



COUNTY GOVERNMENT OF LAMU

County Public Service Board



JOB VACANCY

The County Government of Lamu wishes to recruit competent and qualified persons to fill the below positions in compliance with the Constitution of Kenya and County Government Act.

COUNTY CHIEF OFFICER FOR CLIMATE CHANGE, ICT AND E-GOVERNMENT (CPSB 02), POST (1)

REF: LCPSB/ADV/23-24/01

Term of service: Two (2) years contract (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidates MUST:

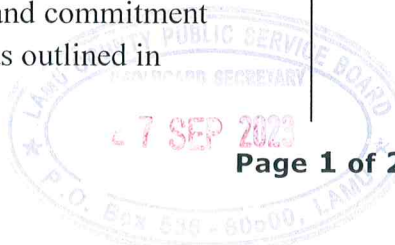
- i. Be a Kenyan Citizen;
- ii. Have a Bachelor's degree in a relevant field from a university recognized in Kenya;
- iii. Ten (10) years relevant experience out of which five (5) years' experience should be managerial position in Public or Private Sector;
- iv. Be conversant with the Constitution of Kenya and all the devolution laws;
- v. Be a strategic thinker and result oriented;
- vi. Demonstrate understanding of County Development objectives and Vision 2030;
- vii. Have good communication, organizational and interpersonal skills;
- viii. Have capacity to work under pressure to meet timelines;
- ix. Have capacity to work in a multi – ethnic environment with sensitivity and respect for diversity;
- x. Demonstrate understanding and commitment to the values and principles as outlined in

- article 10 and 232 of the Constitution of Kenya; and
- xi. Be computer literate.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. The County Chief Officer shall be the Accounting and Authorized Officer in a specific County Department in a respect of exercise of delegated power;
- ii. The County Chief Officer shall be Authorized Officer in the County Department and shall be the responsible to the respective County Executive Committee Member for the administration of the County Department as provided under Section 46 of the County Governments Act, 2012;
- iii. Formulation and implementation of effective programs to attain Vision 2030 and Sector Goals;
- iv. Development and implementation of Strategic Plans and Sector Development Plans;
- v. Implementation of Policies and Regulations;
- vi. Providing Strategic policy direction for effective service delivery;
- vii. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and



- viii. Performing any other duties as may be assigned by the Governor from time to time

DEPUTY DIRECTOR- ALCOHOLIC

DRINKS CONTROL CPSB 04' (1 Post)

REF: LCPSB/ADV/23-24/02

Term of service: Two (2) years contract

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen.
- i. Be a holder of Bachelor's Degree in Public Administration, Business Administration or any other relevant degree from a recognized university.
- i. Have relevant knowledge and experience of not less than eight (8) years in a comparable position in public or private sector.
- v. Attended a Senior Management Course lasting not less than four (4) weeks.
- v. Demonstrate experience in Human Resource Management and Administration.
- i. Should not be a holder of a public or state office.
- i. Be a professional able to understand the diversity within the county, be able to demonstrate absence of breach of relevant professional code of conduct.
- i. Must NOT have any direct dealership in buying or selling of alcoholic drinks.
- v. Demonstrate understanding of the commitment to the National values and principle of Public Service Governance as espoused in the Constitution of Kenya 2010, Article 10 and 232

Personal Qualities

In addition to the above requirement, an applicant must have the following qualities:

- i. Ability to articulate, interpret and implement County, National and International Policies and Development Goals.
- v. Organizational, conceptual and analytical, managerial and decisive skills.
- v. Creativity and innovation.
- v. 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-drive and initiative to achieve expected results.

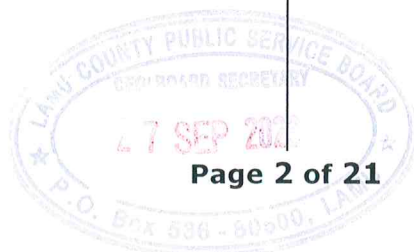
Core skills

- i. People Management
- ii. Financial Management
- iii. Policy formulation and implementation
- iv. Planning
- v. Organizing
- vi. Directing
- vii. Controlling
- viii. Coordinating
- ix. Strategy formulation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities as per the provisions of the Lamu County Alcoholic Drinks Control Act, (2020), are as below:

- i. The Deputy Director will serve the Principal Assistant to the CEO/Secretary of the Lamu County Alcoholic Drinks Control Directorate.
- ii. Facilitate development of County policies and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- iii. Support and facilitate Sub-County committees in carrying out their functions.
- iv. In collaboration with other County and National Government Department, strategize and plan for implementation of the Lamu County Alcoholic Control Act, and control of alcohol abuse and any other relevant legislation and coordinate and support their implementation.
- v. Preparation and submission of bi-annual alcoholic drinks status report in collaboration with other relevant county departments.



- vi. Monitoring and evaluating the implementation of the Lamu County Alcoholic Drinks Control Act including overseeing the operations of the Sub-County committees and advising on necessary measures to adopt to facilitation such implantation.
- vii. Supervise and control the administration of the alcoholic drinks control fund and supervise and control the alcoholic drinks business and prepare each financial year a statement of account relating to the Alcoholic Drinks Control Fund in accordance with the Public Audit Act, 2013.
- viii. Carry out public education on alcoholic drinks control in the county directly and in Collaboration with other public or private bodies and institutions;
- ix. Facilitate citizen participation in matters related to alcoholic drinks control in accordance to framework for citizen participation established under the county government act, the urban areas and cities act or any other relevant written law;
- x. Facilitate and promote in collaboration with other county and national government institutions the establishment of treatment and rehabilitation facilities and programmes;
- xi. Carry out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to alcoholic drinks control;
- xii. Develop in collaboration with other Counties and National Government Departments Strategies and plans for implementing this act and control of alcohol abuse and any other relevant national legislation and coordinate and support their implementation;
- xiii. Advise the executive member generally on the exercise of his powers and performance of his functions under this

act, and in particular on the production, manufacture, sale and consumption of alcoholic drinks;

- xiv. In collaboration with other relevant county departments, prepare and submit an alcoholic drinks status report bi-annually in the prescribed manner to the executive member which shall be transmitted to the county executive committee, county assembly and the authority;
- xv. Recommend to the executive member and participate in the formulation of laws and regulations relates to alcoholic drinks'
- xvi. Monitoring and evaluating the implementation of this act including the operations of the sub-county committees and advising the executive member on the necessary measures to be adopted;

ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT

CPSB 05 (P) POST (1)

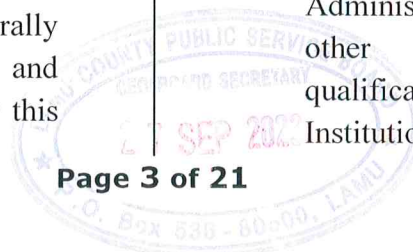
REF: LCPSB/ADV/23-24/03

Terms of service: Two (2) years contract (Renewable based on satisfactory performance)

REQUIREMENT FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Human Resource/Human Resource Management, Industrial Relations, Public /Business Administration, Government, or any other relevant and equivalent qualification from a recognized Institution;
- iii. Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public /Business Administration, Government, or any other relevant and equivalent qualification from a recognized Institution will be an added advantage;



- iv. Have 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; and
- vii. Demonstrated leadership in Management of work as reflected in work performance and results.

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;

Personal Qualities

In addition to the above requirement, 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-drive and initiative to achieve expected results.

Core skills

- i. People Management
- ii. Financial Management
- iii. Policy formulation and implementation
- iv. Planning
- v. Organizing
- vi. Directing
- vii. Controlling
- viii. Coordination
- ix. Strategy formulation

CHIEF ADMINISTRATIVE OFFICER

CPSB 07 - (M) POST (1)

REF: LCPSB/ADV/23-24/04

Term of service: Two (2) years Contract

(Renewal based on satisfactory performance)

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. Have relevant working experience of not less than five (5) years in the Public Service
- iv. Passes Administrative Officers' Examination; and
- v. Certificate in computer applications from a recognized Institution.

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. Monitors and evaluates the implementation of the department's projects and programmers;
- viii. Providing cross-functional liaison for administrative matters;
- ix. Manages the Department's Information Management Systems;
- x. Manages provision of office space, transport and other logistical services;
- xi. Ensures prudent and optimum utilization of department's resources;
- xii. Facilitating meetings, conferences and other special events;
- xiii. Supervises waste disposals;
- xiv. Follows up on payment of bills for common services;
- xv. Ensuring general maintenance of office equipment's and building is undertaken;
- xvi. Works 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. Intercommunication between department and sections;
- xx. Ensuring integrity and ethical conduct within the department.

FISHERIES OFFICER I

CPSB O9 –(K) POSTS (4)

REF: LCPSB/ADV/23-24/05

Terms of service: Two (2) years Contract (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen.
- ii. 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;
- iii. Certificate in Computer Application Skills from a recognized Institution.

DUTIES AND RESPONSIBILITIES

- i. Receiving and compiling fisheries related statistical data from field officers;
- ii. Analyzing fisheries data and preparing reports;
- iii. Assisting in monitoring, control and surveillance of the fisheries resources;
- iv. Undertaking fisheries extension activities;
- v. Maintaining of ponds at fish farms and hatcheries;

- vi. Inspecting fish and fish handling facilities at fish landing sites, markets and farms; and
- vii. Assisting in the promotion of fish marketing and value addition.

FISHERIES ASSISTANT II

CPSB 12 –(G) POSTS (3)

REF: LCPSB/ADV/23-24/06

Terms of service: Two (2) years contract

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must: -

- i. Be a Kenyan citizen.
- ii. Certificate in either Fisheries Management, Natural Resource Management or an equivalent and qualification from a recognized Institution; and
- iii. Certificate in Computer Application Skills from a recognized Institution.

DUTIES AND RESPONSIBILITIES

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

CLERICAL OFFICER II

CPSB 13 –(F) POSTS (2)

REF: LCPSB/ADV/23-24/07

Terms of service: Two (2) years Contract

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must: -

- i. Be a Kenyan citizen.
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C plain or its approved equivalent; and
- iii. Proficiency in Computer Applications.

DUTIES AND RESPONSIBILITIES

- i. Sorting, filling and dispatching letters;
- ii. Maintaining of efficient filling system;
- iii. Receiving and compiling fisheries related statistical data from field officers;
- iv. Assist in analyzing fisheries data and preparing reports;
- v. Assisting in monitoring, control and surveillance of the fisheries resources;
- vi. Undertaking fisheries extension activities; and
- vii. Perform any other duties assigned by immediate supervisor.

PUBLIC HEALTH OFFICER

CPSB 09 – (K) POSTS (2)

REF: LCPSB/ADV/23-24/08

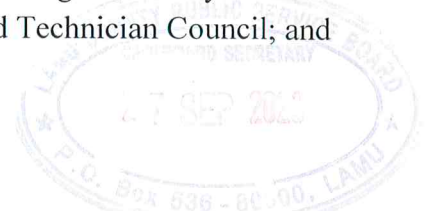
Terms of service: Two (2) years contract

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen.
- ii. Bachelor's Degree in Environmental Health or public Health from a recognized institution;
- iii. Be registered by Public Health Officer and Technicians Council;
- iv. Valid practicing license by Public Health Officer and Technician Council; and



- v. Certificate in Computer Application skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Identifying environmental health issues at community level
- ii. Compiling and maintaining up to date records of services rendered;
- iii. Assessing health needs of the community;
- iv. Implementing sanitation and hygiene standards in the community;
- v. Compiling and maintain up to date records of services rendered;
- vi. Assessing health needs of the community; implementation sanitation and hygiene standards in the community;
- vii. Sensitizing communities on food and water safety measures; and Compiling data on disease trends.

LEGAL OFFICER

CPSB 09 – (K) POSTS (2)

REF: LCPSB/ADV/23-24/9

**Term of service: Two (2) years contract
(Renewal based on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen.
- ii. Bachelors of Laws (LLB) from a recognized university;
- iii. Post graduate Diploma in Legal studies from the Kenya School of Law (Council of Legal Education);
- iv. Any other legal related course will be an added advantage;
- v. Certificate in computer applications from a recognized institution; and

- vi. Demonstrated merit and ability as reflected in work performance and results.

Functional Skills, Behavioral

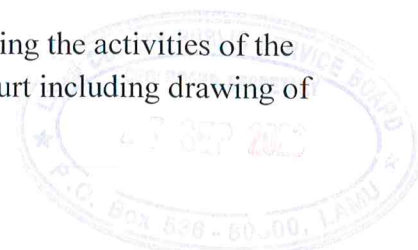
Competencies/Attributes required:

- a) Communication Skills
- b) Interpersonal Skills
- c) Negotiation Skills
- d) Ability to build and lead cohesive teams
- e) Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Undertaking research on assigned legal matters;
- ii. Collecting and collating research data;
- iii. Undertaking legal duties on the applicable domestic and international law;
- iv. Review and analyze different issues pertaining to criminal, civil, investments and trade law;
- v. Assisting in adjudication of causes related to the privatization process, commercial; transactions between parties. Ownership claims, negotiation between parties and liquidation procedures;
- vi. Draft legal documents, letters to parties, orders, decisions, judgement and their corresponding court documents;
- vii. Preparing preliminary legal documents/instruments and liaising with the County Attorney
- viii. Advising on various legal policy issues;
- ix. Coordinating the activities of the county court including drawing of



- charge sheets, bonding of witnesses, application for warrants and application for witness summons;
- x. Undertaking conveyancing duties;
- xi. Preparing legal opinions and reviewing county legislation;
- xii. Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity and organizing stakeholders' consultations; and
- xiii. Any other lawful duties as may be assigned from time to time by the County Attorney.

ECONOMIST II

CPSB 09 – (K) POST (1)

REF: LCPSB/ADV/23-24/10

**Term of service: Two (2) years contract
(Renewal based on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

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

- i. Be a Kenyan citizen.
- ii. A minimum of an Upper Second-Class Honors degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized University/ Institution;

OR

- iii. A minimum of an Upper Second-Class Honors degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized University/ Institution;

OR

- iv. A minimum of an Upper Second-Class Honours degree in Statistics with appropriate specialization from a recognized University/ Institution;

- v. A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or a post graduate Diploma or Master's degree in subjects enumerated at (i)-(iii) and above;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

- 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; and
- x. Drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action.



**AGRICULTURAL OFFICER -
(EXTENSION SERVICES)
CPSB 09 – (K) POSTS (2)
REF: LCPSB/ADV/23-24/11
Terms of service: Two (2) years contract
(Renewal based on satisfactory
performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen
- ii. Have a Bachelors of Sciences (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, Soil Science and Plant Nutrition or any other relevant and equivalent qualification from a recognized institution.
- iii. Certificate in computer applications from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities will entail:

- i. Preparation and implementation of farm business plans through analysis of enterprises;
- ii. Monitoring and advising on adoption of Agricultural Technologies;
- iii. Provide training and skills development to Agro-pastoral farmers on high value crop production on-farm water management;
- iv. Coordinating the production of high value crops and scaling of successful approaches;
- v. Furnish farmers with vital data and provide consultation with farmers and agribusiness

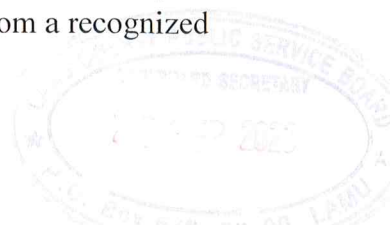
- vi. Collecting and analyzing data and samples of produce, feed, soils and other factors affecting production.
- vii. Advising farmers and managers on best techniques for improving the production of crops and livestock and alternative agricultural crops
- viii. Studying environmental factors affecting commercial crop production, pasture growth, animal breeding and the growth health forests.
- ix. Developing procedures and techniques for solving Agricultural problems and improving efficiency of production.
- x. Provide Agricultural Extension service support to focal farming household;
- xi. Advise farmers to adopt best farming practices;
- xii. Any other relevant duties assigned from time to time

**AGRICULTURAL OFFICER -
(EXTENSION SERVICES)
CPSB 11 - (H) POSTS (4)
REF: LCPSB/ADV/23-24/12
Terms of service: Two (2) years contract.
(Renewable based on satisfactory
performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen
- ii. Kenya Certificate for Secondary Education [KCSE] mean grade C or its equivalent;
- iii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification.



- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities will entail:

- i. Preparation and implementation of farm business plans through analysis of enterprises;
- ii. Monitoring and advising on adoption of Agricultural Technologies;
- iii. Provide training and skills development to Agro-pastoral farmers on high value crop production on-farm water management;
- iv. Coordinating the production of high value crops and scaling of successful approaches;
- v. Collecting and analyzing data and samples of produce, feed, soils and other factors affecting production.
- vi. Provide Agricultural Extension service support to focal farming household;
- vii. Advise farmers to adopt best farming practices;
- viii. Any other relevant duties assigned from time to time

OFFICE ADMINISTRATIVE ASSISTANT II

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/13

Terms of service: Two (2) years Contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate must have

- i. Be a Kenyan citizen;
- ii. Served in the grade of Office Administrative Assistant III for a minimum period of three (3) years;

- iii. Business Education single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects.
- iv. Typewriting II (minimum 40 w.p.m) computerized Document Processing II;
- v. Business English II/Communication I;
- vi. Office practice II;
- vii. Commerce II;

OR

- iii. Craft Certificate in Secretarial Studies from the Kenya National Examination Council; and
- viii. Certificate in computer applications skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Taking oral dictation;
- ii. Ward and data processing from manuscripts;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment;
- v. Document and records;
- vi. Attending to visitors/clients;
- vii. Handing telephone calls and appointment; and
- viii. Undertaking any other office administrative services duties that may be assigned.

OFFICE ADMINISTRATIVE ASSISTANT III

CPSB 12 - (G) POST (1)

REF: LCPSB/ADV/23-24/14

Terms of service: wo (2) years contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate must have

- i. Be a Kenyan citizen;
- ii. Kenya Certificate of Secondary Education mean grade c-(minus)with at least C (plan) in

English or Kiswahili Language or its equivalent qualification from a recognized institution;

iii. Business Education single and Group Certificate (BES & GC) from the Kenya National Examination Council in the following subjects.

- a) Typewriting II (minimum 40 w.p.m) computerized Document Processing II;
- b) Business English I/Communication I;
- c) Office practice I;
- d) Commerce I;

OR

iv. Craft Certificate in Secretarial Studies from the Kenya National Examination Council; and

v. Certificate in computer applications skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Taking oral dictation;
- ii. Ward and data processing from manuscripts;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment;
- v. Document and records;
- vi. Attending to visitors/clients;
- vii. Handing telephone calls and appointment; and
- viii. Undertaking any other office administrative services duties that may be assigned.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER (II)- (PUBLISHING)

CPSB 10 (J) POST (1)

REF: LCPSB/ADV/23-24/15

Terms of service: Two (2) years contract (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

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

- i. Must be a Kenyan citizen;

ii. A diploma in computer Science/Information Communication Technology; or its equivalent from a recognized institution;

iii. Served in the grade of Information Communication Technology Officer III or its equivalent for a minimum period of three (3) years.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Information gathering on topical issues,
- ii. Verifying its authenticity
- iii. Editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer;
- iv. Review of potential materials before publishing
- v. Negotiate terms of publishing
- vi. Collaborate with design professionals
- vii. Develop timelines for production
- viii. Performing any other duties as may be assigned by the Governor from time to time.

RECORDS MANAGEMENT OFFICER II,

CPSB 10 (J) POST (1)

REF: LCPSB/ADV/23-24/16

Terms of service: Two (2) years contract

(Renewable based on satisfactory performance)

Direct Appointment

- 1. Be a Kenyan citizen.
- 2. For appointment to this grade, a candidate must be in possession of a Bachelor's degree in Information Science/Records Management or any other related Social Sciences from a recognized institution.

3. Knowledge in IT will be an added advantage; and
4. Certificate in computer applications skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Ensuring security of files and documents; renewing file covers;
- ii. Ensuring proper handling of documents, pending correspondence and bring-ups;
- iii. Receiving and dispatching letters and maintaining related registers; and
- iv. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

ENTREPRENEURSHIP INSTRUCTOR I

CPSB 09 – (K) POST (1)

REF: LCPSB/ADV/23-24/17

Terms of service: Two (2) years contract (Renewal based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

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

- i. Must be a Kenyan citizen;
- ii. Diploma in any Business Administration, Entrepreneurship or its equivalent qualification from a recognized institution,
- iii. Served in the grade Vocational Training Instructor II for a minimum period of three (3) years;
- iv. Training of Trainers (TOT) Course from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson notes in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Preparing trainee progress reports;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper storage, care and usage of teaching and learning materials, tools and equipment;
- vi. Administering examinations;
- vii. Coordinating co-curricular activities;
- viii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline;
- ix. Coaching and providing leadership to newly deployed instructors;
- x. Liaising with relevant industries for trainee attachment; and
- xi. Guiding, monitoring and supervising trainees or attachments.

Any other relevant duties allocated from time to time

BUILDING & CONSTRUCTION

INSTRUCTOR III

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/18

Terms of service: Two (2) years contract. (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Building and Construction and any other relevant qualification from a recognized institution;
- iv. Training of Trainers certificate Course from a recognized Institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals were considered necessary.

INFORMATION & COMMUNICATION

INSTRUCTOR II

CPSB 11 - (H) POSTS (5)

REF: LCPSB/ADV/23-24/19

Terms of service: Two (2) years contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Computer Studies/Science, Information and communication Technology and any other relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;

- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

ENTREPRENEURSHIP INSTRUCTOR III

CPSB 11 - (H) POSTS (4)

REF: LCPSB/ADV/23-24/20

Terms of service: Two (2) years contract,

(Renewable based on satisfactory

performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Business Administration, Entrepreneurship or its equivalent qualification from a recognized institution;
- iv. Training of Trainers certificate course in a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;

- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals were considered necessary.

MOTOR VEHICLE MECHANICS

INSTRUCTOR III

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/21

Terms of service: Two (2) years contract,

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in mechanical engineering or any other relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

PLUMBING INSTRUCTOR III

CPSB 11 - (H) POST (4)

REF: LCPSB/ADV/23-24/22

Terms of service: Two (2) years contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in plumbing or any other relevant qualification from a recognized institution;

- iv. Training of Trainers certificate Course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

ELECTRICAL INSTRUCTOR III

CPSB 11 - (H) POST (3)

REF: LCPSB/ADV/23-24/23

Terms of service: Two (2) years contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in electronic engineering or electrical technician certificate part III or relevant qualification from a recognized institution;
- iv. Training of Trainers Course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

FASHION AND DESIGN INSTRUCTOR III CPSB 11 - (H) POSTS (2)

REF: LCPSB/ADV/23-24/24

**Terms of service: Two (2) years contract.
(Renewable based on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Hair Dressing, Clothing, Fashion Design and Textile Technology or relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;

- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

HOSPITALITY INSTRUCTOR III

CPSB 11 - (H) POSTS (2)

REF: LCPSB/ADV/23-24/25

Terms of service: two (2) years contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Food Technology, Catering or relevant qualification from a recognized institution;
- iv. Training of Trainers certificate from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering

- teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

BEAUTY THERAPY INSTRUCTOR III

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/26

Terms of service: two (2) years contract, (Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in Beauty Therapy equivalent qualification or from a relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

CARPENTRY & JOINERY INSTRUCTOR III

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/27

**Terms of service: Two (2) years contract,
(Renewable based on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;

- iii. Diploma in carpentry and joinery or equivalent qualification or from a relevant qualification from a recognized institution;
- iv. Training of Trainers certificate course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

VESSEL REPAIR AND MAINTENANCE

INSTRUCTOR III

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/28

**Terms of service: two (2) years contract,
(Renewable based on satisfactory
performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent; relevant qualification from a recognized institution;
- iii. Diploma in vessel repair and maintenance or relevant qualification from a recognized institution;
- iv. Training of Trainers course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with student’s suggestions for further appropriate improvement in learning;
- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and

regulations in order to maintain high level of discipline; and

- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.

MARITIME SECURITY INSTRUCTOR III

CPSB 11 - (H) POST (1)

REF: LCPSB/ADV/23-24/29

**Terms of service: Two (2) years contract,
(Renewable based on satisfactory
performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Diploma in maritime security or relevant qualification from a recognized institution;
- iv. Training of Trainers course from a recognized institution; and
- v. Certificate in computer applications from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Train theory and practical lessons for students in the area of specialization;
- ii. Prepare and use schemes of work, course outlines, and lesson plans in line with the approved examining body curriculum in delivering teaching and instructing students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations as outlined in curriculum;
- iv. Set assignments regularly and mark them promptly, follow – up with

student's suggestions for further appropriate improvement in learning;

- v. Ensuring proper care and maintenance of tools and equipment;
- vi. Conducting co-curricular activities;
- vii. Ensure that students understand and follow the college rules and regulations in order to maintain high level of discipline; and
- viii. Provide guidance and counseling to students to nurture development including spiritual care and make referrals where considered necessary.



INSTRUCTOR III COURSE	NAME	No. of Instructors required per Institution				
		Kizingitini VTC	Lamu VTC	Mokowe VTC	Mpeketoni VTC	Witu VTC
ICT Instructor III		1	1	1	1	1
Entrepreneurship Instructor III		1		1	1	1
Building & Construction Instructor				1		
Motor Vehicle Mechanics Instructor					1	
Plumbing & Pipe Fitting Instructor		1	1		1	1
Electrical Instructor III		1	1		1	
Fashion & Design Instructor III			1			1
Hospitality Instructor III			1		1	
Carpentry & Joinery Instructor III						1
Beauty Therapy Instructor III			1			
Vessel Repair & Maintenance		1				
Maritime Security Instructor III		1				
Total Posts		6	6	3	6	5
		26				

IMPORTANT NOTE:

1. The applications should reach the County Public Service Board on or before **10th October, 2023**.
2. Entrepreneurship Instructor I at Job Group K is only available at Lamu Vocational Training Centre.
3. Applicants for **Instructors III, Job Group H** are **ONLY** allowed to select **ONE COURSE** to teach from **NOT MORE** than **TWO** Vocational Training Centers.
4. Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education, (CUE);
5. Shortlisted candidates will be required to produce the original National Identity Card, Academic and Professional Certificates and other relevant supporting documents;
6. Any form of Canvassing will lead to automatic disqualification;
7. The appointment of persons for the above positions shall be through a competitive process and so the County Government of Lamu being an equal opportunity Employer encourages Women, Persons Living with

Disabilities and Marginalized Groups to apply;

HOW TO APPLY:

1. Qualified and interested candidates should download and fill job application form provided on our websites www.lamu.go.ke /www.lamu-cpsb.org together with required documents and send to.

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

2. Clearance certificates for the purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required for those shortlisted and **MUST** submit copies of the following clearance certificates during the interview:
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-corruption commission;
 - Certificate of Good conduct; and
 - Credit Reference Bureau (CRB).

