



COUNTY GOVERNMENT OF KERICHO
KERICHO COUNTY PUBLIC SERVICE BOARD
VACANCIES

29th July, 2022

The Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Agriculture, Livestock and Fisheries pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

1. ADVERT NO. KCPSB/2022/63: PRINCIPAL ASSISTANT LIVESTOCK PRODUCTION OFFICER JG 'N' (1 POST)

a) Duties and Responsibilities

Duties and Responsibilities at this level will entail: -

- i. Coordinating farm visits, practical demonstrations, field days, farmer training and agricultural shows.
- ii. Providing livestock production technologies and technique and extension services to livestock farmers.
- iii. Preparing livestock production reports.
- iv. Analyzing livestock inputs and products samples.
- v. Coordinating the dissemination of livestock production information.
- vi. Overseeing the implementation of livestock production programmes/projects.
- vii. Coordinating range planning, management and conservation.
- viii. Ensuring provision of holding grounds services to the livestock traders.
- ix. Overseeing effective and efficient management and preparing work plans and budgets for either sheep and goat station, livestock farm, mobile pastoral training unit, or livestock improvement and multiplication farm.
- x. Maintaining inventory of assets in a livestock production station/farm and;

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- xi. Supervising staff.

b) Requirements for Appointment

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

- (i) Served in the grade of Chief Assistant Livestock Production Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: - Animal Production, Dairy Science and Technology, Animal Science, Agribusiness, Animal Health and Production, Farm Management, Apiculture or Range /Natural Resource Management from a recognized Training Institution;
- (iii) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application; and
- (v) Demonstrated supervisory and administrative ability in work performance and results.

**2. ADVERT NO. KCPSB/2022/64: CHIEF ASSISTANT OFFICE
ADMINISTRATOR, JOB GROUP 'M' (1 POST)**

(a) Duties and responsibilities

An officer at this level will be deployed to work for a head of department.

Duties and responsibilities at this level will entail: -

- i. Taking oral dictation;
- ii. Using e-office to research and process data;
- iii. Operating office equipment;
- iv. Attending to visitors/clients;
- v. Handling telephone calls;
- vi. Coordinating schedules of meetings and appointments;
- vii. Ensuring security of office records, equipment and documents, including classified materials;
- viii. Preparing responses to routine correspondence;
- ix. Managing office protocol and etiquette;
- x. Managing petty cash;
- xi. Monitoring procedures for record keeping of correspondence and file movements;

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- xii. Maintaining an up to date filing system in the office;
- xiii. Coordinating travel arrangements;
- xiv. Handling customer inquiries and complaints;
- xv. Establishing and undertaking any other administrative services duties that may be assigned.

(b) Requirements for appointment

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

- i. Served in the grade of senior assistant office administrator for a minimum period of three (3) years;
- ii. Diploma in secretarial studies from the Kenya national examinations council;

OR

Business education single and group certificates (BES & GC) Stages I, II and III from the Kenya national examinations council in the following subjects: -

- a) Short hand III (minimum 120 w. p. m);
- b) Typewriting III (50 w.p.m.) computerized document processing III;
- c) Business English III/Communications II;
- d) Commerce II;
- e) Office practice II;
- f) Office management III/Office administration and management III;
- g) Secretarial duties II;
- iii. Certificate in secretarial management course lasting not less than four (4) weeks from the Kenya school of government or any other Government training institution;
- iv. Certificate in supervisory skills course lasting not less than two (2) weeks 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.

3. ADVERT NO: KCPSB/2022/65: ASSISTANT LIVESTOCK

PRODUCTION OFFICER I, JOB GROUP 'K' (2 POSTS)

(a) Duties and responsibilities

Duties and responsibilities at this level will entail: -

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- i. Carrying out practical demonstrations and training farmers on livestock production technologies and techniques;
- ii. Accompanying extension teams during farm visits and farmer training;
- iii. Collecting and collating livestock data and information for gross margins, market access and planning;
- iv. Participating in collaborative research activities;
- v. Collecting livestock inputs and products samples for analysis;
- vi. Advising farmers on group formation, construction of farm structures and equipment;
- vii. Preparing and participating in field days and agricultural shows to disseminate 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;
- viii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, agriculture, emerging livestock and other animal husbandry interventions; and
- ix. Compiling reports relating to area of specialization.

(b) Requirements for appointment

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

- i. Served in the grade of assistant livestock production officer II or in a comparable position in the public service for a minimum period of three (3) years;
- ii. Diploma on any of the following fields: - animal production, dairy science and technology, animal science, agribusiness, animal health and production, farm management, agriculture, or range/natural resource management from a recognized training institution;
- iii. Certificate in computer applications; and
- iv. Demonstrated merit and shown ability as reflected in work performance and results.

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**4. ADVERT NO. KCPSB/2022/66: CHIEF AGRICULTURAL ASSISTANT
JG 'K' (1 POST)**

a) Duties and Responsibilities

An Officer at this level may be deployed in specific projects areas as crop production, Land development or Project management. The Officer may also be assigned a supervisory role over a number of Agricultural Assistants deployed I working units and/or projects. Specific duties will involve organizing and coordinating agricultural activities in the area of deployment.

b) Requirement for appointment

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

- i. Served in the grade of senior agricultural assistant or in a comparable and relevant position in the public service for at least three (3) years;
- ii. Attended a departmental training course in participatory approaches or supervision; and
- iii. Shown merit and ability as reflected in work performance and results.

**5. ADVERT NO: KCPSB/2022/67: ASSISTANT AGRICULTURAL
OFFICER I, JOB GROUP 'K' (1 POST)**

(a) Duties and responsibilities

An officer at this level will be deployed in a specific Crop production, Land development or Project Management within a ward.

Further details and responsibilities will entail preparation and implementation of farm business plans through analysis of various enterprises. The officer will also be required to monitor and advise on adoption of agricultural technologies.

(b) Requirements for Appointment

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

- i. Served in the grade of Assistant Agricultural Officer II, JG 'J' for at least (three) 3 years.
- ii. Attended departmental training course in participatory approaches or supervision – Supervisory Skills Management.
- iii. Shown merit and ability as reflected in work performance and results.

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**6. ADVERT NO. KCPSB/2022/68: RECORDS MANAGEMENT OFFICER I
JG 'K' (1 POST)**

a) Duties and Responsibilities

An officer at this level may be deployed in a department headquarters, to head a registry. Specific appropriately filed and marked to action officers; controlling and opening of files and updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records; and ascertaining the general cleanliness of the registry. The officer will guide and supervise staff working under him or her.

b) Requirements for Appointment

For appointment to this grade and officer must have: -

- i. Served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- ii. A Diploma in any of the following Records/Information Management, Information/Library Science or equivalent qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

**7. ADVERT NO. KCPSB/2022/69: SUPPLY CHAIN MANAGEMENT
OFFICER I JG 'K' (1 POST)**

(a) Duties and Responsibilities

Work at this level will be similar to that of Supply Chain Management Assistant II; though more complex in nature. Specifically, duties will entail:

- i. warehouse distribution
- ii. fleet management
- iii. inventory and stock control

(b) Requirements for Appointment.

For appointment to this grade, an officer must have:

- i. Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant- position in the Pubic Service for a minimum period of three (3) years: and

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- ii. Shown merit and reflected in work performance and results.

8. ADVERT NO: KCPSB/2022/70: SENIOR CLERICAL OFFICER, JOB GROUP 'H' (1 POST)

(a) Duties and Responsibilities

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include: -

- i. verifying compiled statistical records for accuracy; processing of human resource statistics;
- ii. Maintenance of stores, records and equipment inventory;
- iii. Preparation of estimates of expenditure for general office services;
- iv. Assisting in planning office accommodation and layout;
- v. Preparation of estimates of expenditure on general office services;
- vi. Safe custody of invoices, receipts and other records;
- vii. Processing of documents for issue of licenses or certificates under relevant Acts;
- viii. Preparation and maintenance of records and ensuring proper maintenance of filing system.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- v. Have shown merit and ability as reflected in work performance and results.

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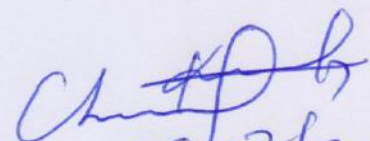
9. ADVERT NO: KCPSB/2022/71: PRINCIPAL DRIVER, JOB GROUP 'J'
(1 POST)

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- iii. Detecting and reporting malfunctioning of vehicle systems.
- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road.
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

(a) Requirements for appointment

- i) Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii) Passed Suitability Test for drivers Grade II;
- iv) Passed occupational test for drivers grade I;
- v) A valid certificate of Good Conduct from the Kenya Police;
- vi) Must have attended a defensive driving and drivers refresher driving course;
- vii) Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii) Must have served as Chief driver for minimum period of not less than three (3) years;
- ix) Shown merit and ability as reflected in work performance and results.


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10. ADVERT NO: KCPSB/2022/72: CHIEF DRIVER, JOB GROUP 'H' (1 POST)

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- iii. Detecting and reporting malfunctioning of vehicle systems.
- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

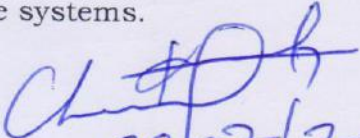
b) Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade I;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and drivers refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as senior driver for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.

11. ADVERT NO: KCPSB/2022/73: SENIOR DRIVER, JOB GROUP 'G' (1 POST).

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc
- iii. Detecting and reporting malfunctioning of vehicle systems.


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- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road.
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

b) Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade I;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and drivers refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as driver I for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.

12. ADVERT NO: KCPSB/2022/74: DRIVER I, JOB GROUP 'F' (4 POSTS)

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- iii. Detecting and reporting malfunctioning of vehicle systems.
- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road.
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

b) Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;

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- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade II;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and driver's refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as driver I for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.

**13. ADVERT NO: KCPSB/2020/75: CLEANING SUPERVISOR I. JOB
GROUP 'G' (2 POSTS)**

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Cleaning supervisor II for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

**14. ADVERT NO: KCPSB/2022/76: CLEANING SUPERVISOR II A, JOB
GROUP 'F' (1 POST)**

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;

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- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Support Staff supervisor II for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

15. ADVERT NO: KCPSB/2022/77: CLEANING SUPERVISOR II B, JOB GROUP 'E' (1 POSTS)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Cleaning Supervisor III/Senior Support Staff for a minimum period of three (3) years;
- iii. Must have undertaken short courses cumulatively lasting not less than one (1) month at the Kenya school of government or any other recognized training institution;
- iv. Have shown merit and ability as reflected in work performance and results.

16. ADVERT NO: KCPSB/2022/78: SENIOR PLANT OPERATOR II JG 'G' (2 POSTS)

a) Duties and responsibilities

- i. Operating heavy plants of 'difficult rating' A and B
- ii. Keeping records of inventory of all plants in a project/unit

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- iii. Formulating and administering working techniques
- iv. Assisting in costing and evaluating small roads and accesses
- v. Preparing maintenance schedules for servicing of machines
- vi. Organizing, managing and controlling operators and equipment on a given construction project/unit
- vii. Carrying out filter and oil changes and simple adjustments not requiring special tools
- viii. Supervise, guide and assist in training and developing staff within the cadre

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Plant Operator I for a minimum period of three (3) years.
- ii. A valid driving licence free from any current endorsements for the relevant class(es) of plant.
- iii. Passed the Occupational Trade Test I for plant Operators.
- iv. Ability to operate one (1) plant of 'difficult rating' A and two (2) Plants of 'difficult rating' B.
- v. Attended a Refresher Course for plant operators lasting not less than one (1 week) within a period of three (3) years at the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
- vi. Knowledge of the Traffic Act and other related regulations.
- vii. Attended a First-Aid Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.
- viii. Shown merit and ability as reflected in work performance and results

How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants **MUST** attach letter of last promotion

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- Applicants **MUST** attach **original** scanned: National Identity cards/passport, promotion letters, curriculum vitae, testimonials, academic and professional certificates.
- Applicants should submit their **online** applications attaching **original scanned**: National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials **on or before Friday 12th August 2022.**

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted

Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer.

Persons with disability and marginalized groups are encouraged to apply.

The County Government of Kericho does not charge any fees for purposes of processing their applications.

In case of people soliciting for bribes, the same should be reported to the nearest Police station.

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