

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KILIFI**

**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

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The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

**Department of Agriculture, Livestock Development and Fisheries**

1. Assistant Director of Fisheries J/G 'P' (1 Post) REF: CG/KLF/CPSB/ADVRT/71/08/18

**Duties and responsibilities:**

- Implementing Fisheries policies, project and programs
- Organizing extension approaches and methodologies
- Implementing and monitoring fisheries management measures
- Formulating and implementing and monitoring resource conservation intervention strategies
- Monitoring fish seed and feed production programmes
- Designing fish marketing strategies
- Promoting fish and fishery product value addition
- Monitoring and evaluation of fish projects/programmes
- Undertaking applied research
- Liaising with research institutions for research programs and dissemination of research findings
- Manage fisheries data bank

**Requirements for Appointment**

- Bachelors degree in any of the following fields; Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Sciences and Technology, Environmental Sciences, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution

- Masters degree in any of the following fields; Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Sciences and Technology, Environmental Sciences, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution
- Minimum Ten (10) years work experience
- Certificate in computer applications skills from recognized institution.
- Knowledge of Fisheries development and management policies, Fisheries Act and other related Acts.

**Terms of Service:** - Permanent

**Salary Scale:** 84,080 – 112,660 p.m.

Other Allowances are as issued by SRC from time to time.

## 2. Principal Fisheries Officer J/G 'N' (1 Post) REF: CG/KLF/CPSB/ADVRT/72/08/18

### **Duties and responsibilities:**

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

### **Requirements for Appointment**

- Bachelors degree in any of the following fields; Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Sciences and Technology, Environmental Sciences, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution
- Minimum Seven (7) years work experience
- Certificate in computer applications skills from recognized institution.
- Knowledge of Fisheries development and management policies, Fisheries Act and other related Acts

**Terms of Service:** - Permanent

**Salary Scale:** 53,370 – 79,530 p.m.

Other Allowances are as issued by SRC from time to time.

3. Fisheries Officer J/G 'K' (2 Posts) REF: CG/KLF/CPSB/ADVRT/73/08/18

**Duties and responsibilities:**

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

**Requirements for Appointment**

- Bachelors degree in any of the following fields; Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Sciences and Technology, Environmental Sciences, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution
- Certificate in computer applications skills from recognized institution.

**Terms of Service:** - Permanent

**Salary Scale:** 35,400 – 46,230 p.m.

Other Allowances are as issued by SRC from time to time.

4. Assistant Fisheries Officers III J/G 'H' (3 Posts) REF: CG/KLF/CPSB/ADVRT/74/08/18

**Specific duties will include:**

- Assisting in delivering fisheries extensions services including conducting field days and training fishers
- Collecting and compiling fisheries statistical data
- Participating in fish quality assurance activities and marketing
- Value addition

**Requirements for Appointment**

- Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution
- Have a Certificate in Computer application from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 23,780– 29,190 p.m.

**Other Allowances** are as issued by SRC from time to time.

5. Fisheries Assistant II J/G 'G' (6 Posts) CG/KLF/CPSB/ADVRT/75/08/18

**Specific duties will include:**

- Participating in the provision of fisheries extension services
- Collecting fisheries statistical data
- Maintaining fish farm and hatcheries
- Assisting in ensuring hygienic fish handling at fish landing sites, market and farms

**Requirements for Appointment**

- Certificate in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution
- Have a Certificate in Computer application from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 20,800 – 25,860 p.m.

**Other Allowances** are as issued by SRC from time to time.

6. Veterinary Officer J/G 'L' (3 Posts) CG/KLF/CPSB/ADVRT/76/08/18

**Specific duties will include:**

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations
- Participating in the training of stakeholders in vector control programs
- Treating sick animals
- Advising on good veterinary practices
- Collecting data and preparing report on animal health products and markets
- Providing advice on animal breeding and welfare
- Undertaking postmortem examination and other diagnostic tests

**Requirements for Appointment**

- Be in possession of a Bachelors of Veterinary Medicine(BVM) Degree from a recognized institution
- Be registered by the Kenya Veterinary Board
- Have a Certificate in Computer application from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 40,140– 50,810 p.m.

**Other Allowances** are as issued by SRC from time to time.

7. Assistant Animal Health Officers III J/G 'H' ( 7 Posts) CG/KLF/CPSB/ADVRT/77/08/18

**Specific duties will include:**

- Participating in animal health field demonstrations and agricultural shows

- Participating in sample collection and dispatch
- Inspecting livestock stock routes
- Collecting data and writing technical reports
- Demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting
- Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming
- Carrying out simple treatment of animals
- Participating in disease search and reporting
- Keeping records on animal breeding, animal health, milk production, dipping data, and maintaining dairy units

### **Requirements for Appointment**

- Be in possession of a Diploma in any of the following disciplines:- Animal Health or Animal Health and Production from a recognized Institution
- Be registered by the Kenya Veterinary Board
- Have Certificate in Computer applications from a recognized institution.

**Terms of service:** Permanent

**Salary Scale:** 23,780 – 29,190 p.m.

**Other Allowances** are as issued by SRC from time to time.

## **8. Animal Health Assistant II J/G G (14 Posts) CG/KLF/CPSB/ADVRT/78/08/18**

### **Specific duties will include:**

- Carrying out simple treatment of animals
- Participating in disease search and reporting
- Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying, and dusting
- Carrying out vaccination
- Undertaking closed castration, dehorning, de worming, disbudding, docking, de beaking, and hoof trimming.

### **Requirements for Appointment**

- Certificate lasting not less than two (2) years in any of the following disciplines:- Animal Health or Animal Health and Production from a recognized institution.
- Be registered by the Kenya Veterinary Board
- Have a Certificate in Computer application from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 20,800 – 25,860 p.m.

**Other Allowances** are as issued by SRC from time to time.

## **9. Livestock Production Officers J/G K (10 Posts) CG/KLF/CPSB/ADVRT/79/08/18**

The Officers will be deployed to the Sub-County Livestock Production Office as Subject Matter Specialist (SMS)

**Specific duties will include:**

- Coordination of ward livestock production activities
- Undertaking livestock production extension activities
- Receiving and compiling livestock production statistical data
- Analyzing livestock production data and preparing reports
- Promotion of livestock products, marketing and value addition

**Requirements for Appointment**

- Bachelor of Science in any of the following:-Animal Production, Range Management, Agriculture, Agriculture Extension and Education, Natural Resources Management, Dairy Technology, Food Science and Technology
- Certificate in Computer application from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 35,400 – 46,230 p.m.

**Other Allowances** are as issued by SRC from time to time.

**10. Assistant Livestock Production Officers III J/G ( 7 Posts) CG/KLF/CPSB/ADVRT/80/08/18**

The Officers will be deployed at the ward level and will be reporting to the Sub County Livestock Production Officer.

**Specific duties will include:**

- Coordination of village livestock production Officers
- Delivery of Livestock Production extension services on all livestock production enterprises
- Conducting Field days
- Demonstration and training of livestock producers
- Collecting and compiling livestock production statistical data
- Monitor and reporting on livestock marketing and value addition at ward level

**Requirements for Appointment**

- Diploma in any of the following:- Animal Production and Health , Animal Production, Range Management, Dairy Technology, General Agriculture, Food Science and Technology, from a recognized institution.
- Certificate in Computer application from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 20,800 – 25,860 p.m.

**Other Allowances** are as issued by SRC from time to time.

## **Department of Education and ICT**

### 1. Youth Polytechnic Instructor III J/G 'H' (64 Posts) CG/KLF/CPSB/ADVRT/81/08/18

- Fashion Design - 19 Posts
- Carpentry and Joinery - 10 Posts
- Metal Processing (Welding) - 3 Posts
- Motor Vehicle Mechanics – 6 Posts
- Building Technology – 9 Posts
- Food Processing – 1 Post
- Hair Dressing – 7 Posts
- Information Communication Technology – 4 Posts
- Refrigeration and Air Conditioning – 1 Post
- Electricals and Electronics – 1 Post
- Leather Work (Tannery) – 1 Post
- Plumbing (Pipe Fitter) – 2 Posts

#### **Duties and responsibilities:**

- Theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson plans, lessons notes, trainee records, teaching and learning materials
- Carrying out trainee assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co-curricular activities
- Maintaining trainees discipline
- Guiding and counseling trainees.

#### **Requirements for Appointment**

- Diploma in any of the following disciplines: Clothing, Fashion Design and Textile Technology, Carpentry and Joinery, Leather Technology/Foot ware, Refrigeration and Air Conditioning, Food Technology, Information Communication Technology, Hair Dressing and Beauty Therapy, Electronics Engineering, Electrical Engineering, Mechanical Engineering, Building and Construction, Automotive Engineering, Plumbing, Metal Processing or its equivalent qualifications from a recognized institution.
- Certificate in computer applications from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** 23,780 – 29,190 p.m.

**Other Allowances** are as issued by SRC from time to time.

## County Public Service Board

### INTERNAL ADVERTISEMENT

1. Human Resource Assistant III J/G 'H' (1 Post) CG/KLF/CPSB/ADVRT/82/08/18

#### Duties and responsibilities

- Supervise Clerical officers and other supportive staff
- Assist in implementation of human resource decisions
- Co-ordination of Human Resource Activities
- Provide assistance to the Board Committees
- Any other duty assigned to you.

#### Requirements for appointment

- Diploma in Human Resource Management, Labor Relations, Industrial Relations or its equivalent from a recognized institution.
- Certificate in computer application skills from a recognized institution.

**Terms of service:** Permanent

**Salary Scale:** 23,780 – 29,190 p.m.

**Other Allowances** are as issued by SRC from time to time.

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct
- (e) Credit Reference Bureau clearance

All applicants **MUST** use the Application for Employment Form (KCPSB 001)

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky's Building 2<sup>nd</sup> Floor
- Address it to;-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD  
KILIFI COUNTY GOVERNMENT  
P.O BOX 491-80108**



## **KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 29<sup>th</sup> day of August 2018

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

### **Note:**

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.