COUNTY GOVERNMENT OF KAJIADO
COUNTY PUBLIC SERVICE BOARD

Advertisements for positions in the following Departments
Department of Health Services, Department of Water & Irrigation
Department of Lands, Physical Planning, Environment, Wildlife and Natural Resources,
Department of ICT, Gender & Social Services, Department of Agriculture, Livestock and Fisheries and Department of Finance and Economic Planning

The office of the Kajiado County Public Service Board wishes to recruit competent and qualified persons to fill the following positions as per the constitution of Kenya 2010 under Article 176 of the Constitution and the County Government Act

**Department of Health Services**

1. **GENERAL SURGEON** Job Group P (1 Post)

**Duties and responsibilities**
- a) To provide quality services to both outpatients and inpatients. He/she will be expected to be an active member of the health care team in the hospital and to contribute to the continuing professional development programme.

**Basic qualifications**
- a) Be a Kenyan Citizen
- b) M. Med in General Surgery or equivalent postgraduate qualification from a recognized Institution.
- c) At least three years post graduate working experience.
- d) Must have good inter-personal and communication skills;
- e) Must be registered/licensed by the Kenya Medical Practitioners’ and Dentists Board.

2. **OBS/GYNAECOLOGISTS** Job Group P (1 Post)

**Duties and responsibilities**
- a) To provide quality services to both outpatients and inpatients of OBS/Gynae patients.
- b) To provide detailed explanations of treatment course options and assuage fears.
- c) Conduct sufficient planned ward rounds during regular hours to monitor, care, check progress and allow early discharge consistent with best practice thereby maintaining a high standard of patient care.
- d) Provide medical care related to pregnancy or childbirth and those who diagnose, treat, and help prevent diseases of women, particularly those affecting the reproductive system. May also provide general medical care to women.
- e) Appropriately manage patients on an outpatient basis, admitting patients when necessary.
- f) He/ she will conduct sufficient specialist outpatient clinics to meet contract target and service specifications, while conforming to best practice, subject to availability of support staff and facilities.
- g) He/she will be expected to be an active member of the health care team in the hospital and to contribute to the continuing professional development programme of the hospital.

**Basic qualifications**
- a) Be a Kenyan Citizen
- b) M.Med in OBS/GYNAECOLOGY
- c) At least three years post graduate working experience.
- d) Must have good inter-personal and communication skills
- e) Must be registered/licensed by the Kenya Medical Practitioners’ and Dentists Board.
- f) Able to exhibit a high level of confidentiality
- g) Must satisfy the requirement of chapter six of the Constitution of Kenya 2010.

3. **HEALTH ADMINISTRATIVE OFFICER**

**Duties and responsibilities**
- a) Daily supervision and co-ordination of administrative duties supporting
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curative and preventive health programs
b) Ensure that the health facility is properly maintained
c) Maintenance of health administrative standards
d) Overseeing welfare of staff and patients and ensuring their security
e) Overseeing procurement
f) Any other duty that may be assigned from time to time.

Basic qualification
a) Be a Kenyan citizen;
b) Be a holder of a Degree in Health System Management from a recognized institution in Kenya.
c) Minimum 3 years working experience in administration, preferably in the health sector
d) Must have good inter-personal and communication skills;
e) Must be conversant with computer applications;
f) Must be able to work under minimal supervision;
g) Able to exhibit a high level of confidentiality
h) Must have the ability to exercise good management and leadership skills.
i) Must satisfy the requirement of chapter six of the Constitution of Kenya 2010.

4. HUMAN RESOURCE OFFICER
Job Group K (1 Post)

Duties and Responsibilities
a) Support in the implementation of organization policies
b) Carry out HR administration duties which include monthly leave reports and timesheet analysis reports
c) Ensure all human resource records and files are well maintained and updated as per the policies
d) Ensure efficient administration of medical & pension schemes ensuring all staff claims and issues are dealt with promptly
e) Support in the updating of the HR systems on a monthly basis with any staff changes
f) Coordinate and organize all HR events in liaison with the HR Manager i.e. farewell parties, end of year parties, team buildings etc
g) Ensure adequate supply and safe custody of all office equipment and stationery at all times
h) Coordinate the performance management system within the organization ensuring all employees are appraised within the set timelines.

Basic qualification
a) Be a Kenyan Citizen
b) Bachelors degree in Human Resource Management from a recognized Institution in Kenya
c) Minimum 3 years working experience in a busy HR department preferably in the Health sector.
d) Must be a registered member of Institute of Human Resource Management
e) Good understanding and knowledge of the Kenya Labour Laws
f) Must have good inter-personal and communication skills;
g) Able to exhibit a high level of confidentiality
h) Proficiency in Microsoft office (Outlook, Word, Excel, and Power point)
i) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.

5. RADIOGRAPHER SONOGRAPHY
Job Group K (3 Posts)

Duties and responsibilities
a) The successful candidate will provide quality diagnostic services using the most appropriate radiographic techniques and equipment.
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and Economic Planning

**Basic qualifications**

- a) Be a Kenyan citizen
- b) Diploma in Medical imaging sciences
- c) Higher Diploma in Medical Imaging sciences *(Sonography)*
- d) Must be registered and licensed by the Radiation Protection Board of Kenya.
- e) Minimum 3 years working experience in a busy medical institution.
- f) Knowledge of techniques in general and specialized radio diagnostics, computed tomography and fluoroscopy.
- g) Good computer skills in hospital information systems, radiology information system (RI) and ability to work with minimum supervision.
- h) Must have good inter-personal and communication skills;
- i) Knowledge in CR (computerized Radiography), Mammography and ultrasound is highly desirable
- j) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.

**7. THEATRE NURSE**  
Job Group K (6 Posts)

**Duties and responsibilities**

- a) Provide high standard of skilled care and support during the 'preoperative' journey.
- b) Assessing, planning, implementing nursing interventions and evaluating patients outcomes
- c) Preoperative assessment of patients
- d) Receive, assess and deliver care on the patient's arrival into the post anaesthetic care unit
- e) Monitor the patient's health and support them, providing appropriate care and treatment until the patient has recovered from the effects of the anaesthesia and/or surgery and is stable
- f) Assess the patient in order to ensure he/she can be discharged back to a surgical ward area
- g) Evaluate the care given during the preoperative phases (anaesthetics, surgery, and recovery).

**Basic qualifications**

- a) Be a Kenyan citizen
- b) Must have a diploma in Kenya Registered Community Nursing & higher diploma in theatre Nursing from a recognized institution
- c) Registration certificate issued by the Nursing Council of Kenya
- d) Valid Practicing license from Nursing Council of Kenya
- e) Certificate in computer application skills from a recognized institution
- f) Able to exhibit a high level of confidentiality
- g) Must have good inter-personal and communication skills
- h) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.

**6. CLINICAL OFFICERS (ANAESTHETIST)**  
Job Group K (2 Posts)

**Duties and responsibilities**

- a) Provide anaesthetic care for surgical operations, before the operation, during the operation and after the operation
- b) Provide anaesthetic care for patients undergoing non-surgical procedures.

**Basic qualifications**

- a) Be a Kenyan Citizen
- b) Basic diploma in Clinical medicine & surgery
- c) Post basic diploma in General anaesthesiology
- d) Able to exhibit a high level of confidentiality
- e) Must have good inter-personal and communication skills
- f) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.
8. **COMMUNITY HEALTH OFFICERS (CHEW)**
   **Job Group H (20 Posts)**

**Duties and responsibilities**
- a) Visiting homes to determine health situations and dialogue with household members
- b) Sensitizing communities on prevention, promotion and rehabilitation.
- c) Identifying and managing common ailments and minor injuries at community level using laid down guidelines.
- d) Collecting, managing and updating health data at household level for analysis.
- e) Distribution, dissemination of information, Education Communication materials, mosquito nets, and other commodities to households.
- f) Growth monitoring and undertaking deworming of children under 5 years.
- g) Managing community resource centers and convening and conducting monthly community meetings and action days.
- h) Identifying defaulters of health interventions and other health cases and referring them to health facilities.

**Basic qualifications**
- a) Be a Kenyan citizen
- b) Diploma in any of the following disciplines:
  - I. Community Health and Development
  - II. Community Health
  - III. Environmental Health from a recognized institution;
- c) Certificate in Computer Application Skills from a recognized institution.
- d) Minimum 1 year working experience in a community health related programme.
- e) Must have good inter-personal and communication skills
- f) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.

9. **DENTAL OFFICERS**
   **Job Group M (1 Post)**

**Duties and responsibilities**
- a) Examining teeth and diagnosing patients' dental conditions by using tools such as x-rays;
- b) Assessing treatment options and agreeing treatment plans with patients;
- c) Carrying out clinical treatments such as restoring teeth affected by decay and treating gum disease;
- d) Maintaining patients' dental records;
- e) Educating patients on oral healthcare

**Basic qualifications**
- a) Be a Kenyan citizen
- b) Degree in dental medicine or dental surgery;
- c) Must be registered/licensed by the Kenya Medical Practitioners’ and Dentists Board.
- d) At least three years working experience
- e) Must have good inter-personal and communication skills.
- f) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.

10. **COMMUNITY ORAL HEALTH OFFICERS**
    **Job Group H (2 Posts)**

**Duties and responsibilities**
- a) Carrying out non-clinical work, assessing the dental health needs of populations rather than individuals;
- b) Managing oral health clinics by organizing and scheduling clinic days, patient flows and referrals;
- c) Visiting and educating patients on oral healthcare;
- d) Maintaining patients' dental records;
- e) Implementation of community Oral health care programs.
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### Basic qualifications

| a) | Be a Kenyan citizen |
| b) | Diploma in Community Oral Health from a recognized institution. |
| c) | Post-basic Certificate in either Epidemiology, Health Education, Medical Education, Community Dentistry, Conservative Dentistry, Periodontology, Orthodontics/Paedonitcs or an equivalent qualification from a recognized institution. |
| d) | A minimum of 2 Years’ experience post qualification in a busy dental department. |
| e) | Must have good inter-personal and communication skills |
| f) | Must satisfy the requirements of chapter six of the Constitution of Kenya 2010. |

### HEALTH RECORDS & INFORMATION Job Group H (2 Posts)

### Duties and responsibilities

| a) | Registering and booking appointments for patients/clients (patient scheduling) |
| b) | Storing and retrieving medical Records and Documents. |
| c) | Gathering data from different sources e.g Laboratory, X-Ray, etc. |
| d) | Maintaining Record safety and Confidentiality. |
| e) | Perform data entry into the Department of Health database (DHIS) |
| f) | Undertake data analysis relevant to project activities and dissemination at facility level. |
| g) | Support clinical and community staff in utilization of data collection tools, collation and dissemination of data. |
| h) | Support the M&E Officer in organising identified program assessments such as DQA, CQI and need assessment for CME on data tools and data management. |
| i) | Keep up to date facility related data and reports for reference by the program team as well as other stakeholders. |
| j) | Providing data for internal (MOH) and donor reports |
| k) | Editing patient case Records |
| f) | Directing patients to the relevant clinics or consulting rooms. |

### Basic qualifications

| a) | Must be a Kenyan Citizen. |
| b) | Must be a holder of a Diploma in Health Records and Information Technology from a recognized Institution in Kenya. |
| c) | Must have knowledge on functions and operation of electronic medical records. |
| d) | Familiar with MOH data collection and reporting tools. |
| e) | Good interpersonal and communication skills. |
| f) | Must satisfy the requirements of Chapter six of the Constitution of Kenya 2010. |

### PHARMACIST Job Group M (1 Post)

### Duties and responsibilities

| a) | Dispensing of medicines and counseling patients on medicine use |
| b) | Medicines stock control; filling medicines registers and inventory management tools |
| c) | Compounding of extemporaneous preparations |
| d) | Medicines supply chain activities; assisting in the collection of pharmaceutical related data/information. |
| e) | Supervising the work of pharmacist interns, Pharmaceutical technologists and students. |
| f) | Writing guidelines or standard operating procedures for drug use within the hospital and implementing hospital regulations |
| g) | Serves as a member of policy-making committees, including those concerned with drug selection, the use of antibiotics, and hospital infections (Drug and Therapeutics Committee) and thereby influences the preparation and composition of an essential-drug list or formulary |
| h) | Educating other health professionals about the rational use of drugs; |
| i) | Detection, documentation and generating reports on adverse drug reactions and poor |
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quality medicines. (Pharmacovigilance activities)
j) To perform any other duties as may be assigned to you by the immediate supervisor.

Basic qualifications
a) Kenyan citizen
b) Must have a Bachelor’s Degree in Pharmacy from a recognized institution
c) Registered with the Pharmacy & Poisons Board (PPB) of Kenya
d) Certificate in Computer applications from a recognized institution
e) At least two (2) years’ experience after registration.
f) Must satisfy requirements of Chapter six of the constitution
g) Able to exhibit a high level of confidentiality
h) Must have good inter-personal and communication skills
i) Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.

13. ENROLLED NURSE III Job Group G (10 Posts)

Duties and responsibilities
a) Planning and implementing nursing care interventions based on patients’/clients’ health needs.
b) Providing appropriate health care service to include ANC, immunization, delivery and referring patients.
c) Evaluating healthcare outcomes on patients and clients
d) Preparing individualized clients reports and discharge plan for patients.
e) Planning, implementing interventions and preparing periodic reports, maintaining records on patients/clients
f) Conducting assessment of school health needs
g) Ensuring a tidy and safe work environment
h) Conducting home visit
i) Follow up of discharged patients for continuity of care

Basic qualifications
a) Be a Kenyan citizen
b) Candidate must have a certificate of Kenya Enrolled Nurse/Community health Nurse from a recognized institution.
c) Enrolment certificate issued by the Nursing council of Kenya
d) Valid Practicing license from Nursing Council of Kenya
e) Certificate in computer application skills from a recognized institution Must have good inter-personal and communication skills.
f) Able to exhibit a high level of confidentiality
g) Must have good inter-personal and communication skills
h) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

14. LABORATORY TECHNICIANS Job Group G (4 Posts)

Duties and responsibilities
a) Elementary diagnostic or other laboratory services in a medical laboratory.
b) Blood transfusion services or division of vector borne diseases.

Basic qualifications
a) Be a Kenyan citizen.
b) Be a holder of a Certificate in Medical Laboratory from a recognized institution
c) Must be registered by the Kenya Medical Laboratory Technicians and Technologists Board
d) Must have good inter-personal and communication skills
e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
## 15. RENAL NURSE Job Group K (2 Posts)

### Duties and responsibilities

- **a)** To provide leadership of the renal team to ensure a high and safe standard of patient care
- **b)** Ensuring that nursing procedures are carried out in accordance with hospital policy taking appropriate action in emergency situations.
- **c)** Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the multidisciplinary team working in renal unit.
- **d)** Maintaining personal contact with patients, relatives and careers, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan.
- **e)** Performing a comprehensive physical examination within various settings
- **f)** Assessing, formulating, planning and implementing evidence based nursing care
- **g)** Creating and maintaining a safe working environment
- **h)** Carrying out patient audits to improve client patient care
- **i)** Documenting interventions and nursing outcomes

### Basic qualifications

- **a)** Kenyan citizen
- **b)** Must have a diploma in Kenya Registered Community Nursing and higher diploma in Renal nursing from a recognized institution from a recognized institution
- **c)** Registration certificate issued by the Nursing Council of Kenya
- **d)** Valid Practicing license from Nursing Council of Kenya
- **e)** Certificate in computer application skills from a recognized institution
- **f)** Must satisfy the requirement of chapter of the constitution of Kenya 2010
- **g)** monitor the patient's health and support them, providing appropriate care and treatment until the patient has recovered from the effects of the anesthesia and/or surgery and is stable
- **h)** assess the patient in order to ensure they can be discharged back to a surgical ward area
- **i)** Evaluate the care given during the perioperative phases (anesthetics, surgery, and recovery).

## Department of Water & Irrigation

### 16. DEPUTY DIRECTOR WATER AND IRRIGATION

**Job Group Q (1 Post)**

### Duties and responsibilities

- **a)** Carry out project feasibility studies
- **b)** Prepare Technical Proposals
- **c)** Prepare Bill of Quantities and other contract documents
- **d)** Design of Water & Irrigation (projects)
- **e)** Supervision of Works Implementation
- **f)** Monitoring and Evaluation.

### Basic qualifications

- **a)** Be a Kenyan citizen.
- **b)** A minimum of 7 years experience in design and Supervision of water and related projects.
- **c)** A minimum of a Bachelor's degree in Water Engineering or Equivalent
- **d)** Must be registered with Engineers Registration Board
- **e)** Must have good inter-personal and communication skills.
- **f)** Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
### 17. HYDROGEOLOGISTS  Job Group P (1 Post)

**Duties and responsibilities**
- a) Carry out hydrogeological survey work
- b) Preparation of Survey Reports
- c) Supervision of Borehole Drilling works

**Basic qualifications**
- a) Be a Kenyan citizen.
- b) A minimum of a Bachelor's degree in Geology.
- c) Minimum of 5 years experience in hydro geological and Borehole Drilling works.
- d) Must be a licensed hydrogeologist.
- e) Must have good inter-personal and communication skills.
- f) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

### 18. PHYSICAL PLANNER - Job Group L (2 Posts)

**Duties and responsibilities**
- a) Initiating, preparing and monitoring the implementation of county physical development plans.
- b) Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities.
- c) Providing advice to County government and private agencies on development proposals and plans.
- d) Implementing and providing feedback on physical planning guidelines and standards.
- e) Undertaking thematic regional studies on matters relating to physical planning.
- f) Managing physical planning data.
- g) Setting agenda and convening physical planning liaison committee meetings.
- h) Keeping record of deliberations and communicating decisions of the physical planning liaison committees.
- i) Providing advice on development control.
- j) Carrying out public education on physical planning matters.
- k) Preparing annual state of physical planning reports on county and local physical development plans.
- l) Any other duty that may be assigned from time to time.

**Basic qualifications**
- a) Be a Kenyan citizen.
- b) Have a Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution in Kenya.
- c) Minimum Three (3) years’ experience in the relevant field.
- d) Be a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter).
- e) Be registered by the Physical Planners Registration Board.
- f) Have a Certificate in computer skills from a recognized institution.
- g) Must have good inter-personal and communication skills.
- h) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

### 19. SUB COUNTY ENVIRONMENT OFFICER  Job Group M (2 Posts)

**Duties and Responsibilities**
- a) Implementing County Environmental work plans at the Sub-County Level.
- b) Carrying out environmental inspections in the Sub-Counties.
- c) Ensuring compliance and enforcement of environmental regulations within the Sub-County.
- d) Creating public awareness on environmental issues at the Sub-County.
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level through programmes such as barazas, stakeholder meetings, international environmental events etc
e) Documenting and promoting best environmental practices in the Sub-County
f) Coordinating environmental education and information in the Sub-County
g) Inventory and mapping of facilities that are sources of pollution within the Sub-County
h) Identifying areas of environmental concerns and ensuring that they are sufficiently addressed in development plans.
i) Collaborating with NGO’s and communities in environmental conservation activities within the Sub-County.
j) Any other duty that may be assigned from time to time.

Basic qualifications
a) Be a Kenyan citizen.
b) Must have a Bachelors degree in any of the following fields; Environmental studies/Science, Biological Sciences/Biotechnology, Natural Resource Management or a related field from an institution recognized in Kenya
c) Minimum 3 years working experience in an environment field
d) Knowledge in Computer applications.
e) Knowledge of relevant legislations and policies relating to Environmental conservation and management;
f) Ability to handle multiple tasks simultaneously with prioritization
g) Self motivated and able to adapt to change quickly
h) Must have good inter-personal and communication skills.
i) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

Department of ICT, Gender & Social Services

20. LIBRARIAN Job Group L (1 Post)

Duties and responsibilities
a) Selecting, developing, cataloguing and classifying library resources
b) Answering readers' enquiries
c) Using library systems and specialist computer applications.
d) Management of staff, training and/or supervisory duties
e) Liaising with departmental staff, external organizations and suppliers.
f) Ensuring that library services meet the needs of particular groups of users (eg staff, students, disabled students)
g) Supporting independent research and learning
h) Assisting readers to use computer equipment, conduct literature searches etc
i) Promoting the library's resources to users.

Basic qualifications
a) Be a Kenyan citizen.
b) Must have a degree in library/information science
c) Minimum 3 years working experience.
d) Must have good inter-personal and communication skills.
e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
## County Government of Kajiado

**County Public Service Board**

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### Department of Agriculture, Livestock and Fisheries

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<td><strong>21. LIVESTOCK PRODUCTION OFFICER</strong></td>
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#### Duties and responsibilities

- a) Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching and promote economic livestock farming.
- b) Officer will assist in the organizing extension activities including field days, field demonstrations, farmer field schools and farm visits.

#### Basic qualifications

- a) Be a Kenyan citizen.
- b) Must have a Bachelor of Science degree in any of the following disciplines: Animal science/Animal Production, Agriculture, Agribusiness, Agriculture and Home Economics and Dairy Technology, Agricultural Education and Extension, Animal Health and Management or any other relevant and equivalent qualifications from a recognized Institution.
- c) Minimum 3 years working experience.
- d) Must have good inter-personal and communication skills.
- e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

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<td><strong>22. ASSISTANT AGRICULTURAL OFFICER</strong></td>
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</table>

#### Duties and responsibilities

- a) Projects Monitoring and Evaluations;
- b) Promotion and Development of Agribusiness activities

#### Basic qualifications

- a) Be a Kenyan citizen.
- b) Must have a Diploma in any of the following fields: General Agriculture, Horticulture, Agribusiness management/Agricultural marketing, Agriculture and Home Economics, or any related fields.
- c) Minimum 3 years working experience.
- d) Must have good inter-personal and communication skills.
- e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

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<tr>
<td><strong>23. AGRICULTURAL OFFICER</strong></td>
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</tr>
</tbody>
</table>

#### Duties and responsibilities

- a) Land Development and Environment Management;
- b) Crop Development;
- c) Projects Monitoring and Evaluation;
- d) Tension and Research Liaison;
- e) Promotion and development of Agribusiness activities.
- f) Coordinate and supervise all the agricultural activities within the County as may be required.

#### Basic qualifications

- a) Be a Kenyan citizen.
- b) Must have a Bachelor of Science degree in any of the following disciplines: Animal science/Animal Production, Agriculture, Agribusiness, Agricultural science and Natural Resources Management.
- c) Minimum 3 years working experience.
- d) Must have good inter-personal and communication skills.
- e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
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24. FISHERIES OFFICER Job Group K (1 Post)

Duties and responsibilities
a) Receiving and compiling fisheries related statistical data from field officers;
b) Analyzing fisheries data and preparing reports;
c) Assisting in monitoring, control and surveillance of the fisheries resources;
d) Undertaking fisheries extension activities;
e) Maintaining of ponds at fish landing markets and farms;
f) Assisting in the promotion of fish marketing value addition.

Basic qualifications
a) Be a Kenyan citizen.
b) Must have a Bachelor’s degree in any of the following fields: Fisheries, zoology, Aquatic Sciences, Natural Sciences, Natural Resource Management Biochemistry, Food Science and Technology, Environmental Science Chemistry or any other equivalent qualifications from a recognized institution;
c) Minimum 3 years working experience.
d) Certificate in computer application skills from recognized institution.
e) Must have good inter-personal and communication skills.
f) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

25. VETERINARY OFFICER Job Group L (1 Post)

Duties and responsibilities
a) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
b) Participating in the training of stakeholders in the sector control programmes;
c) Treating sick animals;
d) Advising on good veterinary practices;
e) Collecting data and preparing reports on animal health products and markets;
f) Providing advice on animal breeding and welfare;
g) Undertaking postmortem examination and other diagnostic tests.

Basic qualifications
a) Be a Kenyan citizen.
b) Must have a Bachelor’s Degree in Veterinary Medicine.
c) Minimum 3 years working experience.
d) Registered by the Kenya Veterinary Board.
e) Have a Certificate in computer applications from a recognized institution.
f) Must have good inter-personal and communication skills.
g) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

Department of Finance and Economic Planning

26. ECONOMIST/STATISTICIANS (Contract) (3 Posts)

Duties and responsibilities
a) Economic Planning
b) Production and compilation of Statistical data
c) Initiation of county planning policy
## COUNTY GOVERNMENT OF KAJIADO

### COUNTY PUBLIC SERVICE BOARD

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<tr>
<td>Health Services</td>
<td>d) Collection and preparation of statistical data in the form of survey reports and bulletins.</td>
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<tr>
<td>Water &amp; Irrigation</td>
<td>Basic qualifications</td>
</tr>
<tr>
<td>Lands, Physical Planning, Environment, Wildlife and Natural Resources</td>
<td>a) Be a Kenyan citizen.</td>
</tr>
<tr>
<td>ICT, Gender &amp; Social Services, Agriculture, Livestock and Fisheries and Finance and Economic Planning</td>
<td>b) Must have a Bachelor's Degree in Economics, Statistics or an Equivalent qualification from a recognized university.</td>
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<tr>
<td>Agriculture, Livestock and Fisheries and Finance and Economic Planning</td>
<td>c) Minimum 3 years working experience.</td>
</tr>
<tr>
<td>Finance and Economic Planning</td>
<td>d) Must have good inter-personal and communication skills.</td>
</tr>
<tr>
<td>ICT, Gender &amp; Social Services, Agriculture, Livestock and Fisheries and Finance and Economic Planning</td>
<td>e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.</td>
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### 27. INTERNAL AUDITOR (Contract) (3 Posts)

**Duties and Responsibilities**

a) Verifying utilization of County resources;  
   b) Carrying out audit checks to verify payments;  
   c) Ensuring validity and accuracy of payments and purchases;  
   d) Participates in implementing financial and resource use policies and regulations;  
   e) Participate in developing internal audit control systems;  
   f) Participate in undertaking audit investigations as may be required;  
   g) Preparing audit plans and reports;  
   h) Any other duty as may be assigned.

**Basic qualifications**

a) Be a Kenyan Citizen  
   b) Bachelor’s degree in Commerce (Supply Chain management option) or its equivalent from a recognized institution in Kenya.  
   c) Minimum 3 years working experience  
   d) Must be a member of Kenya Institute of Supplies Management or Chartered Institute of Purchasing and Supplies.  
   e) Must have good interpersonal and communication skills  
   f) Proficiency in Computer applications.  
   g) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

### 28. PROCUREMENT OFFICER (Contract) (3 Posts)

**Duties and Responsibilities**

a) Receiving requisitions and specifications from users  
   b) Preparation of tenders and acquiring of goods and services  
   c) Commissioning of procured services, issuing of goods and retiring of boarded goods  
   d) Participate in control of procurement/supplies vote  
   e) Issuing instructions to depots and other departmental units  
   f) Disposal of unserviceable equipments on recommendation  
   g) Any other duties that may be assigned from time to time.

**Basic qualifications**

a) Be a Kenyan Citizen  
   b) Diploma in Business Administration, Accounting or its equivalent qualification from a recognized institution in Kenya;  
   c) Have completed Section III of the Certified Public Accountant (CPA);  
   d) Minimum 3 years working experience.  
   e) Proficiency in Computer Applications.  
   f) Must have good inter-personal and communication skills.  
   g) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
29. ACCOUNTANT II (Contract) (2 Posts)

**Duties and Responsibilities**

- a) Maintaining of up-to-date books of accounts;
- b) Preparation of timely and accurate management reports that fall under his/her section;
- c) Authorize payments and sign cheques subject to set limits as may be assigned;
- d) Certify and verify returns, documents, vouchers;
- e) Monitor collection of revenue including inspection as may be assigned;
- f) Responsible for records and custody of Accountable documents under his/her sections(s);
- g) Any other duties that may be assigned from time to time.

**Basic Qualifications**

- a) Be a Kenyan citizen;
- b) Diploma in Accounting or Professional CPA/ACCA Qualification at least Section III;
- c) Minimum 2 years working experience in Accounting/Finance;
- d) Good working knowledge of computer applications;
- e) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.

30. REVENUE CLERK (Contract) (3 Posts)

**Duties and Responsibilities**

- a) Collection of revenue;
- b) Timely banking of collected revenue;
- c) Compiling revenue collection reports;
- d) Analyzing and reporting on market trends;
- e) Liaising with enforcement unit in dealing with defaulters;
- f) Any other duty as may be assigned from time to time.

31. FINANCE OFFICER (Contract) (2 Posts)

**Duties and Responsibilities**

- a) Gathering, compiling and analyzing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- b) Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances;
- c) Initial processing of reallocations within the budget;
- d) Any other duty as may be assigned from time to time.

**Basic Qualifications**

- a) Be a Kenyan Citizen;
- b) Bachelors Degree in Commerce (Finance option) or its equivalent from a recognized institution in Kenya;
- c) Must have Part III of the Certified Public Accountant (CPA);
- d) Minimum 3 years working experience in accounting/finance;
- e) Proficiency in Computer Applications;
- f) Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
COUNTY GOVERNMENT OF KAJIADO
COUNTY PUBLIC SERVICE BOARD

Advertisements for positions in the following Departments
Department of Health Services, Department of Water & Irrigation
Department of Lands, Physical Planning, Environment, Wildlife and Natural Resources,
Department of ICT, Gender & Social Services, Department of Agriculture, Livestock and Fisheries and Department of Finance
and Economic Planning

**NOTE:**
1. Applicants should specify clearly the position applied for.
2. **Applicants must attach copies of the following valid documents:**
   - Certificate of good conduct from the Criminal Investigations Department (CID)
   - Clearance certificate from Higher Education Loans Board (HELB) but exempted for Diploma holders
   - Tax Compliance Certificate from Kenya Revenue Authority (KRA)
   - Clearance from the Ethics and Anti-Corruption Commission (EACC)
   - Clearance certificate from the Credit Reference Bureau (CRB)

Applications should be sent to the undersigned or hand delivered to our offices at ACK Tenebo House, Kajiado 1st floor on or before Friday 3rd February 2017, 5.00 p.m.

The Secretary
County Public Service Board, Kajiado County
P.O. Box 664 – 01100,
Kajiado

**NOTE:**
- Any form of canvassing shall lead to immediate disqualification;
- County Government of Kajiado is an equal opportunity employer.
- Women, youth and persons with disabilities are encouraged to apply.
- Only shortlisted candidates will be contacted.