



LAMU COUNTY GOVERNMENT

County Public Service Board



JOB VACANCIES

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

DEPARTMENT OF FINANCE

I. DIRECTOR SUPPLY CHAIN

MANAGEMENT SERVICES

CPSB 03 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/1

Terms of service: Three (3) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer **Must:**

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Deputy Director, Supply Chain Management Services or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have a Bachelor's Degree in any of the following: Commerce, Business Administration, Economics, Procurement and Supplies Management Marketing, Law or their equivalent qualification from a recognized institution;
- iv. Possess a Master's Degree in any of the following: Procurement and Supply Chain Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized institution;
- v. Be a member of the Kenya Institute of Supplies Management (KISM) and in good standing;

- vi. Be conversant with IFMIS and Enterprise Resource Planning (ERP) Programs;
- vii. Have attended a Strategic Leadership Development Program (SLDP) course lasting not less than six (6) weeks;
- viii. Have a Certificate in Computer application skills from a recognized institution; and
- ix. Demonstrate professional competence, administration capabilities and initiative in the general organization and management of the supply chain Management function and possess through understanding of supply chain management trends and techniques.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Overall, in charge of procurement services in the County
- ii. Provide administration guidelines on the implementation and interpretation of public procurement and assets Disposal act of 2015
- iii. Plan and coordinate supplies management services to ensure the county has the required supplies for its operations
- iv. Enforce public procurement policies, regulations, systems and procedures to ensure effective utilization of county resources as required by the legislations.



- v. General administration, supervision, allocation of duties and discipline of staff to ensure they meet the set targets as per the performance contract
- vi. Ensure there is timely availability of required materials and supplies at the most competitive value
- vii. Implement executive order No. 2 on procurement to ensure the County is compliant and utilizes the IFMIS system
- viii. Carry out planning and projection of procurement needs of the County
- ix. Ensure the County has enough supplied for its operations
- x. Design and evaluate supplies systems of the County to ensure adherence to established performance and systems development
- xi. Monitor contract management by user department to ensure implementation of contract in accordance with the terms and conditions of the contract
- xii. Coordinate the evaluation of tenders, quotation and proposal to ensure the tender process is compliant to legislations
- xiii. Recommend a negotiation team for appointment by the County Secretary and participate in such negotiations
- xiv. Prepare annual procurement budget.

2. SENIOR ACCOUNTANT

CPSB 08 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/2

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii. Have Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.



OR

- Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- iv. Possess a Certificate in Computer Applications;
- v. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Timely and accurate preparation of quality management reports that fall under his/her section (s).
- ii. Planning, directing, coordinating, supervising areas of control;
- iii. Training and development of staff under him/her and setting targets for the section (s).
- iv. occasionally undertaking ad hoc assignments relating to accounting services he/she will certify and verify 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(s):
- v. Any other duties that may be assigned to him/her from time to time.

DEPARTMENT OF BUDGET

3. DIRECTOR OF BUDGET

CPSB 03 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/3

Terms of service: Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Deputy Director, Budget or in a comparable and relevant position in the

Public Service for a minimum period of three (3) years;

- iii. Have a Bachelor Degree in any of the following: Commerce (Finance option), Economics, Statistics, Business Administration, or their equivalent qualification from a recognized institution;
- x. Possess a Master's Degree in any of the following: Commerce (Finance option), Economics, Statistics, Business Administration, or any other relevant field from a recognized institution;
- xi. Have shown outstanding capability in Financial management;
- xii. Have attended a Strategic Leadership Development Program (SLDP) course lasting not less than six (6) weeks;
- xiii. Have a Certificate in Computer application skills from a recognized institution; and
- xiv. Demonstrate professional competence, administration capabilities and initiative in the general organization and management of the supply chain Management function and possess through understanding of supply chain management issues and emerging supply chain management trends and techniques.

Personal Qualities

- i. Ability to articulate, interpret and implement National and Internal 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. Coordinating

vi. Strategy implementation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Coordinating the development of budget policy, budget systems and reforms.
- ii. Coordinating the overall County resource allocation in line with the County policy, annual development plan and CIPD.
- iii. Advising the accounting officers on budgetary requirements for department, budget planning and implementation.
- iv. Coordinating capacity building in the department.
- v. Preparing and compiling annual and supplementary budgetary estimates, county fiscal strategy paper, budget execution report, revenues estimates and other budgetary report.
- vi. Undertaking risk assessment and management of the budget
- vii. Ensuring the county departments adhere to program-based budgeting and capturing the same in IFMIS using plan to budget module
- viii. Coordinating the preparations of the county departments public expenditure reviews and the sectorial reports
- ix. Coordination of public forums to ensure the public participates fully in the budget making process

DEPARTMENT OF NATURAL RESOURCES, LANDS, PHYSICAL PLANNING AND URBAN DEVELOPMENT

4. CHIEF PHYSICAL PLANNING ASSISTANT

CPSB 07 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/4

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 (National Identity Card/ Passport);
- ii. Have Served in the grade of Senior Physical Planner for a minimum period of three (3) years;
- iii. Be in possession of Degree /Higher Diploma in Urban and Regional Planning, Regional Planning, Building, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution;
- iv. Own Associate Membership of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- v. Have Certificate in Senior Management Course lasting not less than four (4) weeks; and
- vi. Possess a Certificate in Computer application skills from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Initiating, preparing and monitoring the implementation of sub county and local development
- ii. Providing advice on development applications and development control matters
- iii. Implementing and providing feedback on physical planning guidelines and standards
- iv. Collecting, collating and analyzing urban and regional planning data;
- v. Preparing actions plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- vi. Undertaking studies on matters relating to physical planning at the regional and local levels;
- vii. Setting agenda and convening physical planning liaison committee meetings
- viii. Keeping records of deliberations and communicating decisions of the physical planning liaison committee and managing of physical planning data.

5. GEOGRAPHICAL SYSTEM MANAGER

DEVELOPER

CPSB 09 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/5

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Bachelor's degree in Computer Science, Geography, Geospatial Sciences, or related field;
- iii. Have at least two (2) years' experience in developing GIS – based tools for data collection and analysis;
- iv. Possess proficiency in GIS software (ArcGIS, QGIS, or other open -source GIS tools);
- v. Own a member of Institute of Surveyors of Kenya (ISK)
- vi. Have a Certificate in computer applications from a recognized Institution; and
- vii. Demonstrate merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Develop, test, and maintain GIS applications and systems, including designing user interfaces, databases and back-end systems
- ii. Develop custom tools and scripts to automate GIS processes
- iii. Manage and maintain geographic data, including data acquisition, cleaning, integration and quality control.
- iv. Perform spatial analysis to derive insights for decision – making processes.
- v. Design and produce maps and visualizations for various purposes such as reports, presentations and web applications.
- vi. Maintain and optimize spatial databases, ensuring data integrity and processes
- vii. Conduct testing and quality assurance to ensure GIS applications are error - free and perform as expected
- viii. Provide training and support to end – users, helping them utilize GIS tools and applications effectively.



- ix. Collaborate with cross – functional teams, including GIS analysis, cartographers, and domain experts to understand project requirements and deliver solutions that meet the needs of stakeholders.

DEPARTMENT OF DEVOLUTION

6. CHIEF ADMINISTRATION OFFICER

CPSB 07 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/6

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
 - ii. Have Served in the grade of Senior Administration Officer / Senior Ward Administrator or in a comparable position in public or private sector for a minimum period of three (3) years;
 - iii. Have 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;
- OR**
- Diploma in any of the following disciplines; Public Administration, Business Administration/ Management, Community Development or any other Social Science from a recognized Institution with ten (10) years' work experience of which five (5) years must be in a managerial position;
- iv. Be in possession of certificate in Supervisory Management Course or its equivalent qualification from a recognized institution;
 - v. Have a certificate of Administrative Officers' Examination (PSCK);
 - vi. Have a Certificate in computer applications from a recognized Institution; and
 - vii. Demonstrate merit and ability as reflected in work performance and results

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 project 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's 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. Enhancing Intercommunication between department and sections;
- xx. Ensuring integrity and ethical conduct within the department.

DEPARTMENT OF WATER SERVICES

7. SUPPLY CHAIN MANAGEMENT

ASSISTANT III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/7

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution;
- iii. Have a Diploma in any of the following; Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management or their equivalent qualification from a recognized Institution;
- iv. Be a member of the Kenya Institute of Supplies Management (KISM) and in good standing;
- v. Possess Certificate in Computer Applications; and
- vi. Have Shown merit and ability as reflected in work performance and result.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Distribution management;
- ii. Fleet management;
- iii. Disposal of stores
- iv. Equipment; procurement;
- v. Market surveys and research;

- vi. Inventory and stock control, in accordance with the laid down regulations and procedures; and
- vii. Any other duties that may be assigned to him/her from time to time.

DEPARTMENT OF MEDICAL SERVICES

8. INTERNAL MEDICINE SPECIALIST

PHYSICIAN

CPSB 04 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/8

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan Citizen (National Identity Card/Passport);
- ii. Have Bachelor Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentist Council;
- iii. Possess Master's degree in Internal Medicine or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- iv. Have Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;
- v. Possess valid practicing license from Kenya Medical Practitioners and Dentists Council;
- vi. Have certificate in Computer application skills from a recognized institution;
- vii. Demonstrate professional competence and managerial capability as reflected in work performance and result

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. History taking and completion of related documentations for admitted patients;



- ii. Performance complete physical examination of patients as per their need;
- iii. Advice, completion and accurate interpretation of laboratory, radiology and other exams according to patients' need and relevant guidelines and forms;
- iv. Conduct regular patient visit as needed and instructed by ICU Unit In-charge;
- v. Make accurate diagnosis of patient's illnesses in consideration to history, physical exam and laboratory exam findings;
- vi. Advise and manage treatment of admitted patients as per diagnosis and patient's need;
- vii. Ensure that the ICU procedures are applied for patients;
- viii. Counselling, managing and follow up of critically ill patients and their relatives according to patient health status;
- ix. Assist in data collection according to data collection method and tools;
- x. Participate actively in the training of new employees and trainees;
- xi. Follow up of specific standards, protocols, procedures. Rules in regulations during daily work;
- xii. Provide preventive and promotive counseling in ICU Unit to the patients and clients;
- xiii. Participate actively in the infection prevention of ICU Unit and hospital; and
- xiv. Perform other related tasks assigned by supervisor

9. MEDICAL OFFICER

CPSB 07 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/9

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan Citizen (National Identity Card/Passport);
- ii. Have Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;



- iii. Have Successfully completed one (1) year Internship from a recognized institution;
- iv. Have certificate of Registration by the Medical Practitioners and Dentist Board;
- v. Possess a Valid practicing license from Medical Practitioners and Dentist Board; and
- vi. Have certificate in Computer applications skill from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Diagnosing, Caring and Treating diseases;
- ii. Performing Medical and Surgical procedures;
- iii. Preparing and responding to emergencies;
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education, maintaining medical records, health information and data;
- vi. Counselling patients and their relatives on diagnosis and bereavement;
- vii. Teaching and coaching medical students, nursing students and clinical officers' interns; and
- viii. Preparing requisite document for registration.

10. DENTAL OFFICER

CPSB 07 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/10

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan Citizen (National Identity Card/Passport);
- ii. Possess a Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dental Board;
- iii. Have Successfully completed one (1) year internship from recognized institution;

- iv. Own a certificate of Registration by the Medical Practitioners and Dentist Board;
- v. Have a Valid practicing license from Medical Practitioners and Dentist Board; and
- vi. Have a certificate in Computer applications skill from a recognized institution.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Providing dental care including: diagnosis common oral condition, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery;
- iii. Prosthetics and conservative dentistry;
- iv. Facilitating admission, diseases investigations of patients, report writing and assisting in theater activities;
- v. Collecting information on dental health information system;
- vi. Organizing discharge summaries and follow up of patients; and
- vii. Acting as the first call on duty.

11. KENYA REGISTERED COMMUNITY

HEALTH NURSE III

CPSB 11 (4 Posts)

REF: LCPSB/EXT-ADV/2024-2025/11

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwife, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Have Registration Certificate issued by the Nursing Council of Kenya;



- iv. Be in possession of a Valid practicing license from Nursing Council of Kenya;
- v. Have a Certificate in computer application skills from a recognized institution; and
- vi. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare services including integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admissions and initiating discharge plans;
- v. Maintaining records on patient's /client's health conditions and care;
- vi. Ensuring a tidy and safe clinical environment;
- vii. Collecting and compiling data;
- viii. Any other relevant duties that may be assigned from time to time.

12. ENROLLED NURSE III

CPSB 12 (11 Posts)

REF: LCPSB/EXT-ADV/2024-2025/12

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have 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. Have Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Own a Valid practicing license from Nursing Council of Kenya;
- v. Have a certificate in computer application skills from a recognized institution; and
- vi. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- 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, ante-natal care, delivery, referring patients and clients appropriately;
- iv. Evaluating healthcare outcomes on patients/clients preparing individualized reports;
- v. Making appropriate discharge plan for patients;
- vi. Conducting assessment of school health needs;
- vii. Planning, implementing interventions and preparing periodic reports;
- viii. Maintaining records on patients/clients personal and health condition/care
- ix. Ensuring a tidy and safe clinical environment;
- x. Ensuring a tidy and safe clinical environment;
- xi. Ensuring safe custody for in – patients belonging;
- xii. Conducting home visits, following up discharged patients /clients and providing continuity of care
- xiii. Treating continuity ailments; and
- xiv. Any other relevant duties that may be assigned from time to time.

13. RADIOGRAPHER III

CPSB 11 (2 Posts)

REF: LCPSB/EXT-ADV/2024 - 2025/13

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English / Kiswahili, Biology / Biology Science or Physics / Sciences and C- in Mathematics;
- iii. Possess a Diploma in any of the following: Diagnostic Radiography/Medical Imaging Science, Ultrasound, Computerized, Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent qualification from a recognized institution.;
- iv. Be a registered member with the Kenya Radiation Protection Board (KRPB);
- v. Have a Certificate in Computer Application Skills from a recognized institution;
- vi. Have Shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:



- 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. Ensuring examination and waiting areas are tidy as clean as always required; and
- xi. Any other relevant duties that may be assigned from time to time.

14. SENIOR REGISTERED CLINICAL OFFICER (ANESTHETIST)

CPSB 08 (1 Post)

REF: LCPSB/EXT-ADV/2024 - 2025/14

Terms of Service: Two (2) Years Contract (Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Registered Clinical Officer I for a minimum period of three (3) years;
- iii. Have a Diploma in Clinical Medicine from a recognized Institution;
- iv. Have acquired a Higher Diploma in Anesthesia from a recognized Institution;



- v. Have a Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Have a Certificate of Registration from the Clinical Officer's Council of Kenya;
- vii. Possess a Valid practicing license from the Clinical Officer's Council of Kenya;
- viii. Have a Certificate in Computer Application Skills from a recognized institution; and
- ix. Have shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out anesthesia procedures as per training and skill;
- iv. Offering specialized clinical services including Anesthesia
- v. Compiling and analyzing clinical data;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Sensitizing patients and clients on preventing and promotive health;
- viii. Providing clinical outreach and school health services; and
- ix. Any other relevant duties that may be assigned from time to time

15. REGISTERED NURSE I (ANESTHETIST)

CPSB 09 (1 Post)

REF: LCPSB/EXT-ADV/2024 - 2025/15

Terms of Service: Two (2) Years Contract (Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have served in the grade of Registered Nurse II for a minimum period of three (3) years;

- iii. Have a Diploma in Nursing or its equivalent qualification from a recognized institution;
- iv. Have acquired a Higher Diploma in Anesthesia from a recognized Institution;
- v. Have a Certificate of Registration from the Nursing Council of Kenya;
- vi. Possess a Valid Professional Practice License from the Nursing Council of Kenya;
- vii. Have Certificate in computer applications; and
- viii. Shown merit and ability in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Taking history, examining, diagnosing, ordering laboratory and imaging investigations;
- ii. Interpreting laboratory and imaging results;
- iii. Treating patients' common ailments at an outpatient or inpatient health facility;
- iv. implementing community health care activities in liaison with other health workers;
- v. Guiding and counseling patients, clients and staff on health issues;
- vi. Sensitizing patients and clients on preventive and promotive health;
- vii. Carrying out surgical procedures as per training and skill;
- viii. Collecting and compiling clinical data;
- ix. Providing clinical outreach and school health services;
- x. Organizing health management teams and convening health management committee meetings;
- xi. Assessing, preparing and presenting medico-legal reports and referring patients and clients to appropriate health facilities.

16. PHARMACEUTICAL TECHNOLOGIST III

CPSB 11 (4 Posts)

REF: LCPSB/EXT-ADV/2024 -2025/16

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Kenya Certificate of Secondary Education with a mean grade C and at least a C in Chemistry or Physical Science, a C in Biology or Biological Science, a C in English or Kiswahili and C in Physics or Mathematics or relevant qualification from a recognized institution;
- iii. Be a holder of a Diploma in pharmaceutical Technology from a recognized training institution;
- iv. Be registered and licensed by Pharmacy & Poisons Board;
- v. Possess a Valid practicing license;
- vi. Hold Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Recording prescriptions in a pharmacy unit;
- ii. Pre-packing, repacking and writing instructions on labels;
- iii. Counselling patients on usage of drugs in a pharmacy unit;
- iv. Maintaining drug registers/books;
- v. Stock- taking of drugs and medical devices on monthly basis
- vi. Ensuring that there is an efficient supply of essential commodities and rational use of medicines in the County and Sub- County Health facilities;
- vii. Receiving written prescription or refill requests and verify that information is complete and accurate;
- viii. Maintaining proper storage and security conditions for drugs;
- ix. Answering telephones, responding to questions or requests; and
- x. Filling bottles with prescribed medications and type affix labels



17. ORTHOPEDIC AND TRAUMA

TECHNOLOGIST III

CPSB 11 (2 Posts)

REF: LCPSB/EXT-ADV/2024 - 2025/17

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Be a holder of a Diploma in Orthopedic plaster Technology or its equivalent from a recognized training institution;
- iii. Be a registered member of a relevant regulatory body;
- iv. Possess a valid practicing license;
- v. Be in possession of certificate in computer application skills from a recognized institution; and
- vi. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Prepare patients for orthopedic and trauma procedures and operations;
- ii. Assist orthopedic surgeons during operations and trauma care;
- iii. Provide support in the application and removal of casts and splints;
- iv. Provide initial patient assessment and care for orthopedic and trauma injuries;
- v. Offer guidance and support to patients and their families on care and rehabilitation;
- vi. Ensure proper sterilization and maintenance of orthopedic equipment;
- vii. Manage inventory of supplies and request replenishments as needed;
- viii. Maintain accurate patient records, including treatment plans and progress notes;

- ix. Assist in the preparation of reports and documentation related to orthopedic and trauma care

18. OCCUPATIONAL THERAPIST

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024 - 2025/18

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer MUST:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Hold a Diploma in Occupational Therapy from a recognized institution;
- iii. Be registered with the relevant professional body;
- iv. Possess a valid practicing license;
- v. Hold a certificate in computer application skills from a recognized institution; and
- vi. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Assessing and formulating patient's treatment plan;
- ii. Maintaining records and data relating to patients;
- iii. Collecting data for operational research;
- iv. Sensitizing the community on occupational therapy issues; and
- v. Preparing periodic reports

19. PHYSIOTHERAPIST III

CPSB 11 (2 Posts)

REF: LCPSB/EXT-ADV/2024 -2025/19

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have acquired Diploma in Physiotherapy from a recognized institution;



- iii. Own a Certificate of registration from the Physiotherapy Council of Kenya (PCK);
- iv. Have valid practicing license from Physiotherapy Council of Kenya (PCK);
- v. Possess a certificate in computer application skills from a recognized institution; and
- vi. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Screening, assessing and providing therapeutic exercises;
- ii. Manual therapy, electrotherapy and hydrotherapy interventions as per the patient's clients formulated treatment plan;
- iii. Carrying out physical disability assessment for categorization, registration and other support;
- iv. Providing health promotion and education to patients/clients on neuron musculoskeletal disorders and health living to prevent non-communicable diseases;
- v. Verifying and maintaining information and records relating to patients;
- vi. Ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- vii. Carrying out home visits and following up on patients' progress;
- viii. Sensitizing the community on physiotherapy issues;
- ix. Maintaining patients/clients progress report; and
- x. Collating and compiling data for research; and preparing periodic reports.

20. EMERGENCY MEDICAL TECHNICIAN

CPSB 14 (1 Post)

REF: LCPSB/EXT-ADV/2024 -2025/20

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Be a holder of a Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- iii. Have gone through a Basic Training in Paramedic;
- iv. Have a Strong analytical skill, with attention to detail and quick reaction to situations;
- v. Have Composed and efficient in high-stress environments;
- vi. Have Excellent knowledge of operating medical equipment and machines;
- vii. Bear Compassionate, professional and empathetic attitude towards the injured and their relatives;
- viii. Own Certificate in computer application skills from a recognized institution; and
- ix. Have Shown merit and ability as reflected in work performance and results;

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Respond swiftly to emergency calls and administer emergency first aid and life support for the patient until they reach the hospital.
- ii. Provide prehospital emergency care such as bandaging wounds, treatment of shock and controlling bleeding.
- iii. Carefully assess the patient before diagnosing and administering any treatment.
- iv. Carry a stretcher, secure the patient on it and transporting them to the ambulance.
- v. Operate medical machinery like ECG, ultrasound, and defibrillators.
- vi. Ensure the patient is ventilated and ensure oxygen mask is provided when necessary.
- vii. Administer cardiopulmonary resuscitation, including these of automated defibrillators if necessary
- viii. Check for any signs of identification on the patients to ensure the right care and support is provided.
- ix. Be calm and composed during stressful situations and handle the family and friends of patients with professionalism and empathy.



- x. Take quick decisions in case an anomaly is observed in the patient
- xi. Be mindful and handle equipment with utmost care.
- xii. Ensure the ambulance is cleaned after every emergency run from replacing the linens and medical supplies to scrubbing the ambulance clean.
- xiii. Create reports of the incidents and observations for authorities and healthcare professionals 'reference.
- xiv. Any other duties as may be assigned by the Supervisor.

21. SUPPORT STAFF

CPSB 15 (4 Posts)

REF: LCPSB/EXT-ADV/2024 -2025/21

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

(Patte, Mkokoni, Dide Waride and Mangai dispensaries)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National ID/ Passport);
- ii. Be a holder of Kenya Certificate Secondary Education (KCSE) with Mean Grade D (plain);
- iii. Be in possession of Certificate in Computer Applications;
- iv. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Compile, Copy, Sort, and file records of office activities and other activities.
- ii. Operate office machines, such as photocopies and scanners.
- iii. Open, sort and answer correspondence, and prepare outgoing mail.
- iv. Perform office general cleaning
- v. Other relevant duties that may be assigned from time to time.



RE- ADVERTISEMENT

DEPARTMENT OF PUBLIC SERVICE

MANAGEMENT AND ADMINISTRATION

22. DIRECTOR OF HUMAN RESOURCE

MANAGEMENT AND DEVELOPMENT

'CPSB 03' (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/22

Terms of Service: Three (3) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have ten (10) years' general experience out of which five (5) years' experience should be in a managerial position in Public or Private Sector in the relevant fields;
- iii. Have acquired Bachelor's degree in Social Sciences such as Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a recognized Institution;
- iv. Possess a Master's degree in the relevant field from a recognized institution;
- v. Have attended a strategic leadership Development course lasting not less than six weeks from a recognized institution;
- vi. Have a certificate of Certified Human Resource (CHRP-K);
- vii. Be a registered member with the Institute of Human Resource Management (IHRM);
- viii. Demonstrate a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and development policies and programmes;

- ix. Demonstrate a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development;
- x. Own a Certificate in Computer Applications;
- xi. Have shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to articulate, interpret and implement 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. Coordinating
- ix. Strategy Formulation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Formulating, Implementing and Reviewing Human Resource Management;
- ii. Developing of policies, rules and regulations in relation to Human Resource Management;
- iii. Carrying out staff audit, identifying gaps and

proposing optimal staffing levels in the County;

- iv. Ensuring correct Interpretation and Implementation of Human Resource Management policies, rules, regulations, labor laws and other relevant statutes;
- v. Establishing and operationalizing of the Human Resource function;
- vi. Ensuring compliance with the Public Service values and principles in the County;
- vii. Setting performance standards and analyzing staffing levels for cadres managed by the County;
- viii. Establishing and Coordinating the implementation of Performance Management Systems, including Performance Appraisal System and the rewards and sanctions framework;
- ix. Identifying the training needs and in liaison with Human Resource Management and Development, designing, planning and ensuring implementation of training that will enhance and broaden skills of Human Resource practitioners in the County;
- x. Planning, organization, co-ordination and administration of all human resource activities within the County;
- xi. Advising the Authorized Officer on the delegated powers and ensuring proper implementation;
- xii. Advising the Authorized Officer on the Professional Human Management standards and ensuring that the standards are maintained in the County Departments;
- xiii. Advising on Succession Management/Human Resource Planning and optimal utilization of Human Resources;
- xiv. Overseeing the development and maintenance of an up-to-date Human Resource Development Database;
- xv. Overseeing the budgeting, fair allocation and optimal utilization of training resources and



opportunities

- xvi. Advising the County on career development and initiating development and review of schemes of service;
- xvii. Shall be the Secretary of the County Human Resource Management Advisory Committee (CHRMAC) and adviser on all Human Resource Technical matters.
- xviii. Performing any other relevant duties as may be assigned from time to time.

23. DEPUTY DIRECTOR OF HUMAN RESOURCE

MANAGEMENT AND DEVELOPMENT

'CPSB 04' (1 Post)

REF: LCPSB/EXT-ADV/2024 - 2025/23

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have eight (8) years' general experience out of which five (5) years' experience should be in a managerial position in Public or Private Sector in the relevant field;
- iii. Be a holder of a Bachelor's degree in Social Sciences such as Sociology, Public/Business Administration, Human Resource Management, or any other relevant and equivalent qualification from a recognized Institution; a Master's degree in the relevant field from a recognized institution will be an added advantage;
- iv. Have attended a strategic leadership Development course lasting not less than six (6) weeks from a recognized institution;
- v. Have a certificate of Certified Human Resource (CHRP-K);
- vi. Be a registered member with the Institute of Human Resource Management (IHRM);
- vii. Demonstrate a thorough understanding of National goals, policies and development objectives and

- ability to transform them into Human Resource Management and development policies and programmes;
- viii. Demonstrate a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development;
- ix. Have Certificate in Computer Applications;
- x. Have shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to articulate, interpret and implement 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. Coordinating
- ix. Strategy formulation

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Analyzing the Human Resource Management structures and systems, determining and proposing strategies of handling Human Resource Management function



- ii. Initiating, developing, Human Resource Management Policies geared towards instilling the right attitude, values and culture in line with the overall county mission and vision;
- iii. Proposing performance improvement strategies that are adaptive to the changing environment and technology
- iv. Maintaining Human Resource data base for all County employees, ensure balanced staff placements and optimal utilization of the human resources in service delivery
- v. Researching on regulations and standard related to the Human Resource Management function and industrial relations
- vi. coordinating development of strategic / demon plans for the Human Resource Management and Development
- vii. Coordinating performance management, training and staff develop functions as well as staff welfare initiatives;
- viii. Ensuring operationalization and monitoring of county HR policies on day-to-da basis and perform other HR-related duties in liaison with the public service board.

DEPARTMENT OF EDUCATION

24. ASSISTANT DIRECTOR OF ADMINISTRATION

'CPSB 05' (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/24

Terms of Service: Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have eight (8) years' general experience out of which five (5) years' experience should be in a managerial position in Public or Private Sector in the relevant field;



- iii. Have obtained a 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; a Master's degree in any of the following disciplines: Public Administration, Business Administration / Management, Community Development or any other Social Science from a recognized institution will be an added advantage;
- iv. Possess a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Own a Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- vi. Have Certificate in computer applications; and
- vii. Have Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Implementing, reviewing and interpreting administrative policies, strategies, procedures and programmes;
- ii. Supervising the general administrative services;
- iii. Implementing public service reforms;
- iv. Facilitating maintenance of infrastructure and facilities;
- v. Coordinating office accommodation; and
- vi. Managing county government assets.

25. CARPENTRY & JOINERY INSTRUCTOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/25

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 (National Identity Card/ Passport);
- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Possess a Diploma in Carpentry and Joinery or equivalent qualification or from a recognized institution;
- iv. Own Training of Trainers certificate course from a recognized institution; and
- v. Have a 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; carrying out trainee assessments;
- ii. Prepare and use schemes of work, course outlines and lesson plans in line with the approved examining body curriculum in delivery teaching and instituting students and carrying out trainee assessments
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow up with student's suggestions for further appropriate improvement in learning;
- v. Ensure proper care and maintenance of tools and equipment
- vi. Conduct 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 counselling to students to nurture development including spiritual care and make referrals were considered necessary.

26. FASHION AND DESIGN INSTRUCTOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/26

Terms of service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Have obtained a Diploma in Hair Dressing, Clothing, Fashion Design and Textile Technology or relevant qualification from a recognized institution;
- iv. Have Training of Trainers certificate course from a recognized institution; and
- v. Hold a 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 instituting students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow - up with student's suggestions for further appropriate improvement in learning;
- v. Ensure proper care and maintenance of tools and equipment
- vi. Conduct 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 counselling to students to nurture development including spiritual care and make referrals were considered necessary.



27. PLUMBING INSTRUCTOR III

CPSB 11 (1 Post)

REF: LCPSB/EXT-ADV/24-25/27

Terms of service: Two (2) years contract

(Renewable Based on Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Be a holder of Kenya Certificate of Secondary Education (KCSE) or its equivalent;
- iii. Possess a Diploma in plumbing or any other relevant qualification from a recognized institution;
- iv. Have acquired Training of Trainers certificate Course from a recognized institution; and
- v. Have a 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 instituting students and carrying out trainee assessments;
- iii. Prepare materials to facilitate creative learning and complete demonstrations outlined in curriculum;
- iv. Set assignment regularly and mark them promptly, follow up with student's suggestions for further appropriate improvement in learning;
- v. Ensure proper care and maintenance of tools and equipment
- vi. Conduct 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 counselling to students to nurture development including spiritual care and make referrals where considered necessary.

DEPARTMENT OF LIVESTOCK AND COOPERATIVE DEVELOPMENT

28. CHIEF VETERINARY OFFICER

CPSB 06 (1 Post)

REF: LCPSB/EXT-ADV/2024-2025/28

Terms of Service: Two (2) Years Contract

(Renewable Subject to Satisfactory Performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate Must:

- i. Be a Kenyan citizen (National Identity Card/ Passport);
- ii. Have Served in the grade of senior Veterinary Officer for a minimum period of three (3) years;
- iii. Hold 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; and
- vi. Have Certificate in computer applications;

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- 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.

29. ASSISTANT LIVESTOCK

PRODUCTION OFFICER II

CPSB 10 (1 Post)

REF: LCPSB/EXT-ADV/24-25/29

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 (National Identity Card/ Passport);
- ii. Have 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. Have a 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 recognized institution;
- iv. Possess a Certificate in computer application from a recognized institution.

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.

HOW TO APPLY

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

The Secretary,

Lamu County Public Service Board,

P. O. Box 536-80500,

Lamu.

Applicants must attach photocopies of the following documents:

1. National Identity Card
2. Academic & Professional certificates and Testimonials
3. Any other relevant supporting documents.

Important Information

- All applications should reach the County Public Service Board on or before **25th September, 2024**
- Those with academic qualification from foreign Universities should attach proof of accreditation from the Commission for University Education

- Only shortlisted candidates will be contacted
- Any form of Canvassing will lead to automatic disqualification.

- Youth, Women and persons with special needs are encouraged to apply.

