

THE COUNTY GOVERNMENT OF ISIOLO



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Isiolo town

COUNTY PUBLIC SERVICE BOARD

Pursuant to the provisions of Section 63 of the County Governments Act No. 17 of 2012, Isiolo County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

DIRECTOR OF FISHERIES JG ‘R’ (1 POST)

Duties and responsibility

- Develop and Implement fisheries policy, strategic plans, fisheries management measures and regulations.
- Link with other directorate in planning and budgeting for the ministry.
- Administer fisheries human resources and preparation of appraisal forms.
- Formulate, update and enforce fisheries legislation.
- Liaise with research institutions and other agencies towards fisheries development in the County.
- Organize extension approaches and methodologies
- Oversee implementation fisheries management measures
- Formulate, implement and monitor resource conservation intervention strategies
- Monitor fish seed and feed production programmes
- Design fish marketing strategies
- Promote fish and fishery product value addition

Requirements for Appointment

For appointment to this grade, an officer must have:

- Have served in the grade of deputy director fisheries for at least three years
- Bachelor’s Degree in fisheries, Zoology, Aquatic science, Natural resource management, Biochemistry, Food science and technology, Environmental science, biological science, Physical science, Chemistry or any other equivalent qualifications from a recognized university.

- Master's degree in any of the following field; biology sciences, natural resource management, Biochemistry, Food science and technology, Environmental science, biological science, Physical science, Chemistry or any other equivalent qualifications from a recognized university
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution
- Shown competence in planning and implementation of development management and research of fisheries projects and programs
- Certificate in Management course lasting not less than four (4) weeks
- Shown merit and ability as reflected in work performance and results

DIRECTOR PHYSICAL PLANNING JOB GROUP R (1 POST)

Duties and Responsibilities

- Formulate County physical development policies, guidelines and strategies;
- Be responsible for the preparation of all County and local physical development plans;
- From time-to-time initiate, undertake or direct studies and research into matters concerning physical planning;
- Advise the Chief officer of Lands on matters concerning alienation of land under the Government Lands Act (Cap. 280) and the Trust Land Act (Cap. 288) respectively;
- Advise the Chief officer of Lands and local authorities on the most appropriate use of land including land management such as change of user, extension of user, extension of leases, subdivision of land and amalgamation of land; and
- Require local authorities to ensure the proper execution of physical development control and preservation orders.

Requirement for appointment

- Have served in the grade of senior assistant director of physical planning for a minimum period of three years
- Have a Master's degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualifications from a university recognized in Kenya;
- Have a Bachelor's degree in any of the following disciplines: -Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualifications from a university recognized in Kenya;

- Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter) or Town & county planners Association of Kenya (TCPAK)
- Certificate in Strategic Leadership Development Programme not lasting less than six (6) weeks from a recognized institution;
- Computer proficiency;
- Meet the requirements of Chapter Six of the Constitution of Kenya;
- Be registered by the physical planner's registration board
- Demonstrated merit and ability as reflected in work performance and results.

DIRECTOR GENDER JG R (1 POST)

Duties and responsibilities.

- Responsible for overall management of the department and to enlighten the community socially, economically and politically ensuring gender balance and equality.
- Develop, implement and evaluate the relevant divisions strategic plans, programmes and projects in collaboration with other department and stakeholders.
- Interpret and apply national and county laws and their related statutes in the relevant division in line with the county goals and objectives.
- Organize, direct, control and coordinate functions of the division for effective running of the department.
- Develop appropriate county department policies, legal and institutional frameworks for implementation of the mandate of the division.
- Oversee preparation of annual work plans and financial budget to ensure proper utilization of resources.
- Coordination of production, documentation and dissemination of the relevant divisions department.
- Oversee public awareness on issues relevant to the community gender and social themes e.g. affirmative actions, gender balance and diversity.
- Work with other agencies and bodies to develop social services and initiatives that relate to promotion and preservation of gender equality and social equity.
- Handle administrative, human resource and assets management issues.
- Ensure strict compliance with all financial budgetary and procurement procedures.

Requirements for appointment

- Served in the grade of Deputy Director, Gender and Social Development or equivalent position in the Public Service or Private Sector for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration , Anthropology, Counselling and

Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;

- Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.
- Master's degree in any of the following disciplines: - Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management is an added advantage
- Demonstrated merit and ability as reflected in work performance and results.

DIRECTOR OF VETERINARY SERVICES JG 'R' (1 POST)

Duties and responsibilities

Entails participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the animal health sector. Specific duties are planning and coordinating programmes on the control and eradication of epizootic and zoonotic diseases and pests and compiling and interpreting technical reports. Other duties also include's preparing project proposal's for resource mobilization, planning and coordinating staff management and development, preparing and implementing work plans and budgets among others.

Requirements for appointment

For appointment to this grade, an officer must have;

- Have served as a senior assistant director of veterinary service for a minimum period of three (3) years,
- Be in possession of a bachelor's of veterinary medicine (BVM) degree from a recognized institution
- Have master of science degree in any of the following disciplines; Veterinary medicine, veterinary surgery, livestock economics, forensic science, animal nutrition and feed sciences, animal genetics and breeding, clinical studies, veterinary anatomy, reproductive biology, veterinary pathology and microbiology, clinical pathology and laboratory diagnosis, fish science, apiary science, master of public health, applied veterinary parasitology, applied microbiology, comparative mammalian physiology, veterinary epidemiology and economics.
- Registered by Kenya veterinary board
- Have a certificate in strategic leadership development programme course lasting not less than six (6) weeks from a recognized institution.
- Have a certificate in computer application from a recognized institution

- Have shown outstanding administrative capability and professional competence required in managing veterinary services.

DIRECTOR OF AGRICULTURE JG R (1 POST)

Duties and responsibilities

Implementation of the strategic plan and objectives of the division, handling technical, administrative, human resource, budgetary and assets management issues, team building and setting performance targets and standards, addressing stakeholders concerns and institutional accountability and incorporating new initiatives in the county.

Requirements for appointment

- Served in the grade of senior assistant director of agriculture or in a comparable and relevant position in the public service for at least three years.
- A master's degree in any of the following fields; food science, home economics, agriculture, horticulture, agriculture economics, natural resource management, agribusiness, agriculture extension, agriculture education or any other relevant and equivalent qualification from recognized institution and;
- Have shown outstanding administrative capability and professional competence as reflected in work performance and results.
- Have a certificate in computer application from a recognized institution
- Certificate in Management course lasting not less than four (4) weeks

DIRECTOR TRADE JG 'R' (1 POST)

Requirements for Appointment

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

- Served in the grade of senior assistant director trade for a minimum period of three years
- Bachelor's degree in any of the following field; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Master's degree in any of the following disciplines; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution

- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

DIRECTOR OF LIVESTOCK PRODUCTION JG ‘R’ (1 POST)

Requirements for Appointment

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

- Served in the grade of senior assistant director of livestock production for a minimum period of three years
- Bachelor’s degree in any of the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Masters in the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- Certificate in computer application from recognized institution

Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects

DIRECTOR ENVIRONMENT AND ENERGY JG R (1POST)

Requirement for appointment

- Be a Kenyan citizen
- Served at least ten (10) years at a senior management level in the relevant field
- Bachelor’s degree in Environmental science, Energy, Chemistry, Biochemistry, Agriculture, Natural resource management, Forestry, or any other relevant environment related degree from a recognized institution.
- Master’s degree in environmental science, Natural resources management, Project planning, strategic management or any other relevant related degree.
- Strategic Leadership Development Programme from any recognized institution
- Have EIA certificate from NEMA
- Have certificate in computer.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution

DIRECTOR HOUSING, URBAN DEVELOPMENT AND TRANSPORT JG ‘R’ (1 POST)

Requirements for Appointment

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

- served in the grade of Senior Assistant Director of Housing or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body. (applicable to professional degree holders only);
- a Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;
- Strategic Leadership Development Programme from any recognized institution;
- demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.
- Have certificate in computer.

DIRECTOR REVENUE JG “R” (1 POST)

Duties and responsibilities

- Responsible for the day to day running of the County revenue collection section.
- Implement County policies and regulations on revenue
- Develop and implement plans to operationalize county revenue policies in a way that will enhance efficient revenue collection and growth in a sustainable manner.
- Design effective, efficient and secure systems of collecting revenue. The system must have the capacity to minimize leakage, fraud and avoidance.
- Maintain complete records of all the revenue sources/centers, rates and revenues collected. Project regular revenue trends for planning and decision making by senior county government officials
- Maintain and manage cordial relationships with the rate payers in the county and negotiate where necessary in a way that will enhance revenue collection. This must be done in close consultation with county Chief Officer for Finance and Executive committee member for finance.
- Train, develop, support and deploy revenue collectors at different level of the county government.
- Set high but realistic and achievable collection targets for all revenue progresses on targets for all revenue collectors. Design performance evaluation systems that track progresses on target.
- Identify new revenue streams for the county government and optimal rates.

- Prepare weekly, monthly, quarterly and report on revenue collection.

Requirements for Appointment

- Bachelor degree in commerce accounting/finance option or its equivalent from a university recognized in Kenya.
- Master's degree in commerce accounting/finance option or its equivalent from a university recognized in Kenya.
- At least CPA part 11 or its equivalent.
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution; and
- demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function.

DIRECTOR WATER AND SANITATION J/G R (1 POST)

Duties and Responsibilities

- Developing, Implementing and Evaluating strategic plans, programs and projects in collaboration with other Departments and stakeholders.
- Preparing professional and quality standards for construction of Water supply and sewerage infrastructure.
- Overseeing the construction of Water and Sewerage works undertaken directly or by contractors.
- Planning and supervising the programs and activities.
- Organizing, directing, controlling and the co-coordinating the functions of the department.
- Interpreting and applying National and County laws and other related statutes in the department in line with the County goals and objectives.
- Developing appropriate County departmental policies, legal and institutional frameworks for implementation.
- Overseeing preparation of annual work plan and financial budgets. Ensuring strict compliance with all financial, budgetary and procurement procedures.
- Coordinating production, documentation, and dissemination of the relevant information.
- Performing other duties that may be assigned from time to time by the Chief Officer.

Requirements for Appointment

For appointment to this grade, an officer must;

- Be a holder of at least a Bachelor's Degree in Water Engineering, Civil Engineering or any other relevant field from a recognized university in Kenya
- Be a holder of a Master's degree in the relevant field.

- Be registered by Engineers Registration Board of Kenya as an Engineer.
- Have current valid annual Practicing License from the Engineers Registration Board of Kenya.
- Be a member of the Institution of Engineers of Kenya (IEK)
- Have relevant knowledge and experience of not less than ten (10) years in a senior Public Service or the Private sector.

- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Demonstrate a high degree in professional and technical competence as reflected in work performance and results.
- Demonstrate general administrative ability required for direction, control, and implementation of water and sewerage engineering programs and projects;
- Be conversant with Policy formulation and implementation
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

DIRECTOR PUBLIC PARTICIPATION JOB GROUP R (1 POST)

Requirements for Appointment

- Bachelor's degree in Public Administration, Communication or any Related Field, A Master's degree is an added advantage
- minimum of 7 Year progressively responsible experience in public engagement, stakeholder relation or Related areas
- Experience designing implementing and evaluating Public participation strategies and processes
- At least 3 Years Experience in a management role Experience Working with diverse populations and facilitating inclusive Public Dialogue
- Excellent Communication, negotiation and Conflict Resolution Skills
- Certificate in Management course lasting not less than four (4) weeks
- Experience in government, non profit or Public sector engagement is highly desirable

DIRECTOR FAMILY HEALTH SERVICES JOB GROUP R (1POST)

Requirements for Appointment

For appointment to this grade a candidate must have: -

- Served for a minimum period of eight (8) years, three (3) of which must have been at the grade of Deputy Director- Medical Services CSG '6' and above or in a comparable and relevant position in the wider public service;
- A Bachelors Degree in any of the following disciplines: Medicine & Surgery, Pharmacy, Dentistry, Clinical Medicine/Higher National Diploma in Clinical Medicine, Nursing, or equivalent qualification from a university recognized in Kenya;
- A Masters Degree in any of the following disciplines: Internal Medicine, Reproductive Health, Oncology, Family Medicine, Public Health, Pediatric, Psychiatry, Epidemiology,

Obstetrics & Gynecology or equivalent qualification from a university recognized in Kenya;

- Registration and licensing by a recognized regulatory body as applicable;
- Membership to a relevant professional body where applicable;
- Demonstrated managerial, administrative and professional competencies in work performance and results; and
- Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of family health services function.

DEPUTY DIRECTOR HEALTH MONITORING AND EVALUATION JG Q(1 POST)

Requirements for Appointment

- At least nine (7) years relevant work experience in public services or Private Sector, three (3) of which in management;
- Bachelor's degree in any of the following Public Health, Statistics, Demography, Social Sciences, or a related field.
- Master's degree in any of the following fields: Public Health, Statistics, Demography, Social Sciences, or a related field.
- Certificate in Monitoring and Evaluation Course lasting not less than two (2) weeks from a recognized institution;
- Certificate in Management course lasting not less than four (4) weeks;
- Met the provision of Chapter Six of the Constitution; 155
- Certificate in computer application skills from a recognized institution; and
- Demonstrated professional competence and managerial capability for effective planning, direction, and coordination of Monitoring and Evaluation activities

DEPUTY DIRECTOR LEGAL SERVICES JOB GROUP (Q) (1 POST)

Requirements for Appointment

- Be a citizen of Kenya;
- be in possession of a law degree from a university recognized in Kenya; (a Masters' degree will be an added advantage)
- have at least five years' post admission experience as an Advocate of the High Court of Kenya; and
- satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.

Other preferred Experience and qualifications

- Knowledge in records of relevant laws and professional standards.
- Prior experience in similar establishment such as the Office of the Attorney General will be an added advantage.
- Knowledge and experience in public finance management and public procurement laws.

Duties and Responsibilities:

- organize, coordinate and manage administrative and legal functions of the Office;
- In consultation with County Public Service Board, be responsible for the supervision of the County Counsel and other members of staff of the Office;
- Drafting and reviewing legal documents, local and international contracts/ agreements, drafting bills and subsidiary legislation,
- Ensure legal compliance in various county department;
- Oversee drawing of contracts and agreements for the organization;
- Advise and ensure compliance with legal and regulatory requirements;
- Ensure safe custody of legal documents;
- Coordinate legal departments;
- represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law
- Providing legal advice and opinion to county departments,
- Ensuring compliance with the national values and principles of good governance and public service set out in article 10 and article 232 of the Constitution of Kenya, 2010, and initiating and undertaking research on complex and emerging legal issues and preparing Legal opinions and briefs,
- perform any other duty as may be assigned by the County Attorney or as may lawfully be performed by director legal services.

DEPUTY DIRECTOR MONITORING AND EVALUATION JOB GROUP Q (1 POST)

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

- At least nine (7) years relevant work experience in public services or Private Sector, three (3) of which in management;
- Bachelor's degree in any of the following fields: Economics, Statistics, Commerce, Business Management/Administration, Project Planning and Management, Social Sciences, Actuarial Science or equivalent qualification from a recognized institution;

- Master's degree in any of the following fields: Project Management, Strategic Management, Economics, Statistics, Commerce, Business Management/Administration, Actuarial Science or equivalent qualification from a recognized institution;
- Certificate in Monitoring and Evaluation Course lasting not less than two (2) weeks from a recognized institution;
- Certificate in Management course lasting not less than four (4) weeks;
- Met the provision of Chapter Six of the Constitution; 155
- Certificate in computer application skills from a recognized institution; and
- Demonstrated professional competence and managerial capability for effective planning, direction, and coordination of Monitoring and Evaluation activities

SENIOR ASSISTANT DIRECTOR OF AGRICULTURE JG 'Q' (1 POST)

Requirements for appointment

For appointment to this grade, an officer must have;

- Served in the grade of assistant director of agriculture or in a comparable and relevant position in the public service for at least three years
- A master's degree in any of the following field; food science, home economics, agriculture, horticulture, agriculture economics, natural resource management, agribusiness, agriculture extension, agriculture education or any other relevant and equivalent qualification from recognized institution and;
- Have shown outstanding administrative capability and professional competence as reflected in work performance and results
- Certificate in computer application from recognized institution

DEPUTY DIRECTOR BUDGET AND PLANNING JOB GROUP Q (1 POST)

Requirements for Appointment

For appointment to this grade, an officer must:

- have served in the grade of Senior Principal Finance Officer/Assistant Director of Budget or an equivalent position in the Public Service for at least three (3) years;
- Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- attended a Strategic Leadership Course lasting not less than four (4) weeks; and
- shown outstanding capability in Financial Management.

- Degree in Business Administration, Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- Certificate in Management course lasting not less than four (4) weeks;
- Met the provision of Chapter Six of the Constitution
- Certificate in computer application skills from a recognized institution; and
- Demonstrated professional competence and managerial capability for effective planning

SENIOR ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION JG ‘Q’ (1 POST)

Requirements for Appointment

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

- Served in the grade of assistant director of livestock production for a minimum period of three years
- Bachelor’s degree in any of the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Masters in the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resources management, livestock/agricultural economics, dairy technology or agriculture education from recognized institution.
- Certificate in management course lasting not less than four (4) weeks from recognized institution
- Certificate in computer application from recognized institution
- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

ASSISTANT DIRECTOR ENVIRONMENT AND ENERGY JG P (1POST)

Requirement for appointment

- Served at least ten (5) years at a senior management level in the relevant field
- Bachelor’s degree in Environmental science, Energy, Chemistry, Biochemistry, Agriculture, Natural resource management, Forestry, or any other relevant environment related degree from a recognized institution.

- Master's degree in environmental science, Natural resources management, Project planning, strategic management or any other related field is an added advantage
- Certificate in senior management course not less than four (4) weeks from a recognized institution.
- Have EIA certificate from NEMA
- Have certificate in computer.
- Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution

ASSISTANT DIRECTOR OF INDUSTRIES JG “P” (1 POST)

Duties and responsibilities

An officer at this level may be deployed either in industrial development or industrial registration. Duties and responsibilities at this level will involve Planning, organizing, controlling and effectively coordinating a wide range of industrial/investment activities.

Requirement for appointment

- Served in the grade of assistant director of industries or in a comparable and relevant position in the public service for a minimum period of three (3) years
- Master's degree or post graduate diploma in any of the following engineering (Mechanical, Electrical, Chemical, Civil or Structural industrial, Electronics, Architecture, Building, Economics, Land Economics, Food Science and technology, Agriculture, Food science and technology, Biochemistry, Geology, Statistics, Commerce, Business administration, chemistry, biological science, Physics, Mathematics, Computer Science or any other field related to industrial development.
- Certificate in senior management course not less than four (4) weeks from a recognized institution
- Demonstrated a high degree of professional competence and administrative capability in the management and promotion of industrial development/registration activities.

ASSISTANT DIRECTOR GENDER JG P (1 POST)

Duties and responsibilities.

- Responsible for overall management of the department and to enlighten the community socially, economically and politically ensuring gender balance and equality.
- Develop, implement and evaluate the relevant divisions strategic plans, programmes and projects in collaboration with other department and stakeholders.
- Interpret and apply national and county laws and their related statutes in the relevant division in line with the county goals and objectives.

- Organize, direct, control and coordinate functions of the division for effective running of the department.
- Develop appropriate county department policies, legal and institutional frameworks for implementation of the mandate of the division.
- Oversee preparation of annual work plans and financial budget to ensure proper utilization of resources.
- Coordination of production, documentation and dissemination of the relevant divisions department.
- Oversee public awareness on issues relevant to the community gender and social themes e.g. affirmative actions, gender balance and diversity.
- Work with other agencies and bodies to develop social services and initiatives that relate to promotion and preservation of gender equality and social equity.
- Handle administrative, human resource and assets management issues.
- Ensure strict compliance with all financial budgetary and procurement procedures.

Requirements for appointment

- Bachelor's degree in any of the following disciplines: - Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- Demonstrated managerial, administrative and professional competence on matters relating to gender and social development.
- Certificate in senior management course not less than four (4) weeks from a recognized institution.
- At least 10 years of work experience
- Computer literacy

ASSISTANT DIRECTOR FOR CO-OPERATIVE DEVELOPMENT, JOB GROUP "P" (1 POST)

Duties and Responsibilities

An officer at this level may be deployed to head specialized Unit. Duties and responsibilities will entail: -

- providing technical advice in area of specialization
- advising on co-operative investment
- analyzing data for policy formulation
- Enforcing compliance with co-operative legislation
- Carry out market research and disseminating research findings
- Promoting value addition and processing
- Conducting co-operative banking inspections

- Undertaking co-operative risk assessment and preparing and evaluating co-operative activities - and trends for promoting the co-operative movement.

Requirement for appointment

For appointment to this grade an officer must have

- Served in the grade of Principal Co-operative Officer for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines; -Commerce, Business Administration, Agriculture, Economics, Sociology, law, Agricultural Economics, Co-operative management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a recognized institution;
- Master's degree in any of the following disciplines; -commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Management and Organizational Development, Finance of Agri-business from a recognized institution.
- Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer application from a recognized institution; and
- Demonstrated administrative ability and professional competence in work performance.

ASSISTANT DIRECTOR OF WEIGHTS AND MEASURES, JG" P" (1 POST)

Duties and responsibility

- supervising and coordinating verification activities at stamping stations; testing automatic weighing machines, bulk weighs and totalizing machines, bulk meters at oil depot ; carrying out verification of weigh and measuring equipment used by local authorities and other government institutions to ensure accuracy ; maintaining records of seized and forfeited goods; instituting criminal proceeding in court; advising on the needs for tools and verification materials; and carry out research in specific areas of legal metrology and consumer protection.
- The officer will also be required to test samples for research analysis , and articles submitted by stakeholders ; conducting inspection and investigation on mis-descriptions of goods, services facilities and on the use of weighing and measuring equipment for trade; and coordinating on –job training for in-service trainees, mentoring, guiding and counselling of staff working under him/her.

Requirements for Appointment

For appointment for this grade, an officer must have:

- Served in the grade of principal weights and measures officer for a minimum period of three (3) years;
- Bachelor's degree in any of the following disciplines: physics, mathematics, chemistry, computer science, law, metrology information communication technology, instrumentation, engineering (mechanical/Electrical/Electronics) Micro-processors, or equivalent qualification from a recognized institution;
- Master's degree in any of the following disciplines: instrumentation, computer science, physics, mathematics, chemistry, computer, law, engineering (mechanical/Electrical/Electronics) Micro-processors, business administration or equivalent qualification from a recognized institution.
- Advanced certificate of the institute of trade standard administration (Kenya)
- Be a member of the institute of trade standard administration (Kenya)
- Certificate in computer application from recognized institution; and
- Demonstrated professional competence in administration of weights and measures activities

ASSISTANT DIRECTOR TRADE JG 'P'(1POST)

Requirements for Appointment

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

- Served in the grade of Principal trade development officer for a minimum period of three years
- Bachelor's degree in any of the following field; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Master's degree in any of the following disciplines; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- Certificate in computer application from recognized institution
- Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

ASSISTANT DIRECTOR SOCIAL SERVICES JG P (1 POST)

Requirements for appointment

- Minimum of a Bachelor's degree in Social Sciences or any related field from a recognized university
- Minimum 8 years' experience as a Senior Community Development Officer
- Extensive Knowledge in Community Development Activities
- Must have attended Senior Management Course lasting at least 4 weeks
- Computer Literate
- Satisfy requirement of chapter six of constitution of Kenya

ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT JOB GROUP P (1 POST)

Duties and responsibility

- Oversee the development and implementation of Human Resource Management Strategies and Policies;
- Coordinate the implementation of Human Resource functions relating to staff recruitment, placement, career development, staff promotion, performance management, training and development, administration of salary and employee benefits; and ensure good employee relations and staff welfare programs;
- Provide technical and professional advice to various stakeholders on provisions of the Constitution, labour laws and International Labour Conventions on matters relating to management of employees;
- Ensure compliance with various statutory and regulatory requirements;
- Ensure preparation and consolidation of the Departmental budget;
- Co-ordinate achievement of Performance Contract Targets.
- Co-ordinate staff matters and provide staff leadership that harness the strengths of all individuals;

Requirements for Appointment:

- Master's Degree in Human Resource Management/Development/Business Administration or Public Administration or equivalent qualifications from a recognized Institution is an added advantage
- Bachelor's degree in Human Resource Management
- Must be a member of IHRM in good standing
- Must have over 7 years' relevant experience, five (3) of which should have been at managerial level handling Human Resource Management or Administrative functions in a reputable institution;
- Evidence of proficiency and knowledge in Computer Applications;
- Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;
 - Attended Senior Management course

PRINCIPAL FINANCE OFFICER JOB GROUP N (1 POST)

Requirements for the Appointment

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

- Served in the grade of Chief finance officer, Job Group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination
- Registered with the Institute of Certified Public Accountants of Kenya(ICPAK) and Registration of Accountants Board (RAB). 17
- Shown merit and ability as reflected in work performance and results.

SENIOR LEGAL OFFICER JOB GROUP M (1 POST)

Requirements for Appointment

- Be a citizen of Kenya;
- A Bachelor’s Degree in Law degree (LLB) from a recognized institution;
- A post graduate Diploma from the Kenya School of Law;
- Experience in legislative drafting from a reputable institution;
- Proficiency in computer applications; and
- Possess legal research skills;

Duties and Responsibilities:

- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department
- Co-ordinating and organizing appointments and meetings including meeting rooms.
- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department.
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function.
- Assisting in implementation and realization of strategic plans and objectives in respect of the legal function
- Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports
- Assisting in complex litigation on behalf of the County Government
- Diligently executing the functions and exercise the authority provided for in the County Attorney’s Act

- Supporting the County Attorney in discharge of duties as assigned in respective technical unit
- Attending court and/or monitoring external counsel case management
- Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping
- Generating office reports
- Supporting the designated county departments and agencies on legal matters
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- Drafting legislative proposals
- Articulating county attorney's position in meetings, seminars, negotiations and conventions.
- Initiating and undertaking research on complex and emerging issues
- Preparing legal opinions and briefs on behalf of the County government
- Attending all monthly departmental and county meetings to ensure efficiency of the County functions
- Performing any other duties as may be assigned by the County Attorney

PRINCIPAL HUMAN RESOURCE OFFICER JOB GROUP N (1 POST)

Requirements for Appointment:

- Must have served in the position of chief human resource officer for a minimum period of three years
- Bachelor's degree in Human Resource Management
- Must be a member of IHRM in good standing
- Must have over 5 years' relevant experience, five (2) of which should have been at managerial level handling Human Resource Management or Administrative functions in a reputable institution;
- Evidence of proficiency and knowledge in Computer Applications;
- Meet the requirements of Chapter Six of the Kenyan Constitution on Leadership and Integrity;

CULTURAL HERITAGE OFFICER JOB GROUP K (1 POST)

Duties and responsibilities

- Identifying and preparing reports on Culture and Heritage products
- Identifying Small and Medium Culture and Heritage Enterprises (SMCHE's) and community-based Culture and Heritage projects;
- Inspecting and preparing reports on Culture and Heritage facilities and service providers;
- Collecting data and information for development of Culture and Heritage guide books and statistics; and identifying suitable locations for mounting Culture and Heritage signs and symbols.

Requirements for Appointment

- Bachelor's degree in any of the following fields: - Social Sciences, Anthropology, Culture and heritage Management, Information Studies, Culture and Hospitality Management, Leisure Culture and Environment, Environmental Studies, Culture and Environment, Business Administration OR any other related field
- Member of a recognized professional body relevant to the above requirements
- Must have relevant knowledge and experience of not less than 5 years in a related area
- Demonstrate professional competency in work performance and result
- Must satisfy requirement of Chapter six of the constitution of Kenya 2010.

SENIOR ECONOMIST JOB GROUP L (1 POST)

Requirements for Appointment

- Served in the grade of Economist II/Statistician II for a period of three years
- Bachelors' degree in Economics or Economics and mathematics, or economics and statistics from a recognized university
- Knowledge of operation research, survey techniques, and demographic techniques
- At least five (5) years experience in similar position
- Demonstrate professional competency in work performance and result

INTERNAL AUDITOR JOB GROUP K (2 POST)

Requirements for Appointment

- Bachelors' degree in commerce, accounting or finance option or its equivalent
- CPA (K) finalist
- Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- Registered with institute of internal Auditors (IIAK) Kenya
- Computer literacy
- At least three (3) years experience in similar position
- Must satisfy requirement of Chapter six of the constitution of Kenya 2010.

STATISTICIAN II JOB GROUP K (2 POST)

Requirements for Appointment

- Bachelors' degree in Economics or Economics and mathematics, or economics and statistics from a recognized university

- Knowledge of operation research, survey techniques, and demographic techniques
- At least three (3) years experience in similar position
- Demonstrate professional competency in work performance and result

ECONOMIST II JOB GROUP K (2 POST)

Requirements for Appointment

- Bachelors' degree in Economics or Economics and mathematics, or economics and statistics from a recognized university
- Knowledge of operation research, survey techniques, and demographic techniques
- At least three (3) years experience in similar position
- Demonstrate professional competency in work performance and result

LEGAL CLERK/PARALEGAL JG 'J' (1 POST)

Requirements for Appointment

- Be a citizen of Kenya;
- A diploma in Law from a recognized institution;
- Knowledge in paralegal for not less than three (3) years;
- Be proficient in the use of basic computer applications; and
- Possess a current Process Server's Certificate.

Duties and Responsibilities:

- Filing of court documents and any other legal documents;
- Service and facilitating service of Legal Documents or any other documents
- taking hearing dates in Litigation matters;
- Drafting Legal Documents under the supervision of the Legal Counsel; and
- Providing any other Clerical services that may be required by the Office of the County Attorney;
- Attending government registries, lodging documents and applications;
- Undertaking routine errands to public registries, courts, and other relevant offices;
- Assisting with management of filing, archiving and retrieval system at the legal registry;
- Managing the court/litigation diary.
- Attending court to obtain the necessary documents or court proceedings;

REGISTERED CLINICAL OFFICER II JG "H" (10 POSTS)

Roles and responsibilities

- To apply advanced clinical procedures for treating and preventing diseases, injuries, and

- other physical or mental impairments.
- To carry out clinical and/or surgical procedures, patient care procedures, medical protocols and testing procedures
- Participate in the development of clinical procedures for the department
- Make clinical decisions regarding work processes based on established guidelines
- Prioritize and organize clinical work to meet changing conditions and any other roles and responsibilities assigned from time to time Minimum

Requirements.

- diploma in Clinical Medicine and Surgery from KMTC or other recognized training institutions.
- Must have undergone an internship program.
- Must be registered by the Clinical Officers Council of Kenya.
- Must possess a valid practicing license from Clinical Officers' Council of Kenya.
- Training in computer application skills will be an added advantage.
- Must meet the requirements of Chapter Six of the Constitution of Kenya

MEDICAL ENGINEERING TECHNOLOGIST II, JOB GROUP "H" (3 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail:- undertaking preventive maintenance and repairs of basic medical equipment, general plants and instruments; ordering for spare parts and consumables; taking/maintaining inventory of medical/hospital equipment, furniture and plants; collating information on medical engineering services for input into the integrated Health Information Management system; carrying out minor repairs of health facilities and utilities; and implementing medical engineering programmes and projects.

Requirement for Appointment

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

- Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and
- Certificate in computer application skills from a recognized institution

PHARMACEUTICAL TECHNOLOGIST III J/G "H" (3 POSTS)

Duties and Responsibilities

- Receiving prescriptions for medicinal products from medical doctors and other health professionals and dispensing the drugs to patients;

- Storing and preserving drugs subject to deterioration;
- Conferring with the doctor or his assistants regarding the ordering, stocking and the pricing of the drugs.
- Ensure order and cleanliness at the pharmacy
- Perform other duties as assigned and as per the profession demands.

Requirements for appointments

- Must be a Kenyan citizen.
- Must possess at least a Diploma in Pharmaceutical Technology from KMTCOR or other recognized training institutions.
- At least a certificate in computer application skills.
- Must meet the requirements of Chapter Six of the Constitution of Kenya.
- Registered by the appropriate body.

LABORATORY TECHNOLOGIST III JG “H” (6 POSTS)

Roles and responsibilities

- Conduct routine and complex hematological, clinical chemistry, histological and serological tests
- Conduct laboratory procedures involving manual or automated techniques
- Prioritize and organize work to meet changing and multiple demands and any other roles and responsibilities assigned from time to time

Requirements for appointment

- Must possess a diploma in Medical Laboratory Technology/Sciences from a recognized institution.
- Must be registered with Kenya Medical Laboratory technician and technology Board (KMLTTB).
- Must possess a valid practicing license from KMLTTB.
- Must meet the requirements of Chapter Six of the Constitution of Kenya

CIVIL ENGINEER JG ‘H’ (6 POST)

Requirements for Appointment

- Diploma in Civil engineering or its equivalent and relevant qualification from a recognized institution.
- Be a registered member of IET, KETRIB.
- 3 years’ experience in relevant field

- Be computer literate

CIVIL ENGINEER JG ‘K’ (2 POST)

Requirements for Appointment

- Bachelors Degree in Civil engineering or its equivalent and relevant qualification from a recognized institution.
- Be a registered member of IET, KETR.B.
- At least 5 years’ experience in relevant field
- Be computer literate

ASSISTANT WARDEN II JOB GROUP J (4 POST)

- Served in the position of assistant warden for minimum period of three years
 - Diploma in Wildlife Management, Natural Resources Management, Environmental Science, community wildlife management or a related field.
 - Management of wildlife and natural resources, and potentially community development skills.
 - Met the provision of Chapter Six of the Constitution
 - Certificate in computer application skills from a recognized institution; and
 - Demonstrated professional competence and capability
 -

ECDE WARD COORDINATORS JG ‘H’ (8 POST)

Duties and Responsibilities

- Develop, implement supervise and monitor ECDE programs at the ward level
- Supervise ECDE teachers and centres within the ward
- Provision of professional ECDE staff development and monitoring for ECDE teachers
- Provide timely and periodic data on enrolment, syllabus coverage and attendance of ECDE teachers
- Complete classroom observations as scheduled and provide project coordination
- Serve as resource for ECDE research and assessment of and use of curriculum materials
- Collect, maintain and submit ECDE statistical data to the assistant director ECDE

Requirements for Appointment

- Diploma in early childhood development or related field from a recognized institution

- Professional certificate in relevant field from recognized institution
- Computer knowledge
- Three years relevant work experience

ENFORCEMENT OFFICERS/ SECURITY WARDEN III J/G “D”(60)

Department: Municipality

Requirement for appointment

- Must be Kenyan citizen
- Be in possession of valid Kenyan National Identity Card.
- Be physically and medically fit.
- Have no criminal records.
- Education: A minimum of Mean grade D (Plain) in KCSE or its Equivalent

GAME RANGERS J/G “D” (60 POSTS)

Department: Tourism and Wildlife

Requirement

- Must be Kenyan citizen
- Must be a resident of ward indicated.
- Be in possession of valid Kenyan National Identity Card.
- Be physically and medically fit.
- Have no criminal records.
- Aged between 18 -26 years old.
- Education: A minimum of Mean grade D (plain) in KCSE.
- Female candidates must NOT be pregnant at recruitment and during training

ASSISTANT ECDE TEACHER III, JG ‘F’ (119 POST)

Department: Education

Requirement for appointment

- Kenya certificate of secondary education (KCSE) mean grade D+(Plus) minimum or KCE division IV at ‘O’ level
- Certificate in Early Childhood Development Education offered by KNEC/Ministry of education or its approved equivalent
- A certificate in computer proficiency

- **Must** be registered by the Teachers Service Commission

Application Criteria

Applicants must furnish the Board with their applications copies of the following documents.

1. Copy of the national identify card.
2. Certified Copies of academic and professional certificates.
3. Detailed Curriculum Vitae.
4. Registration and Clearance from relevant regulatory Professional bodies.
5. Fulfill the requirement of chapter (6) six of the constitution of Kenya

Applications clearly marked should reach the undersigned by close of the business on or before **15th October 2025.**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P. O. Box 224 - 60300.
ISIOLO**

OR

Hand delivered to the **County Public Service Board Offices along Isiolo Law courts road opposite Al Ansar playground**