasibility studies, and technical evaluations for irrigation schemes and drainage systems;
(iii) Preparing engineering drawings, specifications, bills of quantities, cost estimates, and project reports;
(iv) Supervising construction, rehabilitation, and maintenance works for irrigation canals, water pans, dams, pipelines, drainage channels, pumps, and related infrastructure;
(v) Monitoring project implementation to ensure compliance with engineering standards, specifications, environmental requirements, and safety regulations;
(vi) Providing technical support and advisory services to farmers, water user associations, community groups, and other stakeholders on irrigation and water management practices;
(vii) Conducting inspections and assessments of irrigation and drainage facilities and recommending corrective actions where necessary;
(viii) Participating in water conservation, soil erosion control, flood mitigation, and climate resilience initiatives;
(ix) Collecting, compiling, and maintaining technical and operational data related to irrigation and drainage projects;
(x) Assisting in preparation of departmental work plans, budgets, procurement plans, and progress reports;
(xi) Collaborating with National Government agencies, development partners, contractors, consultants, and stakeholders in implementation of irrigation and drainage programs;
(xii) Ensuring proper operation and maintenance of irrigation systems and drainage infrastructure;
(xiii) Participating in community mobilization, public awareness, and capacity-building programs related to irrigation and water resource management;
(xiv) Enforcing adherence to relevant engineering standards, regulations, and environmental guidelines;
(xv) Performing any other lawful duties as may be assigned from time to time.

Requirements:

(i) A Bachelor's degree in any of the following disciplines:
   a) Irrigation Engineering;
   b) Agricultural Engineering;
   c) Water Engineering;
   d) Civil Engineering;
   e) Biosystems Engineering;
   f) Agricultural and Biosystems Engineering; or
   g) Any other relevant and equivalent qualification from a recognized institution.
(ii) Registration with the Engineers Board of Kenya (EBK) as a Graduate Engineer or Professional Engineer where applicable;
(iii) Membership to the Institution of Engineers of Kenya (IEK) where applicable;
(iv) Proficiency in computer applications;
(v) Good analytical, technical, and report writing skills;
(vi) Satisfies the requirements of Chapter Six of the Constitution of Kenya.

Core Competencies and Skills:

(i) Technical and engineering design skills;
(ii) Project management and supervision skills;
(iii) Analytical and problem-solving abilities;
(iv) Communication and interpersonal skills;
(v) Teamwork and stakeholder engagement abilities.

6. ASSISTANT LIVESTOCK PRODUCTION OFFICER III, JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Carrying out practical demonstrations relating to livestock production;
(ii) Accompanying extension teams during farm visits and farmer training; Participating in field days and Agricultural shows to disseminate information on livestock production;
(iii) 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 product samples for analysis; advising farmers on group formation; and
(vii) Construction of farm structures and equipment.

Requirements:

(i) Diploma in any of the following disciplines: - Animal Production; Animal nutrition; Animal Husbandry; Dairy Science and Technology; Animal Health and Production, from a recognized institution;
(ii) Certificate in Computer Applications from a recognized institution;
(iii) Good communication skills.

7. FISHERIES OFFICER, JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Implementing fisheries and aquaculture development programs within the County;
(ii) Providing technical advice and extension services to fish farmers and fishing communities on modern fish farming technologies and sustainable fishing practices;
(iii) Mobilizing and training fish farmers, fisher groups, cooperatives, and community organizations on fisheries management and aquaculture practices;
(iv) Assisting in the establishment, management, and monitoring of fish ponds,

hatcheries, cages, and other aquaculture systems;
(v) Collecting, compiling, analyzing, and maintaining fisheries and aquaculture data and records;
(vi) Monitoring fish breeding, stocking, feeding, harvesting, and disease control activities;
(vii) Participating in surveillance, conservation, and protection of fisheries resources and aquatic ecosystems;
(viii) Assisting in enforcement of fisheries laws, regulations, standards, and policies;
(ix) Conducting public awareness and sensitization programs on fisheries conservation and environmental sustainability;
(x) Supporting fish value addition, marketing, processing, and post-harvest management initiatives;
(xi) Preparing technical reports, work plans, budgets, and progress updates on fisheries programs and activities;
(xii) Collaborating with national government agencies, research institutions, development partners, and stakeholders in fisheries development initiatives;
(xiii) Participating in fisheries exhibitions, field demonstrations, agricultural shows, and stakeholder forums;
(xiv) Performing any other lawful duties as may be assigned from time to time.

Requirements:

(i) A Bachelor's degree in any of the following disciplines:
   a) Fisheries,
   b) Aquaculture,
   c) Fisheries Management,
   d) Marine Sciences.

8. ASSISTANT LIVESTOCK PRODUCTION OFFICER III (DAIRY TECHNOLOGIST), JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Advising farmers on modern dairy husbandry, clean milk production, and value addition techniques;
(ii) Carrying out milk quality tests (organoleptic, alcohol, and lactometer tests) at the farm and collection points;
(iii) Demonstrating new dairy technologies such as machine milking, fodder preservation (silage/hay), and milk processing methods (yogurt, cheese, ghee);
(iv) Collecting and compiling data on milk production, marketing, and departmental dairy projects within the sub-county or ward;
(v) Organizing and facilitating field days and exhibitions for dairy interest groups and cooperatives;
(vi) Assisting in the enforcement of livestock-related legislation concerning dairy products and public health.

Requirements:

(i) A Diploma in any of the following disciplines: Dairy Technology, Livestock Production, Animal Husbandry, or a related equivalent qualification from a recognized institution;
(ii) Proficiency in computer applications (relevant for data entry and reporting);
(iii) Good communication and interpersonal skills, as the role involves heavy interaction with the public and local farmers.

9. LEATHER DEVELOPMENT ASSISTANT III, JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) **Quality Control:** Inspecting and grading hides and skins to ensure they meet required standards for processing;
(ii) **Extension Services:** Advising farmers, butchers, and traders on the best practices for curing and storage of hides and skins to prevent damage;
(iii) **Technical Support:** Assisting in the demonstration of modern flaying and tanning techniques to local stakeholders;
(iv) **Data Management:** Collecting and maintaining records related to leather production, slaughterhouse returns, and licensed premises within the sub-county;
(v) **Licensing:** Assisting in the inspection of premises for the issuance of hides and skins certificates and licenses;
(vi) **Value Addition:** Promoting the local cottage industry by training artisans on basic leather craft and footwear production.

Requirements:

(i) **A Diploma** in any of the following fields: Leather Technology, Footwear Technology, or Hides and Skins Improvement from a recognized institution;
(ii) **Proficiency in Computer Applications** (MS Office Suite).

DEPARTMENT OF EDUCATION, VOCATIONAL TRAINING, CULTURE, GENDER AND SOCIAL PROTECTION

1. YOUTH POLYTECHNIC INSTRUCTOR III (HAIRDRESSING AND BEAUTY THERAPY) JOB GROUP 'H' - FIVE (5) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
Training and Instruction:

(i) Deliver practical and theoretical training in hairdressing and beauty therapy;
(ii) Prepare lesson plans, training materials, and schemes of work;
(iii) Demonstrate professional techniques in hair care, styling, and beauty therapy;

(iv) Guide trainees in practical sessions and monitor their progress;

Curriculum Implementation:

(i) Implement approved vocational training curricula in hairdressing and beauty therapy;
(ii) Ensure training aligns with competency-based training standards;
(iii) Participate in curriculum development and improvement where necessary;

Student Assessment:

(i) Assess trainees through practical and theoretical examinations;
(ii) Provide feedback and guidance to improve trainee performance;
(iii) Maintain accurate records of student attendance and performance;

Skills Development and Mentorship:

(i) Mentor trainees in professional ethics, hygiene, and customer service;
(ii) Encourage creativity and innovation in beauty and hairdressing techniques;
(iii) Guide trainees on entrepreneurship and self-employment opportunities in the beauty industry;

Workshop and Equipment Management:

(i) Ensure proper use and maintenance of training tools and equipment;
(ii) Maintain cleanliness, hygiene, and safety in the training salon;
(iii) Manage inventory of training materials and supplies;

Industry Linkages:

(i) Establish partnerships with beauty salons and industry professionals for attachments and internships;
(ii) Keep updated with emerging trends and technologies in the beauty industry;

Administrative Duties:

(i) Prepare training reports and submit them to the Centre Manager;
(ii) Participate in staff meetings and institutional activities;
(iii) Support the overall objectives of the vocational training center.

Requirements:

Academic Qualifications:

(i) Diploma in Hairdressing and Beauty Therapy or a related field from a recognized institution;
(ii) Possession of a Higher Diploma will be an added advantage;

Professional Qualifications:

(i) Be registered and licensed by the TVET Authority (TVETA) as a trainer;
(ii) Possess a Trainer/Instructor Certificate (Pedagogical Training) from a recognized institution;

Experience:

(i) At least 2 years of practical experience in hairdressing and beauty therapy;
(ii) Experience in teaching or training will be an added advantage;
(iii) Demonstrate good communication and teaching skills;

Skills and Competencies:

(i) Practical skills in hair cutting, styling, braiding, and hair treatment;
(ii) Knowledge of beauty therapy techniques such as skincare, manicure, pedicure, and makeup;

(iii) Good communication and training skills;
(iv) Ability to guide and mentor young trainees;
(v) Knowledge of hygiene, safety, and sanitation standards in the beauty industry;
(vi) Organizational and record-keeping skills;

Personal Attributes:

(i) High level of professionalism and integrity;
(ii) Creativity and passion for beauty and hairdressing;
(iii) Patience and ability to work with learners from diverse backgrounds;
(iv) Commitment to youth empowerment and skills development.

2. YOUTH POLYTECHNIC INSTRUCTOR III (FOOD AND BEVERAGE PRODUCTION), JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

Training and Instruction:

(i) Deliver both theoretical and practical training in food and beverage production.
(ii) Prepare schemes of work, lesson plans, and training materials;
(iii) Demonstrate culinary techniques including food preparation, cooking, baking, and presentation;
(iv) Supervise trainees during practical kitchen sessions;

Curriculum Implementation:

(i) Implement the approved vocational training curriculum in food and beverage production;
(ii) Ensure training aligns with competency-based education and training (CBET) standards;
(iii) Participate in curriculum review and improvement processes;

Student Assessment:

(i) Conduct continuous assessment of trainees through practical and theoretical evaluations;
(ii) Maintain trainee records including attendance, performance, and assessments;
(iii) Prepare trainees for national trade tests and certification;

Skills Development and Mentorship:

(i) Mentor trainees in professional kitchen practices, hygiene, and food safety;
(ii) Instill discipline, teamwork, and customer service skills among trainees;
(iii) Encourage trainees to explore entrepreneurship opportunities in catering and food services;

Kitchen and Equipment Management:

(i) Ensure proper use and maintenance of kitchen tools and training equipment;
(ii) Maintain high standards of hygiene and food safety in the training kitchen;
(iii) Monitor inventory of food supplies and kitchen materials;

Industry Linkages:

(i) Establish partnerships with hotels, restaurants, and catering businesses for trainee

attachments;
(ii) Keep up-to-date with modern culinary trends and hospitality industry standards;

Administrative Duties:

(i) Prepare training reports and submit them to the Centre Manager;
(ii) Participate in institutional meetings and training activities;
(iii) Support the overall objectives of the vocational training center.

Requirements:

Academic Qualifications:

(i) Diploma in Food and Beverage Production, Culinary Arts, Hospitality Management, or a related field from a recognized institution;
(ii) Possession of a Higher Diploma will be an added advantage;

Professional Qualifications:

(i) Be registered and licensed by the TVET Authority (TVETA) as a trainer;
(ii) Possess a Trainer/Instructor Certificate (Pedagogical Training) from a recognized institution;

Experience:

(i) At least two (2) years of practical experience in food and beverage production, catering, or hospitality services;
(ii) Experience in teaching or training will be an added advantage;
(iii) Demonstrate good communication and teaching skills;

Skills and Competencies:

(i) Practical culinary skills including cooking, baking, food presentation, and menu planning;
(ii) Knowledge of food hygiene, sanitation, and safety standards;
(iii) Ability to train and mentor vocational trainees;
(iv) Good communication and instructional skills;
(v) Organizational and record-keeping abilities;
(vi) Knowledge of hospitality industry standards and practices.

Personal Attributes:

(i) High level of integrity and professionalism;
(ii) Passion for hospitality and culinary arts;
(iii) Ability to mentor and motivate young trainees;
(iv) Creativity and innovation in food preparation and presentation;
(v) Commitment to skills development and youth empowerment.

3. YOUTH POLYTECHNIC INSTRUCTOR III (MOTOR VEHICLE MECHANIC), JOB GROUP 'H' - FOUR (4) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

Training and Instruction:

(i) Deliver practical and theoretical training in motor vehicle mechanics and automotive systems;
(ii) Prepare schemes of work, lesson plans, and training materials;
(iii) Demonstrate mechanical repair, servicing, and diagnostic procedures;
(iv) Supervise trainees during practical workshop sessions;

Curriculum Implementation:

(i) Implement the approved vocational training curriculum in motor vehicle mechanics;
(ii) Ensure training follows competency-based education and training (CBET) standards;
(iii) Participate in curriculum review and development activities;

Student Assessment:

(i) Conduct continuous assessments through practical and theoretical tests;
(ii) Maintain trainee records including attendance, performance, and assessments;
(iii) Prepare trainees for national trade tests and technical certification;

Skills Development and Mentorship:

(i) Mentor trainees on professional workshop practices and safety standards;
(ii) Encourage innovation and problem-solving skills in vehicle maintenance;
(iii) Guide trainees on entrepreneurship opportunities in the automotive sector;

Workshop and Equipment Management:

(i) Ensure proper use and maintenance of workshop tools, machinery, and equipment;
(ii) Maintain cleanliness and safety in the training workshop;
(iii) Monitor inventory of mechanical tools and training materials;

Industry Linkages:

(i) Facilitate industrial attachments for trainees in garages, automotive workshops, and transport companies;
(ii) Keep updated with modern automotive technologies and repair techniques;

Administrative Duties:

(i) Prepare training reports and submit them to the Centre Manager;
(ii) Participate in institutional meetings and staff development activities;
(iii) Support the overall objectives of the vocational training center.

Requirements:

Academic Qualifications:

(i) Diploma in Motor Vehicle Mechanics, Automotive Engineering, Mechanical Engineering, or a related field from a recognized institution;
(ii) Possession of a Higher Diploma will be an added advantage;

Professional Qualifications:

(i) Be registered and licensed by the TVET Authority (TVETA) as a trainer;
(ii) Possess a Trainer/Instructor Certificate (Pedagogical Training) from a recognized institution;

Experience:

(i) At least two (2) years of practical experience in motor vehicle repair, servicing, and maintenance;
(ii) Experience in teaching or training will be an added advantage;

(iii) Demonstrate good communication and teaching skills;

Skills and Competencies:

(i) Strong technical skills in vehicle diagnostics, repair, and servicing;
(ii) Knowledge of engine systems, transmission systems, braking systems, and electrical systems;
(iii) Ability to operate mechanical tools and workshop equipment;
(iv) Good communication and training skills;
(v) Ability to mentor trainees and supervise practical sessions;
(vi) Knowledge of occupational safety and workshop safety standards;

Personal Attributes:

(i) High level of integrity and professionalism;
(ii) Passion for technical training and youth skills development;
(iii) Strong problem-solving and analytical skills;
(iv) Ability to work with trainees from diverse backgrounds;
(v) Commitment to quality vocational training;

4. YOUTH POLYTECHNIC INSTRUCTOR III (ELECTRICAL ENGINEERING), JOB GROUP 'H' - FOUR (4) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

Training and Instruction:

(i) Deliver practical and theoretical training in electrical engineering and electrical installation;
(ii) Prepare schemes of work, lesson plans, and instructional materials;
(iii) Demonstrate electrical installation, wiring, testing, and maintenance procedures;
(iv) Supervise trainees during practical electrical workshop sessions;

Curriculum Implementation:

(i) Implement the approved vocational training curriculum in electrical engineering;
(ii) Ensure training aligns with Competency-Based Education and Training (CBET) standards;
(iii) Participate in curriculum review and improvement processes;

Student Assessment:

(i) Conduct continuous assessment of trainees through practical and theoretical examinations;
(ii) Maintain records of trainee attendance, performance, and progress;
(iii) Prepare trainees for national trade tests and certification;

Skills Development and Mentorship:

(i) Mentor trainees on electrical safety standards and professional work ethics;
(ii) Promote innovation and problem-solving skills in electrical engineering;
(iii) Guide trainees on entrepreneurship opportunities in electrical installation and maintenance services;

Workshop and Equipment Management:

(i) Ensure proper use and maintenance of electrical training tools and equipment;
(ii) Maintain safety standards within the electrical training workshop;
(iii) Monitor inventory of electrical components, tools, and materials;

Industry Linkages:

(i) Establish partnerships with electrical contractors, construction companies, and industries for trainee attachments;
(ii) Keep updated with emerging electrical technologies and industry trends;

Administrative Duties:

(i) Prepare training reports and submit them to the Centre Manager;
(ii) Participate in institutional meetings and training programs;
(iii) Support the overall objectives of the vocational training Centre.

Requirements:

Academic Qualifications:

(i) Diploma in Electrical Engineering, Electrical & Electronics Engineering, Electrical Installation, Power Engineering, or a related field from a recognized institution;
(ii) Possession of a Higher Diploma will be an added advantage;

Professional Qualifications:

(i) Be registered and licensed by the TVET Authority (TVETA) as a trainer;
(ii) Possess a Trainer/Instructor Certificate (Pedagogical Training) from a recognized institution;

Experience:

(i) At least two (2) years of practical experience in electrical installation, maintenance, or electrical engineering services;
(ii) Experience in teaching or vocational training will be an added advantage;
(iii) Demonstrate good communication and teaching skills;

Skills and Competencies:

(i) Practical skills in electrical wiring, installation, maintenance, and troubleshooting;
(ii) Knowledge of electrical safety standards and regulations;
(iii) Ability to operate electrical tools and testing equipment;
(iv) Strong instructional and communication skills;
(v) Ability to mentor and supervise trainees;
(vi) Organizational and record-keeping skills;

Personal Attributes:

(i) High level of integrity and professionalism;
(ii) Commitment to technical training and youth empowerment;
(iii) Strong analytical and problem-solving skills;
(iv) Ability to work with trainees from diverse backgrounds;
(v) Commitment to maintaining safety standards.

5. YOUTH POLYTECHNIC INSTRUCTOR III (FASHION DESIGN AND GARMENT MAKING), JOB GROUP 'H' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to

permanent and pensionable.

Duties and Responsibilities:

Training and Instruction:

(i) Deliver practical and theoretical training in fashion design and garment making;
(ii) Prepare schemes of work, lesson plans, and instructional materials;
(iii) Demonstrate techniques in garment construction, pattern drafting, cutting, sewing, and finishing;
(iv) Supervise trainees during practical workshop sessions;

Curriculum Implementation:

(i) Implement the approved vocational training curriculum in fashion design and garment making;
(ii) Ensure training aligns with Competency-Based Education and Training (CBET) standards;
(iii) Participate in curriculum review and development activities;

Student Assessment:

(i) Conduct continuous assessment of trainees through practical and theoretical examinations;
(ii) Maintain records of trainee attendance, progress, and performance;
(iii) Prepare trainees for national trade tests and certification;

Skills Development and Mentorship:

(i) Mentor trainees on professional tailoring practices and garment production techniques;
(ii) Encourage creativity, innovation, and design development among trainees;
(iii) Guide trainees on entrepreneurship opportunities in tailoring, fashion design, and garment production;

Workshop and Equipment Management:

(i) Ensure proper use and maintenance of sewing machines and tailoring equipment;
(ii) Maintain cleanliness and safety in the training workshop;
(iii) Monitor inventory of fabrics, threads, and other training materials;

Industry Linkages:

(i) Establish partnerships with tailoring shops, fashion designers, and garment industries for trainee attachments;
(ii) Keep updated with emerging trends in fashion design and garment technology;

Administrative Duties:

(i) Prepare training reports and submit them to the Centre Manager;
(ii) Participate in institutional meetings and vocational training activities;
(iii) Support the overall objectives of the vocational training center.

Requirements:

Academic Qualifications:

(i) Certificate, Diploma, or Higher Diploma in Fashion Design, Garment Making, Textile Technology, clothing technology or a related field from a recognized institution;
(ii) Possession of a Higher Diploma will be an added advantage;

Professional Qualifications:

(i) Be registered and licensed by the TVET Authority (TVETA) as a trainer;
(ii) Possess a Trainer/Instructor Certificate (Pedagogical Training) from a recognized

institution;

Experience:

(i) At least two (2) years of practical experience in tailoring, garment production, or fashion design;
(ii) Experience in teaching or vocational training will be an added advantage;
(iii) Demonstrate good communication and teaching skills;

Skills and Competencies:

(i) Practical skills in garment construction, pattern drafting, cutting, sewing, and finishing;
(ii) Knowledge of textile materials, fabric selection, and garment design;
(iii) Ability to operate and maintain sewing machines and tailoring equipment;
(iv) Good communication and training skills;
(v) Ability to mentor and guide vocational trainees;
(vi) Organizational and record-keeping skills;

Personal Attributes:

(i) High level of integrity and professionalism;
(ii) Creativity and innovation in fashion design;
(iii) Passion for vocational training and youth empowerment;
(iv) Ability to work with trainees from diverse backgrounds;
(v) Commitment to quality skills training.

6. YOUTH POLYTECHNIC INSTRUCTOR III (BUILDING CONSTRUCTION), JOB GROUP 'H' - THREE (3) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

Training and Instruction:

(i) Deliver both practical and theoretical training in building construction and masonry;
(ii) Prepare schemes of work, lesson plans, and training materials;
(iii) Demonstrate construction techniques including bricklaying, plastering, concrete work, and building maintenance;
(iv) Supervise trainees during practical workshop and construction site training;

Curriculum Implementation:

(i) Implement the approved vocational training curriculum in building construction.
(ii) Ensure training aligns with Competency-Based Education and Training (CBET) standards;
(iii) Participate in curriculum development and review processes;

Student Assessment:

(i) Conduct continuous assessments of trainees through practical and theoretical evaluations;
(ii) Maintain trainee records including attendance, performance, and progress;
(iii) Prepare trainees for national trade tests and technical certification;

Skills Development and Mentorship:

(i) Mentor trainees on professional construction practices and workplace safety;
(ii) Encourage innovation and entrepreneurship in the construction sector;

(iii) Guide trainees on self-employment opportunities in building and construction trades;

Workshop and Equipment Management:

(i) Ensure proper use and maintenance of construction tools and equipment;
(ii) Maintain safety standards in construction training areas and workshops;
(iii) Monitor inventory of training materials including cement, aggregates, tools, and construction equipment;

Industry Linkages:

(i) Facilitate industrial attachments for trainees with construction companies and contractors;
(ii) Establish partnerships with construction professionals and industry stakeholders;

Administrative Duties:

(i) Prepare training reports and submit them to the Centre Manager;
(ii) Participate in institutional meetings and training activities;
(iii) Support the overall objectives of the vocational training center.

Requirements:

Academic Qualifications:

(i) Diploma in Building Construction, Building Technology, Civil Engineering Construction Technology or any related field from a recognized institution;
(ii) Possession of a Higher Diploma will be an added advantage;

Professional Qualifications:

(i) Be registered and licensed by the TVET Authority (TVETA) as a trainer;
(ii) Possess a Trainer/Instructor Certificate (Pedagogical Training) from a recognized institution;

Experience:

(i) At least two (2) years of practical experience in building construction, masonry, or related construction work;
(ii) Experience in vocational training or teaching will be an added advantage;
(iii) Demonstrate good communication in teaching.

Skills and Competencies:

(i) Practical skills in masonry, bricklaying, plastering, and concrete work;
(ii) Knowledge of building construction methods and materials;
(iii) Ability to operate construction tools and equipment;
(iv) Knowledge of occupational health and safety in construction sites;
(v) Good communication and training skills;
(vi) Ability to mentor and supervise trainees;

Personal Attributes:

(i) High level of integrity and professionalism;
(ii) Commitment to vocational skills training and youth empowerment;
(iii) Strong problem-solving and practical demonstration skills;
(iv) Ability to work with trainees from diverse backgrounds;

7. SOCIAL DEVELOPMENT OFFICER, JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Facilitating and monitoring gender mainstreaming, Socio-economic empowerment, Female Genital Mutilation and Sexual and Gender based violence activities;
(ii) Implementing Gender mainstreaming and socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programs and projects;
(iii) Collecting, collating and analyzing data on Female Genital Mutilation and Sexual and Gender Based Violence prevalence;
(iv) Collecting, compiling and analyzing gender-disaggregated data on Ministries/Departments, Counties and Agencies;
(v) Identifying opportunities and documenting practices for upscaling and replication of gender programs;
(vi) Follow-up with gender-based violence victims for the expediency of justice;
(vii) Liaising with organizations handling gender issues; and
(viii) Disseminating information on gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence policies, programs and projects

Requirements:

(i) Bachelor's degree in any of the following disciplines: - Sociology, Anthropology, Social work, Psychology, Community Development, Project Development Studies/Management, Disability Studies, Counselling, Tourism, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution;
(ii) Three (3) years' experience;
(iii) Training in either Gender Studies or Women Empowerment, Gender and Development;
(iv) Certificate in computer application skills from a recognized institution;
(v) Membership to a relevant professional body will be an added advantage;
(vi) Demonstrated merit and ability as reflected in work performance and results**.**

COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE

1. PUBLIC COMMUNICATION OFFICER ASSISTANT III, JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Assisting in collecting and disseminating information on organizational programs, projects, and activities;
(ii) Supporting preparation of communication materials such as press releases, newsletters, briefs, and reports;
(iii) Assisting in organizing public events, exhibitions, press briefings, and media engagements;
(iv) Monitoring media coverage relating to the organization and compiling media reports;
(v) Assisting in maintaining the organization's social media platforms and communication channels;

(vi) Responding to routine public inquiries and facilitating feedback from stakeholders;
(vii) Supporting documentation and publicity of official functions and activities;
(viii) Maintaining records of media coverage and public communication activities;
(ix) Assisting in promoting corporate branding and public awareness initiatives;
(x) Performing any other duties as may be assigned by the supervisor.

Requirements:

Academic Qualifications:

(i) Diploma in any of the following disciplines:
   a) Public Relations;
   b) Mass Communication;
   c) Journalism;
   d) Media Studies;
   e) Communication Studies;
   f) Corporate Communication;
   g) Or any other relevant and equivalent qualification from a recognized institution.

Professional Qualifications:

(i) Membership or eligibility for membership to a relevant professional body such as Public Relations Society of Kenya (PRSK)

Other Requirements:

(i) Proficiency in computer applications;
(ii) Good communication and interpersonal skills.

Key Competencies and Skills:

(i) Good communication and writing skills;
(ii) Media and stakeholder relations skills;
(iii) Digital communication and social media management skills;
(iv) Interpersonal and teamwork skills;
(v) Creativity and innovation;
(vi) Organizational and planning skills.

2. FLEET AND LOGISTICS ASSISTANT III, JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Vehicle Maintenance and Services;
(ii) Ensure that scheduled services for all fleet vehicles are completed on time and in accordance with county policies and approved government procedures;
(iii) Research and verify that service and repair costs are competitive with market prices to ensure cost-effectiveness;
(iv) Monitor and ensure that all contracted repairs are completed satisfactorily and meet quality standards;

Driver Supervision:

(i) Supervise and support all drivers, providing guidance and addressing any driver-related issues that arise;

Compliance and Audits:

(i) Ensure all vehicle repairs and services comply with approved frameworks and safety

standards;
(ii) Conduct monthly vehicle audits to assess operational vehicles and identify any that are grounded or in need of further attention;

Documentation and Reporting:

(i) Maintain accurate records of vehicle services, repairs, and audits to provide transparency and accountability;
(ii) Prepare reports on fleet performance, service costs, and audit findings for management review.

Requirements:

(i) Diploma in Operations and Dispatch, Fleet Management, Logistics, Transport Management or an equivalent qualification from a recognized institution;
(ii) Certificate in computer applications from a recognized institution.

3. SUPPORT STAFF SUPERVISOR, JOB GROUP 'E' - FIVE (5) POSTS

Terms of Service: Permanent and pensionable

Duties and Responsibilities:

(i) Maintaining office cleanliness;
(ii) Messenger duties in the office assigned;
(iii) Undertaking any other duties as assigned.

Requirements:

(i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D or its equivalent qualification from a recognized institution; and

4. SENIOR SUPPORT STAFF, JOB GROUP 'D' - ONE (1) POST

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Maintaining office cleanliness;
(ii) Messenger duties in the office assigned;
(iii) Undertaking any other duties as assigned.

Requirements:

(i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution.

DEPARTMENT OF ROADS, TRANSPORT, PUBLIC WORKS AND ENERGY

1. QUANTITY SURVEYOR I, JOB GROUP 'L' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

Project Cost Planning:

(i) Preparing detailed cost estimates and project budgets for construction and infrastructure projects;

(ii) Preparing Bills of Quantities (BOQs) and other tender documentation;
(iii) Advising on cost implications of architectural and engineering designs;
(iv) Participating in feasibility studies and cost planning for development projects;

Procurement and Tendering:

(i) Preparing tender documents including specifications and cost schedules;
(ii) Participating in tender evaluation committees and procurement processes;
(iii) Advising on contract conditions and procurement requirements;

Contract Administration:

(i) Monitoring compliance with contract terms and conditions;
(ii) Managing variations, claims, and contractual adjustments;
(iii) Preparing and reviewing interim payment certificates for contractors;

Construction Cost Control:

(i) Monitoring project expenditures to ensure adherence to approved budgets;
(ii) Preparing cost reports and financial progress reports for ongoing projects;
(iii) Preparing final accounts for completed projects;

Supervision and Coordination:

(i) Supervising Quantity Surveyors and Assistant Quantity Surveyors;
(ii) Providing technical guidance and mentorship to junior officers;
(iii) Coordinating quantity surveying activities for assigned projects;

Technical Advisory Services:

(i) Advising departments on cost-effective construction methods and materials;
(ii) Ensuring compliance with professional standards and construction cost control practices;

Requirements:

Academic Qualifications

(i) Bachelor's degree in any of the following disciplines:
    a) Quantity Surveying;
    b) Building Economics;
    c) Construction Management;
    d) Or other relevant and equivalent qualifications from a recognized institution.

Experience:

(i) At least six (6) years relevant work experience in quantity surveying, project costing, or contract administration.

Other Requirements:

(i) Proficiency in computer applications;
(ii) Demonstrated professional competence and integrity.

Key Competencies and Skills:

(i) Construction cost planning and financial management skills;
(ii) Contract administration and procurement expertise;
(iii) Analytical and problem-solving skills;
(iv) Leadership and supervisory capability;
(v) Communication and report writing skills.

2. ARCHITECT I, JOB GROUP 'L' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Crafting initial sketch designs and refining them into comprehensive scheme designs. This involves balancing aesthetics with functional spatial requirements;
(ii) Translating approved schemes into detailed construction drawings, schedules, and specifications that contractors can follow on-site;
(iii) Acting as a bridge between the client and the technical team to ensure the final design meets the user's brief, budget, and site constraints;
(iv) Managing the "life" of a project after the contract is signed. This includes site visits, ensuring compliance with drawings, and managing variations or quality control during the construction phase;
(v) Ensuring all designs meet local building codes, zoning regulations, and safety standards.

Requirements:

(i) Bachelor's Degree in Architecture or an equivalent and relevant qualification from a recognized institution;
(ii) Computer literate with knowledge of related computer packages;
(iii) Good communication skills,

3. ARTISAN III (ELECTRICAL), JOB GROUP 'E' - ONE (1) POST

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Conduct general electrical maintenance;
(ii) Install and maintain electrical systems, equipment, and fixtures;
(iii) Replace and repair electrical wiring;
(iv) Identify and test electrical components.;
(v) Maintain and repair electrical systems;
(vi) Install and maintain wires and cables, circuit breakers, and fixtures;
(vii) Inspect electrical systems and components and fixtures;
(viii) Troubleshoot electrical issues.

Requirements:

(i) KCSE mean grade D+ (plus) and above or equivalent;
(ii) Government Trade Test;
(iii) Certificate Grade III in Electrical Technician;
(iv) Computer applications certificate.

4. ENGINEER II ELECTRICAL (SOLAR ENERGY SPECIALIZATION), JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Design of electrical /electronic engineering services in county government building and construction work;
(ii) Repair and maintenance of electrical/electronics in offices, workshops and premises.

Requirements:

(i) Bachelor Degree in Electrical Engineering or equivalent and relevant qualification from recognized institution;
(ii) Registered by the Engineers Board of Kenya as a graduate engineer.

5. ARTISAN III (PLANT MECHANICS), JOB GROUP 'E' - ONE (1) POST

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Inspect, maintain, repair and service of heavy and light plant machinery;
(ii) Diagnosis of general faults in diesel/petrol engines;
(iii) Carry out preventive maintenance to plant machinery;
(iv) Care for maintenance tools of trade and other trade related work as may be assigned.

Requirements:

(i) KCSE mean grade D+ (plus) and above or equivalent;
(ii) National Trade Test Certificate grade I for plant mechanics with a proven practical experience of having served for three (3) years as a mechanic;
(iii) Knowledge in welding will be an added advantage.

6. ARTISAN III (MOTOR VEHICLE MECHANICS), JOB GROUP 'E' - ONE (1) POST

Terms of Service: Permanent and pensionable

Duties and Responsibilities:

(i) Perform routine and preventive maintenance including oil changes and tune ups;
(ii) Perform tests on specific parts and systems to ensure proper functioning;
(iii) Identify mechanical problems either visually or with computer diagnostic equipment;
(iv) Maintain vehicle records by recording service and repairs.

Requirements:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D+(plus) or its equivalent from a recognized institution;
(ii) Motor Vehicle Mechanic National Trade Test Certificate Grade III;
(iii) Knowledge in welding will be an added advantage.

7. ARTISAN III (WELDER), JOB GROUP 'E' - ONE (1) POST

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Duties entail basic welding and maintenance of welding tools;
(ii) Soldering and brazing of copper plates;
(iii) Gas welding and fabrication;
(iv) Performing Mig/arc/spot welding where necessary;
(v) Any other duties that may be assigned from time to time.

Requirements:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its equivalent from a recognized institution;
(ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
(iii) Having NYS certificates will be an added advantage.

8. ARTISAN III (MOTOR VEHICLE ELECTRICIAN), JOB GROUP 'E' - ONE (1) POST

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Installing, repairing, wiring, and maintaining all electrical components found in different vehicles;
(ii) Inspect vehicles and undertake necessary electrical repairs to restore safe and efficient working conditions.

Requirements:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its equivalent from a recognized institution;
(ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

9. ARTISAN III (MECHANIC), JOB GROUP 'F' - ONE (1) POST

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Assisting in repair and servicing of motor vehicles and mechanical equipment;
(ii) Carrying out basic mechanical maintenance tasks;
(iii) Cleaning and maintaining tools and workshop equipment;
(iv) Assisting in installation of mechanical systems and machinery;
(v) Identifying basic mechanical faults and reporting them;
(vi) Ensuring safety standards are observed in the workshop;
(vii) Maintaining records of tools and minor repairs;
(viii) Supporting senior artisans in complex mechanical repairs.

Requirements:

(i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or equivalent qualification;
(ii) Trade Test Grade III in Motor Vehicle Mechanics or equivalent from a recognized institution;
(iii) Demonstrated practical mechanical skills.

DEPARTMENT OF FINANCE, ECONOMIC PLANNING, REVENUE AND ICT

1. INTERNAL AUDITOR III, JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Verifying periodical financial returns that are required to be submitted from time to time such as pending bills returns, expenditure returns, imprest returns and Appropriation - In -Aid Returns, staff returns and vehicles returns etc;
(ii) Ensuring that Government Physical Assets, plant and equipment supplies, stores, e.t.c are appropriately recorded in the relevant register and are kept under safe custody;
(iii) Ensuring that revenue, Appropriate-In-Aid(A-I-A) and other receipts due to the government are collected promptly, banked immediately and accounted for and where revenue collectable is not fixed ensure that pre-audit of the relevant documents is carried out.

Requirements:

(i) Be in possession of CPA Part I or Diploma in Internal Auditing or CIA Part II from a recognized institution.

2. ECONOMIST II / STATISTICIAN II, JOB GROUP 'K' - THREE (3) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Formulation of economic and statistical policies;
(ii) Formulation of development strategies;
(iii) Identification, preparation and evaluation of development projects and programmes and monitoring of their implementation;
(iv) Conducting feasibility studies, determining project viability and setting project priorities;
(v) Collection, collation and analysis of data relating to production and marketing of agricultural/ industrial products;
(vi) Compiling reports on specific assignments;
(vii) Drawing up survey questions and setting up control procedures for receiving returns and taking the necessary actions; and
(viii) Initiation, implementation and appraisal of national, rural or urban development strategies and projects.

Requirements:

(i) Experience of at least two (2) years as an Economist/ Statistician;
(ii) A Bachelor's degree in Economics, Economic Development, Economic Planning, Statistics or any other relevant qualification from a recognized Institution;
(iii) A minimum of an Upper Second-Class Honors Degree in Statistics with appropriate specialization from a recognized Institution; and
(iv) Certificate in computer applications.

3. INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT III, JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Providing first level support to end user devices;
(ii) Carrying out routine checks of ICT equipment;
(iii) Maintaining cleanliness of ICT equipment; and
(iv) Reporting any faults for further action.

Requirements:

(i) Kenya Certificate of Secondary Education mean grade C- (minus) or its approved equivalent;
(ii) Diploma in any of the following fields: Computer Science, Information Technology, Computer Engineering, Business Information Technology, or any other Information Communication Technology related qualification from a recognized institution.

4. SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Implement supply chain policies for the County;
(ii) Adherence to strict compliance with rules of procurement process and supply chain cycle;
(iii) Implement existing supplies regulations, procedures and system;
(iv) Recommend disposal of unserviceable stores and equipment;
(v) Implement procurement manual;
(vi) Prepare procurement plans;
(vii) Source for goods and services;
(viii) Conduct stock control, stock taking and stock audit;
(ix) Implement e-procurement strategies.

Requirements:

(i) Degree in any of the following disciplines - Commerce, Business administration (Supply Chain Management option), Procurement or any other equivalent qualification from a recognized institution;
(ii) Proficiency in computer application skills;
(iii) Membership of a relevant professional body.

5. SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP 'H' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Assisting in preparation and processing of procurement documents;
(ii) Receiving, recording, and filing purchase requisitions from user departments;
(iii) Assisting in sourcing quotations and preparing quotation opening schedules;

(iv) Maintaining procurement records, registers, and files;
(v) Assisting in preparation of local purchase orders and local service orders;
(vi) Receiving, inspecting, and recording goods supplied;
(vii) Issuing stores items to user departments upon approved requisitions;
(viii) Maintaining stores ledgers, bin cards, stock control cards, and inventory records;
(ix) Assisting in stock taking, inventory verification, and preparation of stock reports;
(x) Ensuring proper storage, safety, and custody of stores and supplies;
(xi) Assisting in market surveys and supplier data collection;
(xii) Supporting preparation of procurement plans and periodic reports;
(xiii) Ensuring compliance with procurement procedures, regulations, and guidelines;
(xiv) Updating supplier records and maintaining procurement databases;
(xv) Performing any other relevant duties assigned by the supervisor.

Requirements:

(i) Kenya Certificate of Secondary Education mean grade C- (minus) or its equivalent qualification;
(ii) Diploma in Supply Chain Management, Procurement, Purchasing and Supplies, Stores Management, or equivalent qualification from a recognized institution;
(iii) Membership or registration with the relevant professional body, where applicable, will be an added advantage;
(iv) Certificate in computer applications from a recognized institution.

Key Competencies and Skills:

(i) Basic knowledge of procurement and store procedures;
(ii) Record keeping and filing skills;
(iii) Integrity and accountability;
(iv) Communication and interpersonal skills;
(v) Attention to details;
(vi) Teamwork and reliability;
(vii) Computer literacy;
(viii) Ability to work under minimum supervision.

DEPARTMENT OF WATER, SANITATION, ENVIRONMENT, TOURISM, NATURAL RESOURCES AND CLIMATE CHANGE

1. CHIEF HYDROGEOLOGIST, JOB GROUP 'M' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Carrying out hydro-geological, geo-technical, seismological and geophysical surveys on water projects;
(ii) Mapping, monitoring, and evaluating groundwater;
(iii) Coordinating and administering hydro-geological functions;
(iv) Formulating and reviewing policies on hydro geology;
(v) Developing, implementing, and realizing the division's strategic plans and objectives; and
(vi) Collecting data on hydro-geological, geo-technical and geophysical surveys on water

projects.

Requirements:

(i) Bachelor of Science degree in either, Hydrology, Geology or Geophysics, Geosciences or its relevant and equivalent qualification from a recognized institution;
(ii) Be registered by the Geological Society of Kenya (GSK), Hydrological Society of Kenya, as graduate geologists/ Hydrologist or Geologist Registration Board (GRB);
(iii) Proficiency in computer application skills.

2. ENGINEER II - ELECTRICAL (SOLAR ENERGY), JOB GROUP 'K' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Assisting in the design and implementation of solar energy projects and programs;
(ii) Conducting site assessments and feasibility studies for solar installations;
(iii) Supervising installation and maintenance of solar photovoltaic (PV) systems;
(iv) Monitoring performance and efficiency of solar power systems;
(v) Preparing technical drawings, specifications, and Bills of Quantities (BQs);
(vi) Supporting procurement and inspection of solar equipment and materials;
(vii) Ensuring compliance with energy, electrical, environmental, and safety standards;
(viii) Conducting energy audits and recommending renewable energy solutions;
(ix) Preparing technical reports, work plans, and progress reports;
(x) Supporting community awareness and capacity building on renewable energy technologies;
(xi) Collaborating with contractors, consultants, and stakeholders during project implementation;
(xii) Monitoring project timelines, budgets, and quality standards;
(xiii) Supporting climate change mitigation and green energy initiatives;
(xiv) Maintaining records and databases for solar energy projects and installations.

Requirements:

(i) Bachelor's degree in:
    a) Electrical Engineering;
    b) Renewable Energy Engineering;
    c) Energy Engineering;
    d) Electrical & Electronic Engineering;
    e) Or equivalent qualification from a recognized institution.

Professional Qualifications:

(i) Registration with the Engineers Board of Kenya (EBK) as a Graduate Engineer;
(ii) Membership to the Institution of Engineers of Kenya (IEK) is an added advantage.

Experience:

(i) Relevant experience in solar energy systems, renewable energy projects, or electrical installations is an added advantage.

Competencies:

(i) Knowledge of solar PV systems and renewable energy technologies;
(ii) Technical and analytical skills;

(iii) Project management skills;
(iv) Communication and report writing skills;
(v) Problem-solving and troubleshooting abilities;
(vi) Computer proficiency including engineering software applications;
(vii) Teamwork and interpersonal skills.

3. ENVIRONMENT OFFICER II, JOB GROUP 'J' - TWO (2) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Collect and collate data and information related to environmental conservation and protection;
(ii) Participating in awareness creation and advocacy;
(iii) Field inspections;
(iv) Rehabilitation, restoration and conservation of degraded catchment areas and river basins;
(v) Pollution prevention and control;
(vi) Enforcing compliance with environmental laws, regulations and standards; and
(vii) Conflict resolution.

Requirements:

(i) Bachelor's Degree in any of the following disciplines: Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and Conservation, Environmental Resource Conservation, Environmental Studies and Community Development or any other relevant qualifications from a recognized institution; and
(ii) Certificate in Computer Applications.

DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND DEVOLUTION

1. WARD ADMINISTRATOR II, JOB GROUP 'J' - THREE (3) POSTS

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Identifying and documenting existing networks and linkages with the relevant stakeholders;
(ii) Handling public concerns and issues;
(iii) Identifying community projects in the ward in consultation with stakeholders;
(iv) Monitoring and evaluating community projects;
(v) Coordinating citizen mobilization in development activities;
(vi) Promoting ethics and principles of good governance;
(vii) Analyzing and compiling data on development activities.

Requirements:

(i) Bachelor's Degree in Public Administration/Management or Business Administration/Management or Conflict Management, Public Policy and Governance, Political Science, or Community Development or any other equivalent qualification from a recognized institution;
(ii) Certificate in computer applications.

2. DEPUTY DIRECTOR - HUMAN RESOURCE MANAGEMENT, JOB GROUP 'Q' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Assist in the formulation and implementation of Human Resource policies, procedures, and strategies;
(ii) Coordinate recruitment, selection, appointment, promotion, and staff placement processes;
(iii) Supervise staff performance management and appraisal systems;
(iv) Coordinate training, capacity building, and staff development programs;
(v) Oversee employee relations, discipline, and grievance handling mechanisms;
(vi) Ensure proper administration of staff records, payroll inputs, leave, and benefits;
(vii) Advise management on Human Resource matters and labor laws;
(viii) Coordinate implementation of public service regulations, policies, and guidelines;
(ix) Prepare departmental work plans, budgets, and reports;
(x) Supervise and evaluate performance of officers under the department;
(xi) Promote ethical standards, teamwork, and good corporate culture within the organization.

Requirements:

(i) Bachelor's Degree in Human Resource Management, Public Administration, Business Administration, Commerce, or related field from a recognized institution;
(ii) A Master's Degree in a relevant field will be an added advantage;
(iii) Membership to the Institute of Human Resource Management (IHRM) or relevant professional body;
(iv) Minimum relevant work experience in Human Resource Management, as prescribed in the applicable scheme of service;
(v) Demonstrated managerial, administrative, and leadership competence;
(vi) Proficiency in computer applications;
(vii) Fulfillment of the requirements of Chapter Six of the Constitution of Kenya.

Key Competencies and Skills:

(i) Leadership and supervisory skills;
(ii) Communication and interpersonal skills;
(iii) Organizational and planning skills;
(iv) Decision-making and problem-solving skills;
(v) Integrity and professionalism;
(vi) Report writing and analytical skills.

DEPARTMENT OF FINANCE, ECONOMIC PLANNING, REVENUE AND ICT

1. ASSISTANT REVENUE OFFICER III, JOB GROUP 'H' - TEN (10) POSTS

Terms of Service: Two (2) year contract.

Duties and Responsibilities:

(i) Assist in the day-to-day operations of the revenue accounting team;
(ii) Support the accurate recording of revenue transactions in compliance with the county policies;
(iii) Assist in reviewing contracts and agreements to ensure proper revenue recognition;
(iv) Collaborate with cross-functional teams to resolve revenue-related issues;
(v) Assist in monitoring key revenue metrics and preparing analysis for management;
(vi) Support revenue forecasting and budgeting processes;
(vii) Assist with internal and external audit requests related to revenue;
(viii) Contribute to process improvement initiatives to enhance efficiency and accuracy;
(ix) Provide administrative support to the revenue accounting team as needed.

Requirements:

(i) Diploma in accounting, finance, Business Management or related field. CPA or relevant certification preferred;
(ii) Relevant experience in revenue collection, finance, accounting or public administration will be an added advantage
(iii) Strong understanding of revenue collection principles;
(iv) Experience working with cross-functional teams and managing complex revenue transactions;
(v) Excellent analytical and problem-solving skills;
(vi) Proficiency in accounting software and Microsoft Excel;
(vii) Strong communication and interpersonal skills;
(viii) Ability to prioritize and manage multiple tasks in a fast-paced environment;
(ix) Detail-oriented with a high level of accuracy;
(x) Experience in public sector revenue administration will be an added advantage.

2. REVENUE ASSISTANT III, JOB GROUP 'D' - FIVE (5) POSTS

Terms of Service: Permanent and pensionable.

Duties and Responsibilities:

(i) Provide administrative support to the revenue accounting team, including data entry, filing, and document management;
(ii) Assist in maintaining accurate and up-to-date records of revenue transactions;
(iii) Support the preparation of invoices, receipts, and other revenue-related documents;
(iv) Assist in resolving customer inquiries related to billing and revenue;
(v) Collaborate with team members to ensure timely and accurate processing of revenue transactions;
(vi) Assist in generating reports and analysis related to revenue performance;
(vii) Contribute to process improvement initiatives to streamline revenue-related processes;
(viii) Assist with ad-hoc projects and tasks as assigned by the revenue accounting team.

Requirements:

(i) Secondary school with grade D (plain) and above; additional education in accounting or finance is a plus. Post-secondary certificate will be an added advantage;
(ii) Previous experience in a clerical or administrative support role preferred;
(iii) Proficiency in Microsoft Office suite, particularly Excel and Word. will be an added advantage;
(iv) Strong organizational skills and attention to detail;
(v) Excellent communication and interpersonal skills;
(vi) Ability to work effectively in a team environment;
(vii) Proactive and willing to take on new tasks and responsibilities;
(viii) Ability to maintain confidentiality of sensitive information;
(ix) Eagerness to learn and develop skills in finance and accounting.

3. REVENUE OFFICER II, JOB GROUP 'J' - FIVE (5) POSTS

Terms of Service: Two (2) year contract.

Duties and Responsibilities:

(i) Oversee the day-to-day operations of the revenue accounting team;
(ii) Ensure accurate and timely recording of revenue transactions in accordance with county policies;
(iii) Develop and implement revenue recognition policies and procedures;
(iv) Review contracts and agreements to ensure proper revenue recognition;
(v) Work closely with administration and Enforcement teams to resolve revenue-related issues;
(vi) Monitor key revenue metrics and provide analysis to senior management;
(vii) Lead revenue forecasting and budgeting processes;
(viii) Collaborate with external auditors during quarterly and year-end audits;
(ix) Identify and implement process improvements to enhance efficiency and accuracy;
(x) Mentor and train junior staff members within the revenue accounting team.

Requirements:

(i) Bachelor's degree in Accounting, Finance, Business Management or related field;
(ii) Relevant experience in finance, accounting, revenue administration or public administration;
(iii) Basic understanding of revenue recognition principles and accounting standards;
(iv) Proficiency in Microsoft Excel and accounting software;
(v) Strong analytical and problem-solving skills;
(vi) Excellent organizational and time management skills;
(vii) Detail-oriented with a high level of accuracy;
(viii) Strong communication and interpersonal skills;
(ix) Ability to work effectively in a team environment;
(x) Eagerness to learn and develop skills in revenue accounting.

DEPARTMENT OF TRADE, INDUSTRIALIZATION, COOPERATIVE DEVELOPMENT AND PARTNERSHIP

1. TRADE DEVELOPMENT OFFICER II, JOB GROUP 'J' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Assisting in the implementation of trade development policies, programmes, and projects within the County;
(ii) Collecting and analyzing trade-related data and preparing reports;
(iii) Assisting in the promotion of local and international trade opportunities;
(iv) Participating in market surveys, trade exhibitions, and investment forums;
(v) Supporting the development and management of markets and trading centers;
(vi) Assisting in monitoring compliance with trade regulations and standards;
(vii) Providing advisory services to traders, business groups, and SMEs on trade practices and opportunities;
(viii) Assisting in mobilization and sensitization of traders on government programmes and initiatives;
(ix) Maintaining records and preparing periodic progress reports;
(x) Performing any other duties as may be assigned from time to time.

Requirements:

(i) A Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Economics, Entrepreneurship, Marketing, Cooperative Management, or any other relevant and equivalent qualification from a recognized institution.
(ii) Proficiency in computer applications;
(iii) Good communication and interpersonal skills.

2. CHIEF COOPERATIVE OFFICER, JOB GROUP 'M' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:

(i) Coordinating cooperative development or SACCO activities, programmes, and projects;
(ii) Supervising, mentoring, and appraising cooperative officers and support staff in cooperative and SACCO related activities;
(iii) Advising cooperative societies and SACCOs on governance, administration, financial management, and compliance with cooperative laws and regulations;
(iv) Providing guidance, support, and oversight to SACCO societies to ensure prudent management, operational efficiency, and sustainability;
(v) Facilitating registration, inquiry, inspection, liquidation, and dissolution of cooperative societies and SACCOs in accordance with the law;
(vi) Monitoring and evaluating the performance of cooperative societies and SACCOs and preparing appropriate reports;
(vii) Promoting cooperative education, training, and capacity building for members, management committees, and staff of cooperative societies and SACCOs;
(viii) Assisting cooperative societies and SACCOs in developing strategic plans, business plans, and investment initiatives;
(ix) Coordinating dispute resolution and arbitration within cooperative societies and SACCOs;

(x) Ensuring compliance with the Cooperative Societies Act, SACCO regulations, and other relevant legal frameworks;
(xi) Mobilizing communities and stakeholders to form viable cooperative societies and SACCOs;
(xii) Promoting savings mobilization, financial inclusion, and access to affordable credit through cooperative movements and SACCOs;
(xiii) Coordinating audits, inspections, and investigations of cooperative societies and SACCOs where necessary;
(xiv) Preparing departmental work plans, budgets, policy briefs, and periodic progress reports;
(xv) Liaising with national government agencies, development partners, financial institutions, and other stakeholders on cooperative development matters;
(xvi) Facilitating digitization and modernization of cooperative and SACCO operations and record management systems;
(xvii) Promoting good corporate governance, accountability, transparency, and ethical practices within cooperative societies and SACCOs;
(xviii) Performing any other duties as may be assigned from time to time.

Requirements:
(i) Served in the grade of Senior Cooperative Development Officer or in a comparable and relevant position in the public service for a minimum period of four (4) years; or
(ii) Held senior management position in cooperative or SACCO related organization;
(iii) A Bachelor's degree in any of the following disciplines: Cooperative Management, Commerce, Business Administration, Economics, Agriculture, Sociology, Finance, or any other relevant and equivalent qualification from a recognized institution;
(iv) Demonstrated professional competence and managerial capability;
(v) Proficiency in computer applications.

3. COOPERATIVE AUDITOR II, JOB GROUP 'J' - ONE (1) POST

Terms of Service: Five (5) year renewable contract with a provision to translate to permanent and pensionable.

Duties and Responsibilities:
(i) Assisting in auditing cooperative societies' books of accounts and financial records;
(ii) Verifying financial statements, records, and supporting documents for accuracy and compliance;
(iii) Assisting in identifying financial irregularities and preparing audit observations;
(iv) Preparing draft audit reports for cooperative societies;
(v) Assisting in conducting inspections and inquiries into cooperative societies;
(vi) Ensuring compliance with the Cooperative Societies Act, audit regulations, and accounting standards;
(vii) Maintaining audit working papers and records;
(viii) Assisting in follow-up of audit recommendations and corrective actions;
(ix) Participating in training and sensitization of cooperative officials on financial management practices;

(x) Performing any other duties as may be assigned from time to time.

Requirements:

(i) A Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), Economics, or any other relevant and equivalent qualification from a recognized institution;

OR

(ii) Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification;

(iii) Proficiency in computer applications.

Secretary/CEO
County Public Service Board
Nyandarua County Government