

# COUNTY GOVERNMENT OF LAIKIPIA



## COUNTY PUBLIC SERVICE BOARD

P.O. Box 52-20300

**NYAHURURU**

[cpsb@laikipiacounty.go.ke](mailto:cpsb@laikipiacounty.go.ke)

Cell phone: 0715052052

## **INTERNAL ADVERTISEMENT FOR VACANT POSTS**

Laikipia County Public Service Board wishes to invite applications from **only suitably qualified Serving Officers** of the County Government of Laikipia for the following vacant positions within the County Public Service:-

### **DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES**

1. Chief Agricultural Officer (Job Group 'M') - Five (5) posts
2. Senior Fisheries Assistant (Job Group 'J') – One(1) post

### **DEPARTMENT OF FINANCE, PLANNING & COUNTY DEVELOPMENT**

1. Supply Chain Management Assistant II (Job Group 'J') – One(1) post
2. Senior Economist II/Senior Statistician II (Job Group 'M') – One(1) post

### **DEPARTMENT OF EDUCATION, SOCIAL DEVELOPMENT & ICT**

1. Principal Information Communication Technology Officer (Job Group 'N') – One(1) post

### **DEPARTMENT OF TOURISM, TRADE & COOPERATIVES**

1. Chief Assistant Cooperative Officer (Job Group 'M') – One(1) post
2. Chief Cooperative Officer (Job Group 'M') – One(1) post

### **DEPARTMENT OF WATER, ENVIRONMENT & NATURAL RESOURCES**

1. Chief Superintendent-Water and Sewerage (Job Group 'M') – Two(2) posts
2. Senior Superintendent-Water and Sewerage (Job Group 'L') – One(1) post

### **DEPARTMENT OF COUNTY ADMINISTRATION & PUBLIC SERVICE**

1. Senior Office Administrative Assistant (Job Group 'K') – One(1) post

### **DEPARTMENT OF INFRASTRUCTURE, LANDS AND URBAN DEVELOPMENT**

1. Principal Driver (Job Group 'J')- Two (2) Posts

**DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH**

1. Senior Medical Engineering Technician (Job Group 'K')- One (1) Post

For further details on job descriptions and requirements please visit our website:

[www.laikipiacounty.go.ke](http://www.laikipiacounty.go.ke)

Applications complete with a detailed resume, copies of certificates and Testimonials should be sent **through the respective Chief Officers** to:

**THE CEO/SECRETARY  
LAIKIPIA COUNTY PUBLIC SERVICE BOARD  
NYAHURURU TOWNHALL  
P O BOX 52-20300  
NYAHURURU**

Applications may also be hand delivered and dropped in the Job Applications Box at the County Public Service Board Offices, Nyahururu Town Hall on or before **Friday, 16<sup>th</sup> June, 2017**.

*Laikipia County Public Service Board is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.*

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## **INTERNAL ADVERTISEMENT FOR VACANT POSTS**

Laikipia County Public Service Board wishes to invite applications from **suitably qualified Serving officers** of the County Government of Laikipia for the following vacant positions within the County Public Service:-

### **VACANCIES IN THE DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES**

#### **1) CHIEF AGRICULTURAL OFFICER (JOB GROUP 'M')**

**NUMBER OF VACANCIES: FIVE (5)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:** KSH. 41,590x2,070-43,660x2,220-45,880x2,310-48,190x2,400-50,590x2,550-53,140x2,700-55,840 p.m.

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

An officer at this level will be deployed as head of a division, as a Subject Matter Specialist in a sub-county or as head of an Agricultural Training Centre (ATC). Specific duties in the division will involve coordination of all agricultural services in an administrative division. Duties as a Subcounty/Ward Subject Matter Specialist (SMS) will entail coordination of any of the following programmes: Gender and Home Management; Land Development and Environment Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training; or Promotion and Development of Agribusiness activities. As the head of an Agricultural Training Centre, the officer will be responsible for the overall administration and management of the center.

#### **(b) Requirement for Appointment**

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

- (i) Served in the grade of Senior Agricultural Officer, or in a comparable and relevant position in the Public Service for at least three (3) years;

- (ii) Attended a management course lasting not less than (4) weeks from a recognized institution; and
- (iii) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

## **2) SENIOR FISHERIES ASSISTANT (JOB GROUP 'J')**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY: KSH. 24,662x1,233-25,895x1,285-27,180x1,340-28,520x1,398-29,918p.m**

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

Duties and responsibilities at this level will entail:- providing fisheries extension services; collecting fisheries data; maintaining fish farms and hatcheries; compiling and analysing data; participating in monitoring and, control and surveillance of fisheries resources; ensuring hygienic fish handling at landing sites; markets and farms; undertaking elementary examination for fish infection and signs of water pollution; compiling monthly reports; and promoting fish marketing and value addition.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

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

## **VACANCIES IN THE DEPARTMENT OF FINANCE, PLANNING & COUNTY DEVELOPMENT**

### **1) SUPPLY CHAIN MANAGEMENT ASSISTANT II (JOB GROUP 'J')**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:KSH.24,662x1,233-25,895x1,285-27,180x1,340-28,520x1,398-29,918 p.m.**

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

An officer at this level will be deployed in specialized areas such as warehousing, distribution, stock control, logistics or market survey. The officer will assist in the preparation of annual procurement plans and Supply Chain Management reports.

### **(b) Requirements for Appointment**

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

- (i) served in the grade of Supply Chain Management Assistant III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years ;
- (ii) Diploma, Foundation Stage or its equivalent qualification from a recognised institution; and
- (iii) Shown merit and ability as reflected in work performance and results

**2) SENIOR ECONOMIST II/SENIOR STATISTICIAN II (JOB GROUP ‘M’)**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:**KSH.41,590x2,070-43,660X2,220-45,880X2,310-48,190X2,400-50,590x2,550-53,140x2,700-55,840 p.m.

**(a) Duties and Responsibilities**

Work at this level involves heading a Planning Division in a County Department or in the Department responsible for County Economic Planning and Development; carrying out more specialized and complex economic planning/statistical analyses; supervising and co-ordinating the activities of staff under him/her; and heading a Planning and Project Monitoring Unit in a Subcounty/County planning and project monitoring unit.

**(b) Requirements for Appointment**

For appointment to the grade of Senior Economist II/Senior Statistician II, an officer must have:-

- (i) Served in the grade of Economist I/Statistician I, for at least three (3) years
- (ii) Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level; and
- (iii) Show merit and ability as reflected in work performance and result

**VACANCIES IN THE DEPARTMENT OF EDUCATION, SOCIAL DEVELOPMENT & ICT**

**1) PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER (JOB GROUP ‘N’)**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:**KSH.48,190x2,400-50,590x1,550–53,140x2,700–55,840x3,000–58,840x3,150-61,990x3,300-65,290 p.m.

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will involve systems development, implementation and allocation; coordinating systems development, implementation and maintenance; carrying out feasibility studies; preparing progress reports of the systems development; evaluating systems and ensuring adherence to established ICT Standards; training and preparing staff performance reports; planning, monitoring and evaluating programs/activities with Information Communication Technology Divisions/Units; ensuring adherence to Information Communication Technology standards; liaising with user departments to ensure

effective maintenance of Information Communication Technology equipment; reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Chief Information Communication Technology Officer for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;

**OR**

- (ii) Served in the Public Service for a period of not less than twelve years (12) years, Three (3) of which should be at the grade of Senior Information Communication Technology Officer or in a comparable and relevant position
- (iii) A Bachelor's degree in any of the following fields: Computer Science/Information Communication Technology, Electrical/Electronics Engineering, Economics, Commerce, Mathematics, Statistics, Physics or other ICT related disciplines with a basis in Computer Science from a recognized institution.
- (iv) Attended Management Course lasting not less than four (4) weeks from a recognized institution;

**OR**

- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- (v) Demonstrated professional ability, initiative and competence in organizing and directing work

**VACANCIES IN THE DEPARTMENT OF TRADE, TOURISM & CO-OPERATIVES**

**1) CHIEF ASSISTANT CO-OPERATIVE OFFICER (JOB GROUP 'M')**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:KSH.41,590x2,070-43,660X2,220-45,880X2,310-48,190X2,400-50,590x2,550-53,140x2,700-55,840 p.m.**

**(a) Duties and Responsibilities**

An officer at this level may be deployed as a subject matter specialist to perform services relating to co-operative development projects and programmes. Specific duties and responsibilities will entail:- promoting co-operative societies; advising on co-operative investments; overseeing co-operative elections; collecting data on potential areas for analysis and policy formulation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities and trends for promoting the co-operatives movement.

**(b) Requirements for Appointment**

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

- i) Served in the grade of Senior Assistant Co-operative Officer for a minimum period of three (3) years ;

- ii) Diploma in any of the following disciplines:- Co-operative Management, Marketing or Finance from a recognized institution;
- iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv) Certificate in computer applications from a recognized institution; and
- v) Demonstrated merit and shown ability as reflected in work performance and results.

**2) CHIEF CO-OPERATIVE OFFICER (JOB GROUP 'M')**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:**KSH.41,590x2,070-43,660X2,220-45,880X2,310-48,190X2,400-50,590x2,550-53,140x2,700-55,840 p.m.

**(a) Duties and Responsibilities**

An officer at this level may be deployed as a subject matter specialist to perform services relating to co-operative development projects and programmes. Specific duties entail:- promoting co-operative societies: advising on co-operative investments; overseeing co-operative elections; collecting; analyzing data for policy formulation; enforcing compliance with co-operative legislation; developing and monitoring work plans for co-operative extension services; overseeing co-operative activities in several co-operative societies; and evaluating co-operative activities and trends for promoting the co-operatives movement.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Co-operative Office for a minimum period of three (3) years ;
- (ii) Bachelor degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and organization development, Finance or agri-business from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and shown ability as reflected in work performance and results.

**VACANCIES IN THE DEPARTMENT OF WATER, ENVIRONMENT & NATURAL RESOURCES**

**1) CHIEF SUPERINTENDENT(WATER & SEWERAGE) (JOB GROUP 'M')**

**NUMBER OF VACANCIES: TWO (2)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:**KSH.41,590x2,070-43,660X2,220-45,880X2,310-48,190X2,400-50,590x2,550-53,140x2,700-55,840 p.m.

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:- ensuring availability of requirements for the operations and maintenance of water supply; preparing bill of quantities for water projects; checking the adherence to specification and standards; supervising complex water works; preparing water supply and sewerage programmes and ensuring that work is progressing on schedule.

**(b) Requirements for Appointment**

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

- i) Served in the grade of Senior Superintendent( Water & Sewerage) for a minimum period of three (3) years ;
- ii) Three(3) years certificate in Technical Training from a recognized institution;  
**OR**  
Diploma in either Water Supply Technology or Water Engineering from a recognized institution;
- iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv) Certificate in computer applications from a recognized institution; and
- v) Demonstrated merit and shown ability as reflected in work performance and results

**2) SENIOR SUPERINTENDENT(WATER & SEWERAGE) (JOB GROUP ‘L’)**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:**KSH.35,910x,1,800-37,710X1,890-39,600X1,990-41,590X2,070-43,660x2,220-45,880 p.m.

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: - coordinating water supplies and sewerage work; ensuring availability of requirements for the operations and maintenance of water supplies; compiling reports; and undertaking technical evaluation of tenders for water and sewerage inputs.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Superintendent( Water & Sewerage) for a minimum period of three (3) years ;
- (ii) Three(3) years certificate in Technical Training from a recognized institution;  
**OR**  
Diploma in either Water Supply Technology or Water Engineering from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and shown ability as reflected in work performance and results



## **VACANCIES IN THE DEPARTMENT OF COUNTY ADMINISTRATION & PUBLIC SERVICE**

### **1) SENIOR OFFICE ADMINISTRATIVE ASSISTANT (JOB GROUP 'K')**

**NUMBER OF VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:** KSH. 31,020x1,560-32,580x1,620-34,200x1,700-35,910x1800-37,710x1980-39,600x1,990-41,590p.m

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

Duties and responsibilities at this level will entail:- taking oral dictation; word and data processing; managing e-office; operating office equipment; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

#### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have ;

- i) Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
  - ii) Business Education Single and Group Certificates(BES & GC) from Kenya National Examinations Council(KNEC)
    - a. Typewriting III (50 w.p.m)/ \Computerised Document Processing III;
    - b. Shorthand II (80 w.p.m)
    - c. Business English II/Communications I
    - d. Office Practice II
    - e. Secretarial Duties II
    - f. Commerce II
    - g. Office Management III/Office Administration and Management III
- OR**
- Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
- iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
  - iv) Certificate in computer application from a recognised institution, and;
  - v) Shown merit and ability as reflected in work performance and results

## **VACANCIES IN THE DEPARTMENT OF INFRASTRUCTURE, LANDS AND URBAN DEVELOPMENT**

### **1) PRINCIPAL DRIVER (JOB GROUP 'J')**

**VACANCIES: TWO (2)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:** KSH. 24,662x1,233-25,895x1,285-27,180x1,340-28,520x1,398-29,918 p.m.

**(a)Duties and Responsibilities**

This is the highest grade in this cadre. Duties and responsibilities will involve driving the assigned vehicle; carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake system e.t.c ; detecting and reporting malfunctioning of the vehicle systems; maintenance of the work ticket (s) for vehicle (s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle (s). In addition, the officer may be required to supervise and guide staff working under him/her in a small transport unit.

**(b)Requirements for Appointment**

**For appointment to this grade, a candidate must have**

- i. Served in the grade of Chief Driver for a minimum period of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers
- iii. A valid driving license free from any current endorsement (s) for class (es) of vehicle (s)the officer is required to drive;
- iv. Defensive Driving Certificate from Automobile Association (AA) of Kenya or its equivalent qualification from a recognised institution;
- v. Attended a Refresher Course for Drivers not lasting less than one (1) week within every three (3) years at Kenya Institute of Highway and building Technology (KIHBT) or any other recognized institution;
- vi. A valid Police Clearance Certificate from the Directorate of Criminal Investigations;
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution; and
- viii. Demonstrated outstanding professional competence in work performance and results.

**VACANCIES IN THE DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH**

**1) SENIOR MEDICAL ENGINEERING TECHNICIAN (JOB GROUP 'K')**

**VACANCIES: ONE (1)**

**TERMS OF SERVICE: PERMANENT & PENSIONABLE**

**SALARY:** KSH.31,020x1,560-32,580x1,620-34,200x1,700-35,910x1800-37,710x1980-39,600x1,990-41,590p.m.

**(a)Duties and Responsibilities**

Duties and responsibilities at this level will involve: - undertaking medical equipment, plants, instruments and limited health facilities and utilities; implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical/ hospital equipment, plants, furniture and instruments; installing basic medical equipment and furniture; compiling information for research; compiling information on medical engineering services for input into the Health Information Management System; carrying out minor repairs of health facilities and utilities; ordering for spare parts and consumables; and taking/ maintaining inventory of medical/ hospital equipment, furniture and plants.

**(b)Requirements for Appointment**

**For appointment to this grade, a candidate must have**

- i) Served in the grade of Medical Engineering Technician I for a minimum period of three (3) years;
- ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii) Certificate in Computer Application skills from a recognized institution; and
- iv) Shown merit and ability as reflected in work performance and results.

Applications complete with a detailed resume, copies of certificates and Testimonials should be sent **through the respective Chief Officers** to:

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