



LAMU COUNTY GOVERNMENT

County Public Service Board

Telephone +254 714 117 546 E-mail: lamucpsb@gmail.com

P.O Box 536-80500 – Lamu, Kenya



JOB VACANCIES

The County Government of Lamu wishes to recruit competent and qualified persons to fill the below positions in compliance with the Constitution of Kenya 2010 and County Government Act No.17 of 2012

DEPARTMENT OF MEDICAL SERVICES

MEDICAL SPECIALIST- GYNAECOLOGYST

CPSB 03- POST (1)

REF: LCPSB/ADV/23-24/30

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Carrying out specialized reproductive and maternal healthcare services;
- ii. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- iii. Providing Psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programmes;
- x. Maintaining up-to-date Health Information Systems;
- xi. Monitoring provision of treatment and care;
- xii. Undertaking health research and analyzing medical reports; and

- xiii. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have:

- i. Be a Kenyan citizen;
- ii. Bachelor of Medicine and Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board of Kenya;
- iii. Master's Degree in Obstetrics and Gynecology or equivalent qualification from an Institution recognized by the Kenya Medical Practitioners and Dentists Council;
- iv. Served as a Medical Specialist I- Gynecology for a minimum period of three (3) years;
- v. Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;
- vi. Valid practicing license from Kenya Medical Practitioners and Dentists Council;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- viii. Certificate in Computer Application Skills from a recognized Institution;



MEDICAL SPECIALIST- ORTHOPEDIC SURGEON

CPSB 04- POST (1)

REF: LCPSB/ADV/23-24/31

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Undertaking orthopedic diagnosis,
- ii. Care, treatment and rehabilitation of patients,
- iii. Carrying out specialized clinical care,
- iv. Providing psycho-social interventions,
- v. Providing clinical services to patients,
- vi. Training, consulting and performing surgeries in health facilities,
- vii. Carrying out forensic and medico-legal services,
- viii. Coordinating disease surveillance,
- ix. Prevention and control,
- x. Coordinating health education and promotion,
- xi. Implementing health projects and programs,
- xii. Maintaining up-to-date health information systems,
- xiii. Monitoring provision of health treatment and care,
- xiv. Undertaking health research,
- xv. Analyzing medical reports.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have:

- i. Be a Kenyan citizen;
- ii. Bachelor of Medicine and Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board of Kenya;
- iii. Master's degree in Orthopedic Surgery from an Institution recognized by the Kenya Medical Practitioners and Dentists Council;
- iv. Served as a Medical Specialist II- Orthopedic Surgeon for a minimum period of three (3) years;
- v. Certificate of Registration by the Medical Practitioners and Dentists Board.

- vi. Valid practicing license from Kenya Medical Practitioners and Dentists Council;
- vii. Attended a Senior Management Course lasting not less than four (4) weeks from a recognized Institution; and
- viii. Certificate in Computer Application Skills from a recognized Institution.

MEDICAL OFFICER

CPSB 07- POSTS (2)

REF: LCPSB/ADV/23-24/32

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

- i. Undertaking "First-on-call" duties include: clerking, investigating, and managing patients;
- ii. Conducting weekly clinic and theatre days;
- iii. Performing emergency surgeries;
- iv. Working with medical specialists in wards, theatres, and clinics;
- v. Undertaking medico-legal duties including filling of P.3. forms, court attendance and performing post mortems;
- vi. Undertaking medical examinations;
- vii. Responding to intern calls, training and supervising medical officers (intern)and other students;
- viii. Carrying out outreach service;
- ix. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;
- x. Preparing medical reports.
- xi. Any other relevant duties that may be assigned from time to time.



REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor of Medicine and Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board of Kenya;
- iii. Registration certificate by the Kenya Medical Practitioners and Dentists Council;
- iv. Valid practicing license from Kenya Medical Practitioners and Dentists Council;
- v. Certificate in computer application skills from a recognized institution;

BIOMEDICAL ENGINEER

CPSB 09- POST (1)

REF: LCPSB/ADV/23-24/33

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

- i. Implementing Medical Engineering programs and projects;
- ii. Providing user support;
- iii. Undertaking Preventive Maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
- iv. Installing medical equipment and furniture of medium technology;
- v. Providing specifications for spare parts and consumables;
- vi. Maintaining inventory of medical/hospital equipment, furniture and plants;
- vii. Processing information for research updating and maintain information on medical engineering services for input into the Integrated Health Information Management Systems;
- viii. Sensitizing users on use and maintenances of medical equipment;

- xii. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor Degree in the following fields: Medical Engineering Control and Instrumentation, Industrial Technology (Medical Engineering Option), Clinical Engineering, Electrical Engineering or any other equivalent qualification from a recognized institution;
- iii. Registered with Association of Medical Engineers of Kenya;
- iv. Have a valid practicing license from Association of Medical Engineers of Kenya;
- v. Certificate in computer application skills from a recognized institution;

RADIOGRAPHER III

CPSB 11- POSTS (2)

REF: LCPSB/ADV/23-24/34

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

- i. Providing radiographic services to patients
- ii. Processing radiology films and materials.
- iii. Processing, verifying and maintaining information relating to patients.
- iv. Ordering and maintaining records of radiographic and photographic supplies requirements.
- v. Implementing policies and regulations on medical imaging services in the hospital;
- vi. Undertaking basic maintenance and ensuring safety of radiography equipment in the department;
- vii. Establishing and coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department;
- viii. Organizing and supervising staff and/or students on attachment in the department.



- ix. Promoting the radiology services within the hospital and act as a point person between the Radiography Department and the patients.
- x. To ensure examination and waiting areas are tidy as clean as always required.
- xi. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen;
- ii. Holder of Kenya Certificate of Secondary Education, or its equivalent.
- iii. Diploma in Diagnostic Radiography/Medical Imaging from a recognized institution. Higher diploma in Ultra-sound/computerized Tomography or magnetic Resonance imaging from a recognized institution will be an added advantage.
- iv. Relevant experience in public or private sector;
- v. Registered with the professional body.
- vi. Certificate in Computer Application Skills from a recognized institution;

KENYA ENROLLED COMMUNITY HEALTH NURSE

III (Stationed at Mangai Dispensary- Basuba Ward)

CPSB 12- POST (1)

REF: LCPSB/ADV/23-24/35

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, prevention of mother to child transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling

- on identified health and socio-economic needs to patients'/clients';
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in a health facility;
- vi. Ensuring a tidy and safe clinical environment;
- vii. Ensuring safe custody of in-patients' belongings;
- viii. Maintaining records on patients'/clients personal and health condition/care; evaluating healthcare outcomes on patients'/clients and preparing individualized reports;
- ix. Conducting assessment of school health needs;
- x. Planning, implementing interventions and preparing periodic reports;
- xi. And guiding and orienting students
- xii. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have:

- i. Be a Kenyan citizen;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council' of Kenya;
- v. Certificate in computer application skills from a recognized institution; and

DEPARTMENT OF TOURISM, CULTURE & INVESTMENT

SENIOR WEIGHTS AND MEASURES OFFICER

CPSB 08- POST (1)

REF: LCPSB/ADV/23-24/36

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)



DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve: -

- i. Testing and stamping of mechanical and electronic weighing and measuring equipment;
- ii. Collecting data on verified equipment at traders' premises, stamping stations and verification office;
- iii. Sampling pre-packaged goods for quantitative analysis;
- iv. Preparing weighing and measuring equipment during trade fairs and exhibitions;
- v. Testing meters for water, milk, liquefied gas and liquid foods; research on regulations and test procedures on dimensional measurements; and collecting and accounting for appropriation in aid;
- vi. Calibrating and ensuring proper storage of working standards and testing equipment;
- vii. Requisition of workshop tools and verification of materials;
- viii. Formulation and revision of policy that provide legal and technical guidance in line with international practice;
- ix. Conducting inspection to enforce the requirement of weights and measures Act Cap 513 and the trade descriptions Act Cap 505;
- x. Provide stakeholders awareness throughout the County.
- xi. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in any of the following disciplines: Chemistry, Computer Science/Information Communication Technology, Law, Instrumentation, Engineering (Mechanical/Electrical/Electronics/micro-processors) Physics, Mathematics, Legal Metrology,

Supply Chain Management, Economics or equivalent qualification from a recognized Institution;

- iii. Certificate in computer applications from a recognized Institution;
- iv. Shown outstanding professional competence and administrative ability in the management of the records function; and
- v. Have good communication and interpersonal skills.

ASSISTANT MARKET SUPERVISOR

CPSB 11- POST (1)

REF: LCPSB/ADV/23-24/37

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve: -

- i. Managing and overseeing stalls managers to ensure that they execute their roles by paying revenue as expected.
- ii. Ensuring market security and hygiene;
- iii. Implementing measures to avoid stalls damages, theft and wastage;
- iv. Putting in place measures to ensure wastage disposal;
- v. Monitoring stalls and general appearance;
- vi. Identifying inquiries and complains from stalls managers by making appropriate recommendations for corrective solutions; and
- vii. Acting as a contact person between County Government and the stalls managers.
- viii. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen;



- ii. Diploma in Environmental Planning and Management, Public
- iii. Health, Business Administration, Public Administration related course or any relevant qualification from a recognized Institution;
- iv. Any certificate in Environmental Science and training in Environmental Impact Assessment will be an added advantage.
- v. Good Communication and Interpersonal skills

DEPARTMENT OF WATER & ENERGY

ENGINEER- WATER SERVICES

CPSB 09- POSTS (2)

REF: LCPSB/ADV/23-24/38

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Carrying out feasibility studies;
- ii. Planning and designing water supply and sewerage infrastructures;
- iii. Carrying out research activities in various aspects of water, sewerage and hydraulic systems;
- iv. Ensuring professional standards and undertaking quality control during construction of water supply and sewerage infrastructure;
- v. Supervising the construction of complex water and sewerage works undertaken directly or by contract;
- vi. Maintaining water supply and sewerage systems;
- vii. Monitoring and evaluation of physical and financial progress of development projects and programs; and
- viii. Preparing technical tender documents on water supply and sewerage infrastructure.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

- i. Be a Kenyan citizen;

- ii. Served in the grade of Assistant Engineer II (Water and Sewerage) for a minimum period of three (3) years;
- iii. Degree in Water Engineering or Water Supply Technology from a recognized Institution;
- iv. Be registered by the Engineers Registration Board of Kenya (ERB);
- v. Membership with the Institution of Engineers of Kenya;
- vi. Certificate in computer applications from a recognized institution; and

DEPARTMENT OF DEVOLUTION, DISASTER MANAGEMENT, RESOURCE MOBILIZATION & PUBLIC PARTICIPATION

CHIEF ADMINISTRATIVE OFFICER

CPSB 07- POST (1)

REF: LCPSB/ADV/23-24/39

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Reviewing and formulation of administrative services;
- ii. Overseeing maintenance issues through conducting physical survey and defect report and recommend for service to maintain suitable working condition;
- iii. Ensuring staff welfare is prioritized by providing suitable tools of work and conditions of work to adopt acceptable standard practice, which will result to better output;
- iv. Supervising staff through a clear duty allocation, to monitor adherence in order to appraise performance justifiably;
- v. Ensuring routine responses to routine correspondences on administrative matters to ensure up to date reporting;



- vi. Initiating of administrative staff training and development and other policy matters;
- vii. Monitoring and evaluating the implementation of the department's projects and programmers;
- viii. Providing cross-functional liaison for administrative matters;
- ix. Managing the Department's Information Management Systems;
- x. Managing provision of office space, transport and other logistical services;
- xi. Ensuring prudent and optimum utilization of department's resources;
- xii. Facilitating meetings, conferences and other special events;
- xiii. Supervising waste disposals;
- xiv. Following up on payment of bills for common services;
- xv. Ensuring general maintenance of office equipment and building is undertaken;
- xvi. Working closely with the Supply Chain Management Department in the development, management and maintenance of the assets register for the Department;
- xvii. Generating administrative reports on repairs and maintenance;
- xviii. Facilitating renewal of motor vehicle and property insurance policies;
- xix. Ensuring integrity and ethical conduct within the department.

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized Institution;

- iii. Served in the grade of Senior Administrative Officer for a minimum period of three (3) years;
- iv. Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution;
- v. Certificate in computer applications from a recognized Institution; and

ADMINISTRATION OFFICER III

CPSB 11- POSTS (3)

REF: LCPSB/ADV/23-24/40

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Facilitating fleet management;
- ii. Planning office accommodation layout;
- iii. Facilitating meetings, conferences and other special events;
- iv. Supervising general maintenance of buildings and furniture;
- v. Facilitating maintenance and repairs of office equipment;
- vi. Processing administrative documents;
- vii. Supervising provision of security and office services;
- viii. Handling public concerns and issues;
- ix. Facilitating citizen participation in development activities;
- x. Providing input in organizing public participation awareness at the local level;
- xi. Any other relevant duties allocated from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

- i. Be a Kenyan citizen;



- ii. Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iii. Certificate in computer applications from a recognized institution; and

COUNTY DEPARTMENT OF BUDGET, STRATEGY & ECONOMIC PLANNING

STATISTICIAN II

CPSB 09- POSTS (2)

REF: LCPSB/ADV/23-24/41

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

For appointment to this grade, a candidate must have:

- i. Providing economic planning data and economic analysis;
- ii. Formulation of development strategy;
- 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. Collecting, collation and analysis of data relating to production and marketing of Agricultural/ industrial products;
- vi. Computerization and analysis of data;
- vii. Writing and submitting reports on specific assignments;
- viii. Controlling and supervising of technical and other supporting staff;
- ix. Management of specific economic sector or an area of statistical activity;
- x. Drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

- i. Be a Kenyan citizen;
- ii. A Bachelor's degree in Economics, or Economics and Mathematics, or Statistics and Economics from a recognized University/ Institution;
- iii. Certificate in computer applications from a recognized institution;

COUNTY DEPARTMENT OF CLIMATE CHANGE, ICT & E-GOVERNMENT

INFORMATION COMMUNICATION TECHNICIAN III

CPSB 12- POSTS (3)

REF: LCPSB/ADV/23-24/42

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Assisting in the implementation of the computer systems;
- iii. Providing user support and training of users;
- iv. Repairs and maintenance of ICT equipment and associated peripherals;
- v. Monitoring the performance of ICT equipment;
- vi. Reporting any faults for further action.

REQUIREMENTS FOR APPOINTMENT

For appointment to this Grade a candidate must have:

- i. Be a Kenyan citizen;
- ii. Kenya Certificate of Secondary Education or its approved equivalent.
- iii. Certificate in any of the following fields Computer Science, Information Communication Technology, Electrical/Electronic Engineering or its equivalent qualification from a recognized institution.



COUNTY DEPARTMENT OF LANDS, PHYSICAL PLANNING & URBAN DEVELOPMENT

PHYSICAL PLANNER

CPSB 12- POSTS (2)

REF: LCPSB/ADV/23-24/43

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Preparing physical planning development plans;
- ii. Undertaking feasibility studies on physical, social, economic and environmental characteristics;
- iii. Implementing physical plans for national, regional, urban areas and cities; processing development applications; and maintain physical planning records.
- iv. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to:

- i. Be a Kenyan citizen;
- ii. Have a Bachelor's Degree in any of the following disciplines; - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution
- iii. Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter); and
- iv. Have a certificate in computer applications skills from a recognized institution.



ASSISTANT SURVEYOR III

CPSB 11- POSTS (3)

REF: LCPSB/ADV/23-24/44

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Conduct surveys on land sites and properties;
- ii. Examine previous records and evidence to ensure data accuracy;
- iii. Research and Design methods for survey processes;
- iv. Use equipment and tools to accurately measure land features';
- v. Build maps, sketches and charts
- vi. Purchase and maintain equipment;
- vii. Report on survey results and present findings to clients;
- viii. Collaborate with engineers and architects on several projects; and
- ix. Any other relevant duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this Grade a candidate must have:

- i. Be a Kenyan citizen;
- ii. Diploma in Land Surveying, Civil Engineering or equivalent qualification from a recognized institution.
- iii. Certificate in Computer Applications;

COUNTY DEPARTMENT OF FISHERIES, BLUE ECONOMY, LIVESTOCK & CO-OPERATIVE DEVELOPMENT.

ASSISTANT DIRECTOR-FISHERIES AND BLUE ECONOMY

CPSB 05- POST (1)

REF: LCPSB/ADV/23-24/45

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail: -

- i. Compiling reports in the area of specialization;
- ii. Developing and organizing training programs in liaison with the relevant institutions and agencies; and
- iii. Disseminating fisheries related information.

In addition, duties and responsibilities will entail: -

- i. Managing fish breeding programs, fish feed formulation and pond management programs;
- ii. Inspecting fish handling facilities on the farms;
- iii. Ensuring compliance with existing fish/fishery products handling regulations;
- iv. Monitoring, control and surveillance of fisheries resources including conducting, frame, stock and catch assessment surveys;
- v. Identifying critical habitats and seasons for designing appropriate protection strategies;
- vi. Monitoring fish habitats for pollutants;
- vii. Carrying out diagnosis, prevention and control of fish diseases;
- viii. Enforcing compliance on regulatory measures including licensing, closed seasons and slot sizes; and
- ix. Promoting fish marketing and value addition.

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen;
- ii. Served in the grade of Principal Fisheries Officer for a minimum period of three (3) years;
- iii. Bachelor’s degree in any of the following fields: - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Sciences, Chemistry or any other

equivalent qualifications from a recognized Institution;

- iv. Certificate in Senior Management Course lasting at least four (4) weeks from a recognized institution.
- v. Knowledge of Fisheries Management Policies, Fisheries Act and other related statutes; and
- vi. Certificate in computer applications from a recognized institution.

ASSISTANT DIRECTOR-VETERINARY SERVICES

CPSB 05- POST (1)

REF: LCPSB/ADV/23-24/46

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities at this level will entail: -

- i. Disseminating Data/information on animal health, products and markets; collaborating with stakeholders in providing veterinary services;
- ii. Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- iii. training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices;
- iv. collating data and preparing reports on animal health, products and markets;
- v. Undertaking Post-mortem examinations and other diagnostic tests;
- vi. Inspecting, grading and Licensing plants processing animal products and transport carriers/containers;
- vii. Examining animals and issuing animal health certificates;
- viii. Participating in field efficiency trials for drugs, vaccines and acaricides.



REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have: -

- i. Be a Kenyan citizen;
- ii. Served in the grade of Chief Veterinary Officer for a minimum period of three (3) years;
- iii. A Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iv. Be registered by the Kenya Veterinary Board;
- v. Have attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution
- vi. Have a certificate in computer applications;

CHIEF VETERINARY OFFICER

CPSB 06- POST (1)

REF: LCPSB/ADV/23-24/47

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities at this level will entail: -

- i. Disseminating Data/information on animal health, products and markets; collaborating with stakeholders in providing veterinary services;
- ii. Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- iii. training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices;
- iv. collating data and preparing reports on animal health, products and markets;
- v. Undertaking Post-mortem examinations and other diagnostic tests;
- vi. Inspecting, grading and Licensing plants processing animal products and transport carriers/containers;

- vii. Examining animals and issuing animal health certificates;
- viii. Treating sick animals;
- ix. Participating in field efficiency trials for drugs, vaccines and acaricides.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have: -

- i. Be a Kenyan citizen;
- ii. Served in the grade of Senior Veterinary Officer for a minimum period of three (3) years;
- iii. A Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iv. Be registered by the Kenya Veterinary Board;
- v. Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution
- vi. Have a certificate in computer applications;

LIVESTOCK PRODUCTION OFFICER

CPSB 09- POST (1)

REF: LCPSB/ADV/23-24/48

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Preparing livestock technical information;
- ii. Providing technical advice in animal production, livestock marketing, range management, apiculture and ranching;
- iii. Promoting economic livestock farming;
- iv. Participating in organising extension activities in field days, agricultural shows, field demonstrations, farmers field schools and farm visits;
- v. Participating in collaborative research activities;
- vi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder



production and conservation, farm planning, gross margin analysis, on-farm feed formulation;

- vii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes.
- viii. Fodder production and conservation.
- ix. Value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions;
- x. Capturing, maintaining and storing livestock data.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have: -

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Food science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognised institution;
- iii. Certificate in computer application from a recognized institution.

CO-OPERATIVES OFFICER II

CPSB 10- POST (1)

REF: LCPSB/ADV/23-24/49

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

- i. Enforcing the co-operative legislation
- ii. Advising the society on proper conduct of meetings and implementing Co-operative policies.
- iii. Any other duties as may be assigned by the supervisor from time to time.

REQUIREMENTS FOR APPOINTMENT

For Appointment to this grade a candidate must have:

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in any of the following disciplines:
- iii. Cooperative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship Management and organisational Development or Economics from recognised institution.
- iv. Certificate in computer application from a recognized institution.

ASSISTANT LIVESTOCK PRODUCTION OFFICER II

CPSB 10- POST (1)

REF: LCPSB/ADV/23-24/50

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Preparing livestock technical information;
- ii. Providing technical advice in animal production, livestock marketing, range management, apiculture and ranching;
- iii. Promoting economic livestock farming;
- iv. Participating in organising extension activities in field days, agricultural shows, field demonstrations, farmers field schools and farm visits;
- v. Participating in collaborative research activities;
- vi. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation;
- vii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes. Fodder production and conservation.



- ix. Value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions;
- x. Capturing, maintaining and storing livestock data.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have: -

- i. Be a Kenyan citizen;
- ii. Served in the grade of Assistant Livestock Production Officer III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
- iii. Diploma in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognised institution;
- iv. Certificate in computer application from a recognized institution.

CO-OPERATIVE DEVELOPMENT OFFICER II

CPSB 10- POST (1)

REF: LCPSB/ADV/23-24/51

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

- i. Supervision of Cooperative development programmes
- ii. Project appraisal
- iii. Credit administration
- iv. Development and implementation of accounting systems
- v. Enforcing the Co-operative Societies Act, legislations and rules therein and Societies by-laws
- vi. Advising the society on proper conduct of meetings and implementing Co-operative policies.

- vii. Implementation of policies and coordination of all cooperative development activities
- viii. Any other duties as may be assigned by the supervisor from time to time.

REQUIREMENTS FOR APPOINTMENT

For Appointment to this grade a candidate must have:

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in any of the following disciplines:
- iii. Cooperative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship Management and organisational Development or Economics from recognised institution; and
- iv. Certificate in computer application from a recognized institution.

ANIMAL HEALTH ASSISTANT III

CPSB 12- POSTS (2)

REF: LCPSB/ADV/23-24/52

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

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

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must-

- i. Be a Kenyan citizen;



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

COUNTY DEPARTMENT OF LAMU MUNICIPALITY

ADMINISTRATION OFFICER III – MUNICIPALITY LIAISON SERVICES

CPSB 11- POST (1)

REF: LCPSB/ADV/23-24/53

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Planning of Office accommodation and layout
- ii. Facilitating transport and traveling services
- iii. Maintaining and updating furniture and office equipment
- iv. Ensuring payment of utilities
- v. Facilitating movement of assets
- vi. Facilitating general maintenance of buildings and furniture
- vii. Facilitating logistics for meetings, conferences and other special meetings
- viii. Collecting and collating data on developmental activities and Providing input in organizing public participation awareness at the local level

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate must have

- i. Be a Kenyan citizen;
- ii. Diploma in any of the following disciplines; Public Administration, Business/Management, Community

Development or any other Social Science from a recognized institution Administration,

- iii. Certificate in computer applications skills from a recognized institution.

COUNTY DEPARTMENT OF EDUCATION, TECHNOLOGY, GENDER, YOUTH AFFAIRS, SPORTS, COMMUNITY DEVELOPMENT AND SOCIAL SERVICES.

COMPLIANCE OFFICER (BURSARIES FUND)

CPSB 10- POST (1)

REF: LCPSB/ADV/23-24/54

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will involve: -

- i. Providing statistical and progression data in relation to new applicants and current awarded recipients; liaise with the student records and examinations team to ensure that the academic progression of award recipients is monitored correctly, according to the particular rules associated with each scholarship agreement;
- ii. Identifying and select recipients for Secondary, College and University funding schemes which include bursaries and scholarship, ensuring any eligibility criteria are applied correctly and consistently;
- iii. Ranking award recipients as required based on a comparative analysis of the academic qualifications, widening participation criteria and advising on competitive award allocation.
- iv. Administering the full grant cycle of sub-award management activities, from solicitation through selection, pre-award assessment, negotiation, monitoring/compliance visits, and closeout efficiently.



REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in any of the following disciplines: - Finance/ Economic/Accounting, Social Science, Business Administration with a certificate in auditing or any other relevant qualification from a recognized Institution;
- iii. Certificate in computer applications from a recognized Institution; and

CARE GIVER – (Busuba, Milimani, Mararani, Kiangwi and Mangai areas of Basuba Ward)

CPSB 15- POSTS (5)

REF: LCPSB/ADV/23-24/55

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Role modelling, guidance and counselling, mentoring and motivation of the learner;
- ii. Preparing reports;
- iii. Ensuring the safety and security of the learners;
- iv. Assist in designing, organizing and facilitating play/learning activities for learners;
- v. Assist in organizing and facilitating play/learning activities for the learners;
- vi. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development);
- vii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security;
- viii. Preparing and developing play/learning materials.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade D (Plain) from KNEC or its recognized equivalent;
- iii. Certificate in computer applications from a recognized Institution; and

In addition to the above requirements, a caregiver must have the following key personal attributes and core competencies:

-

Personal Qualities

- i. Modest and of sound mind;
- ii. Creative and innovative;
- iii. Professionalism and integrity;
- iv. Relate well with children, parents and members of the society.

Core Competencies

- i. Supervisory skills;
- ii. Problem solving skills;
- iii. Team player;
- iv. Interpersonal/Communication skill

COUNTY DEPARTMENT FOR AGRICULTURE, IRRIGATION AND FOOD SECURITY

DIRECTOR AGRICULTURE

CPSB 03- POST (1)

REF: LCPSB/ADV/23-24/56

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibility will be as follows:

- i. Implementation of the Strategic Plan and objectives of the Division;
- ii. Handling technical, administrative, human resource, budgetary and assets management issues;
- iii. Team building and setting performance targets and standards in consultation with Director;



- iv. Addressing stakeholders concerns and instituting operational accountability; and incorporating new initiatives into the division schemes of work.
- v. Cost effective research to advance national and sectoral priorities;
- vi. Modernize and make extension services responsive to customer needs;
- vii. Update and rationalize technical training;
- viii. Maximize sustainable gains from crop development activities;
- ix. Devise and apply strategies to maximize value of land and optimize its use for alternative purposes;
- x. Promote value addition to agricultural produce;
- xi. Enhance synergies between the Ministry and its State Corporations;
- xii. Enhance gainful cooperation between the sector and local/international stakeholders and act as liaison between the Ministry and the Central Agricultural Board.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan citizen;
- ii. Served in the grade of Deputy Director of Agricultural, or in a comparable and relevant position in the Public Service for at least three 3 years;
- iii. A Master Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution;

- iv. Certificate in computer applications from a recognized institution; and

COUNTY DEPARTMENT FOR FINANCE, BUDGET, STRATEGY AND ECONOMIC PLANNING

SENIOR ACCOUNTANT

CPSB 08- POSTS (1)

REF: LCPSB/ADV/23-24/57

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Planning, directing, coordinating, supervising areas of financial management and control;
- ii. Training and development of staff under him/her and setting targets for the section.
- iii. The officer may occasionally be required to undertake ad hoc assignments relating to accounting services including certifying and verifying returns, documents, vouchers, monitor collection of revenue including inspection and responsible for County Government assets, records and custody of Accountable Documents under his/her sections.
- iv. Any other duties that may be assigned to him/her from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

- i. Be a Kenyan citizen;
- ii. Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public or Private Sector for a minimum period of three (3) years;



- iii. Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.
- iv. A Bachelor Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution; and
- v. Certificate in Computer Application

LAMU COUNTY PUBLIC SERVICE BOARD

ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT

CPSB 04- POST (1)

REF: LCPSB/ADV/23-24/58

Terms of service: Two (2) years contract (Renewable Based on Satisfactory Performance)

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Assist the Board in planning and implementing Board’s mandate;
- ii. Assist in overseeing and supervising daily Board Human Resource operations;
- iii. Assist in all staffing duties i.e., hiring, training evaluation etc.
- iv. Adhere and encourage compliance with regulation and internal policies;
- v. Assist the Board in monitoring activities assigned to other staff;
- vi. Assist the Board in monitoring progress towards set objectives.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

- i. Be a Kenyan citizen;
- ii. Bachelor’s degree in Human Resource/Human Resource Management, Industrial Relation, Public/Business Administration or any other

- relevant and equivalent qualification from a recognized institution;
- iii. Master’s degree in Human Resource/Human Resource Management, Industrial Relation, Public/Business Administration or any other equivalent qualification from a recognized institution will be an added advantage;
- iv. Have a relevant working experience of not less than eight (8) years in Human Resource Management;
- v. Be a registered member with the Institute of Human Resource Management (IHRM);
- vi. Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution.

Personal Qualities

In addition to the above requirements, an applicant must have the following qualities;

- i. Ability to articulate, interpret and implement County, National and International Policies and Development Goals;
- ii. Organizational, conceptual and analytical, managerial and decisive skills;
- iii. Creativity and Innovation;
- iv. Technical problem solving;
- v. Resource Management Skills;
- vi. Interpersonal and communication skills;
- vii. Integrity and commitment to producing results;
- viii. Leadership, advocacy, relationship building and collaboration, self-driven and initiative to achieve expected results.

Core skills

- i. People Management
- ii. Financial Management



- iii. Policy formulation and implementation;
- iv. Organizing
- v. Directing
- vi. Controlling
- vii. Coordination
- viii. Strategy formulation

RECORDS MANAGEMENT OFFICER I
CPSB 09- POST (1)
REF: LCPSB/ADV/23-24/59
Terms of service: Two (2) years contract (Renewable
Based on Satisfactory Performance

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follow:

- i. Ensure security of information, documents, files and office equipment
- ii. Supervision of the registry; sorting and classifying documents for filing
- iii. Storage, updating and maintenance of personnel records and files index
- iv. Controlling opening of confidential and secret files

- v. Ensuring mails are received, sorted, opened and dispatched and related register are maintained
- vi. Planning appropriate office accommodation of registries
- vii. Ensure receipt and proper dispatch of mails and maintaining related
- viii. Ability to create and manage an effective Record Management System;
- ix. Digitizing Agency's documents for circulation and archiving.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate shall be required to have:

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in Information Science/ Records Management or any other related Social Sciences from a recognized institution.
- iii. Knowledge in IT (system designing) will be an added advantage; and
- iv. Certificate in computer applications skills from a recognized institution.



IMPORTANT NOTE:

1. Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education;
2. Shortlisted candidates will be required to produce the original National Identity Card, Academic and Valid Professional Certificates and other relevant supporting documents;
3. Any form of Canvassing will lead to automatic disqualification;
4. The Care Giver Positions are affirmative action positions meant for AWER COMMUNITY and only applicants who are from the AWER community and are residents of these areas should apply.
5. The appointment of persons for the above positions shall be through a competitive process, the County Government of Lamu being an equal opportunity Employer encourages Women, Persons Living with Disabilities and Marginalized Groups to apply;

All applications through mail or hand delivery should be submitted indicating the position applied for on a sealed envelope addressed to the Office of the Secretary / CEO, County Public Service Board on or before **Wednesday 17th January, 2024** as follows;

**THE SECRETARY / CEO
LAMU COUNTY PUBLIC SERVICE BOARD
P.O. BOX 536 – 80500
LAMU**

