

**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF TURKANA**



COUNTY PUBLIC SERVICE BOARD

Turkana County Public Service Board invites applications from competent and qualified persons to fill the following advertised positions:

REF: TUR/ CPSB/010/2024/2025: SECURITY WARDEN I -, JOB GROUP 'F', TWENTY-NINE (29) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities will entail;

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

- i. Enforcing County laws and other relevant Acts;
- ii. Carrying out regular patrols in parking areas to ensure orderly parking and traffic management;
- iii. Responding to safety, emergency and enforcement alerts;
- iv. Verifying employees and visitors' identification at County Government installations;
- v. Maintaining order in markets and other business premises;
- vi. Guarding County government properties and premises;
- vii. Attending court when needed; and
- viii. Performing any other lawful related duties assigned by Supervisor.

Requirements for Appointment

- i. Must be a Kenyan of above 18 years of age;
- ii. Be in possession of the Kenya Certificate of Secondary Education mean grade D- (Minus) or its equivalent;
- iii. Be physically and mentally fit; and
- iv. Be in possession of a valid Certificate of Good Conduct issued by Directorate of Criminal Investigation (DCI).
- v. Interested persons with previous experience with National Police Service, Kenya Defense Forces, National Youth Service and Kenya Prisons are highly encouraged to apply.



Terms of Service: Contract

Requirement for Appointment

For appointment to this grade a candidate must have:

- (i) Served in the grade of Senior Assistant Director of Human Resource Management for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Human Resource Management, Sociology, Public/Business Administration or its equivalent qualification from a recognized institution;
- (iii) Have relevant knowledge and experience of not less than six (6) years in the professional field, three (3) of which should be at supervisory or managerial level;
- (iv) Membership to the Institute of Human Resource Management in good standing;
- (v) Demonstrated a thorough understanding of National goals, policies, objectives and the ability to translate them into human resource management policies and programs;
- (vi) Master's degree in Human Resource/Human Resource Management, Industrial Relations, Public/Business Administration, will be an added advantage;
- (vii) Has undergone a four week management course;
- (viii) Shown merit and ability as reflected in work performance and results; and
- (ix) Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the human resource and a thorough understanding of the human resource issues and emerging human resource management practices/ techniques

Duties and responsibilities in the field office will entail;

- i. Analysing the human resource management and development structures and systems;
- ii. Determining and proposing methods/strategies for handling the human resource management and development function;
- iii. Initiating and developing human resource management and development policies; proposing performance improvement strategies that are adaptive to the changing environment and technology;
- iv. Researching on human resource best practices that will guide the development of human resource management and development policies, standards and regulations;
- v. Institutionalization of performance management including staff Performance Appraisal System;
- vi. Preparing briefs on Collective Bargaining Agreements/Labour Union matters;
- vii. Participating in tripartite discussions;
- viii. Ensuring compliance with their remuneration policy;
- ix. Identifying and liaising with development partners for technical support of training programmes including the development of training proposals;
- x. Ensuring the development and maintenance of an up-to date;
- xi. Human resource development data; identifying, designing and implementing training programmes;
- xii. monitoring the selection of candidates for in-service training;
- xiii. reviewing and harmonizing the in-service training programmes with clients demands;



- xiv. Budgeting for training funds; and monitoring the utilization of the training revolving Fund and preparing reports;
- xv. processing of secondment and unpaid leave cases; and administration of the medical, mortgage, car loan and pension schemes.

REF: TUR/ CPSB/012/2024/2025: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I -, JOB GROUP 'K', FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

Requirements for Appointment

Direct Appointment:

For direct appointment to this grade, a candidate must have: -

- i. Be a Kenyan citizen;
- ii. Bachelors' degree in any of the following fields: Human Resource; Management, Human Resource Development, Human Resource Planning or Business Administration from a recognized institution;
- iii. Membership to the Institute of Human Resource Management in good standing;
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

Duties and responsibilities will entail: -

- i. Verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- ii. Implementing human resource decisions within existing rules, regulations and procedures;
- iii. Collecting and collating data for assessing training needs; preparing training projections; and
- iv. Preparing agenda and minutes for Human Resource Advisory Committee.

REF: TUR/ CPSB /013/2024/2025: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II -, JOB GROUP 'J', ONE (1) POST

Terms of Service: Permanent & Pensionable

Requirements for Appointment

Direct Appointment:

For direct appointment to this grade, a candidate must have: -

- v. Be a Kenyan citizen;
- vi. Bachelors' degree in any of the following fields: Human Resource; Management, Human Resource Development, Human Resource Planning or Business Administration from a recognized institution;
- vii. Membership to the Institute of Human Resource Management in good standing;
- viii. Certificate in computer application skills from a recognized institution.

Duties and responsibilities will entail: -



- i. Verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- ii. Implementing human resource decisions within existing rules, regulations and procedures;
- iii. Collecting and collating data for assessing training needs; preparing training projections; and
- iv. Preparing agenda and minutes for Human Resource Advisory Committee.

REF: TUR/ CPSB /014/2024/2025: HUMAN RESOURCE MANAGEMENT ASSISTANT III -, JOB GROUP 'H', TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures;
- ii. Capturing and up dating human resource data in HRIS and drafting letters.

Requirements for Appointment

- i. A diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution

OR

Part I of the Certified Public Secretaries Examination from KASNEB; and

- ii. Certificate in computer application skills from a recognized institution.

REF: TUR/ CPSB /015/2024/2025: RECORDS MANAGEMENT OFFICER II-, JOB GROUP 'J', TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Ensuring of files and documents;
- ii. Renewing files covers;
- iii. Ensuring proper handling of documents;
- iv. Pending correspondence and bring ups;
- v. Receiving and dispatching letters and maintaining related registers;
- vi. Preparing disposal schedules and disposing dead files in accordance with relevant government regulations.

Requirements for Appointment

- i. Served in the grade of records management officer III or in relevant and comparable position in the public service for a minimum period of (3) years;
- ii. A diploma in any of the following records /information management, Information/library science or equivalent qualification from a recognized institution;
- iii. Shown merits and ability as reflected in work performance and results.



REF: TUR/ CPSB /016/2024/2025: RECORDS MANAGEMENT OFFICER III-, JOB GROUP 'H', ONE (1) POST

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Receiving, sorting, opening, filing, recording and distribution of mails;
- ii. Dispatching of mails;
- iii. Guiding on files disposal;

Requirements for Appointment

Kenya certificate of secondary education (KCSE) Mean Grade C (Plain) from Kenya National Examination Council (KNEC) or equivalent qualifications from a recognized institution; and A Diploma I records /information management or equivalent qualifications from a recognized institution.

REF: TUR/ CPSB /017/2024/2025: CLERICAL OFFICER I-, JOB GROUP 'G', SIXTEEN (16) POSTS

This is an entry and training grade for this cadre. Officers at this level will be deployed in the Human Resource Management Units, General Registry, Procurement, Accounts office or General office services.

For appointment to this grade,

- i. A candidate must have a Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its approved equivalent.
- ii. Proficiency in computer applications

Requirements for Appointment

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

- i. Compiling statistical records;
- ii. Sorting, filing and dispatching letters;
- iii. Maintaining an efficient filing system;
- iv. Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- v. Computation of financial or statistical records based on routine or special sources of information;
- vi. Preparing payment vouchers; and
- vii. Compiling data and drafting simple letters.



REF: TUR/ CPSB/018/2024/2025: OFFICE ADMINISTRATIVE ASSISTANT II-, JOB GROUP 'J', TEN (10) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities: -

- i. Taking oral dictation
- ii. Word and data Processing
- iii. Operating office equipment
- iv. Ensuring security of office equipment documents and records
- v. Attending telephone calls & appointments
- vi. Maintaining an up to date filing systems in the Office
- vii. Supervision of office cleanliness
- viii. Managing petty cash & understanding any other office administrative duties that may be assigned

Requirements for Appointment

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

- i. Served in the grade of Office Administrative II for a minimum period of three (3) years,
- ii. Business education single & group certificate (BES & GC) from the Kenya National Examination Council in the following subjects: -
 - a) Business English III/Communication II
 - b) Commerce II
 - c) Office Practice II
 - d) Secretarial Duties II
 - e) Office Management II/Office Administration & Management II

OR

- iii. Craft Certificate in Secretarial studies from the Kenya National examination council
- iii. Certificate in Public Relation & Customer care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution
- iv. Certificate in Computer applications from a recognized institution and
- v. Shown Merits & ability as reflected in work performance & results

REF: TUR/ CPSB /019/2024/2025: LAND SURVEY ASSISTANT III-, JOB GROUP 'J', THREE (3) POST

Terms of Service: Permanent & Pensionable

Duties and responsibilities at this level will entail:

- i. Carrying out angular and distance measurements,
- ii. Computation for low density topographical surveys
- iii. Site engineering surveys
- iv. General boundary surveys and photo control surveys.

Requirements for Appointment



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

- i. Diploma in Land Surveying or its equivalent qualification from a recognized institution;
- ii. Certificate in computer application skills; and
- iii. Shown merit and ability as reflected in work performance and results.

REF: TUR/ CPSB/021/2024/2025: DEPUTY DIRECTOR, LAND SURVEY, JOB GROUP "Q" ONE (1) POST

Terms of Service: Contract

An officer at this level will be responsible for:

- i. implementing policies, strategies, guidelines and procedures on surveying and mapping;
- ii. coordinating county/general boundaries surveys, cadastral, adjudication, sub-divisional schemes, photo control and engineering surveys;
- iii. coordinating astronomical, gravity and magnetic surveys, and preparation and publication of plans, maps and charts;
- iv. coordinating standardization and certification of survey equipment; monitoring and evaluating of survey and mapping activities;
- v. preparing and submitting technical and administrative reports;
- vi. coordinating development and implementation of strategic and work plans;
- vii. setting performance targets;
- viii. training and development of staff;
- ix. Perform any other duty assigned from time to time by immediate supervisor.

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

- (i) Served in the grade of Assistant Director, Land Surveys for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Land Surveying, Geospatial Engineering; Geomatics Engineering; Geomatics Engineering and Geospatial Information Systems; Technology in Survey or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Land Surveying, Land Management, Geodesy, Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Geographical Information Systems (GIS), Urban or Regional Planning, Sustainable Urban Development, Hydrography, Environmental Science or equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development program lasting not less than six (6) weeks from a recognized institution;
- (v) Membership of the Institution of Surveyors of Kenya (MISK);
- (vi) Certificate in computer application skills;



REF: TUR/ CPSB /022/2024/2025: PHYSICAL PLANNER, JOB GROUP “K” TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Preparing physical development plans;
- ii. Undertaking feasibility studies on physical, social, economic and environmental characteristics; implementing physical plans for national, regional, urban areas and cities;
- iii. Processing development applications; and maintaining physical planning records
- iv. Initiating, preparing and monitoring the implementation of County and local physical and Land Use development plans.
- v. Providing advice on development applications and development control matters.
- vi. Implementing and providing feedback on physical and land use planning guidelines and standards.
- vii. Managing physical and land use planning data.
- viii. Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities.
- ix. Undertaking thematic regional studies on matters relating to physical and land use planning.
- x. Preparing annual state of physical planning reports on county and local physical development plans.
- xi. Set agenda and convene physical planning liaison committee meetings.
- xii. Keeping record of deliberations and communicate decisions of the physical planning liaison committees; and
- xiii. Management of physical and land use planning data.
- xiv. Perform any other duty assigned from time to time by supervisor.

Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- ii. Membership to the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- iii. Be registered by the Physical Planners Registration Board.
- iv. Attended a senior Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Have a certificate in computer applications from a recognized institution; and
- vi. Have demonstrated merit and shown ability as reflected in work performance and results.
- vii. Certificate in computer applications skills.

REF: TUR/ CPSB /023/2024/2025: CARTOGRAPHY ASSISTANT II, JOB GROUP “J” THREE (3) THREE

Terms of Service: Permanent & Pensionable



Duties and responsibilities

- i. drawing survey and deed plans, small area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- ii. digitizing maps and charts; scanning maps; and
- iii. capturing data on geographical names in both soft copy and manual cards
- iv. Perform any other duty assigned from time to time

Requirements for Appointment

- i. served in the grade of Cartography Assistant III for a minimum period of three (3) years;
- ii. Diploma in Cartography or its equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills; and
- iv. shown merit and ability as reflected in work performance and results

REF: TUR/ CPSB/024/2024/2025: SUPERINTENDENT (FIRE SERVICES) JOB GROUP "K" ONE (1) POST

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Ensuring Compliance with fire safety standards
- ii. Preparation of estimates related to fire installation
- iii. Inspection of building to assess fire hazards & risks
- iv. Supervision of installation fire equipment in the buildings
- v. Repair and maintenance of fire equipment in public buildings, hospitals, conference centers
- vi. Conducting fire investigation & compiling reports

Requirements for Appointment

- i. Served in the grade of Fire service inspector (Fire service) in the comparable & relevant position in the public service for at least three (3) years
- ii. Diploma in Mechanical/Electrical/Chemical engineering or equivalent and relevant qualification from a recognized institution
- iii. First Aid Certificate course lasting not less than one (1) week from St, John's Ambulance or Kenya Institute of Highway and building Technology (KIBHT) or any other recognized institution
- iv. Shown merits & ability as reflected in work performance & results

REF: TUR/ CPSB/025/2024/2025: SENIOR FIREMAN JOB GROUP "G" (SIX 6) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Installation & Maintenance of firefighting appliance
- ii. Assisting in rescue operations during emergency
- iii. Operating appliance & Communication equipment
- iv. Setting of fire appliance

Requirements for Appointment



Direct Appointment

For direct appointment to this grade, a candidate must have: -

- i. Kenya Certificate of Secondary Education mean grade D+ or its equivalent and relevant qualification
- ii. Certificate in Fire engineering from a recognized fire services training school/institution
- iii. First Aid Certificate course lasting not less than one (1) week from St, John's Ambulance or Kenya Institute of Highway and building Technology (KIBHT) or any other recognized institution
- v. Be physically fit
- vi. Be Certified Medically fit by government Doctor

REF: TUR/ CPSB /026/2024/2025: SUPERINTENDENT (BUILDING), JOB GROUP "K" TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Reading and interpreting Architectural and Engineering drawings
- ii. Comparing their details with work on site
- iii. Compiling site weekly reports
- iv. Assisting in planning a building programme for construction work in progress is in accordance with specification and taking details of provisional item
- v. Supervision of artisan carrying out repairs and alteration of existing building
- vi. Preparation of cost estimates and schedule of materials

Requirement for Appointment

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

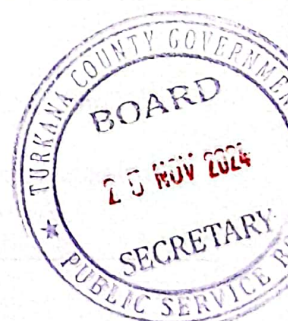
- i. Served in the grade of Senior Inspector (Building) or in a comparable and relevant position in the Public Service for at least three (3) years
- ii. Diploma in Building & Civil Engineering or Construction Technician Certificate part III or its equivalent and relevant qualification from a recognized institution

REF: TUR/ CPSB /027/2024/2025: SENIOR INSPECTOR (BUILDING), JOB GROUP "J" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Reading and interpreting Architectural and Engineering drawings
- ii. Comparing their details with work on site



- iii. Compiling site weekly reports & Monitoring work progress
- iv. Supervision of artisan carrying out maintenance work at a department

Requirement for Appointment

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

- iii. Served in the grade of Inspector (Building) or in a comparable and relevant position in the Public Service for at least three (3) years
- iv. Diploma in Building & Civil Engineering or Construction Technician Certificate part III or its equivalent and relevant qualification from a recognized institution
- v. Shown merit % ability as reflected in work performance & results

REF: TUR/ CPSB /028/2024/2025: ASSISTANT ENGINEER I JOB GROUP "L" TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Design of electrical/electronic engineering services in government buildings and construction works,
- ii. Repair and maintenance of electrical/electronic installation in airports, waterworks, offices, workshop, conference complexes and other government facilities,
- iii. Undertaking Projects, preparation of specifications for new equipment
- iv. Processing of tenders for electrical/electronic installation work

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

- i. Served in the grade of Assistant Engineer II (Electrical) or a comparable and relevant position in the Public Service for at least three (3) years
- ii. Be in possession of a Bachelor's degree in Electrical Engineering or equivalent qualification from a recognized institution;
- iii. Be registration by Engineers Registration Board of Kenya as a Graduate Engineer;
- iv. Certificate in computer application skills; and
- v. shown merit and ability as reflected in work performance and results.

REF: TUR/ CPSB /029/2024/2025 ASSISTANT ENGINEER II (ELECTRICAL), JOB GROUP "K" TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Design of electrical/electronic engineering services in government buildings and construction works,
- ii. Repair and maintenance of electrical/electronic installation in airports, waterworks, offices, workshop, conference complexes and other government facilities.



Requirement for Appointment

- i. Be in possession of a Bachelor Degree in Electrical Engineering or equivalent and relevant qualification from a recognized institution
- ii. Be registered by Engineers Registration Board of Kenya as a Graduate Engineer.

REF: TUR/ CPSB /030/2024/2025 QUANTITY SURVEYOR II, JOB GROUP "K" TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities entail: -

- i. Preparation of cost estimates,
- ii. Bills of quantities,
- iii. Monthly valuations on site,
- iv. Site re-measurements,
- v. Preparation of variation orders.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. A Bachelor's Degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution.

REF: TUR/ CPSB /031/2024/2025 ARCHITECTURAL ASSISTANT III, JOB GROUP "H" TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. This includes: -

- i. Interpretation of the Architects' sketches and preparation of finished drawings;
- ii. Reading and interpreting Engineering drawings' in relation to the architects' sketch incorporating these details in the finished drawings.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. A Diploma or Technician certificate part III in any of the following fields: Building/Civil Engineering, Architecture or its equivalent and relevant qualification from a recognized institution.

REF: TUR/ CPSB /032/2024/2025 ARCHITECTURAL ASSISTANT II, JOB GROUP "J" TWO (2) POSTS



Terms of Service: Permanent & Pensionable

Duties and Responsibilities

Duties and responsibilities at this level involves: -

- i. Interpretation of the Architects sketches and turning them into finished drawings, outline scheme,
- ii. Design drawings preparation of specification notes and schedules for all types of buildings;
- iii. Ensuring that Engineering and other specialists' drawings conform to the Architects' drawings;
- iv. Measurement and preparation of drawing of existing buildings and sites.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Architectural Assistant III or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture, or its equivalent and relevant qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

REF: TUR/ CPSB/033/2024/2025 INSPECTOR BUILDING, JOB GROUP "H" TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Interpretation of Architectural and Engineering drawing
- ii. Checking minor repairs and alteration of existing buildings.

Requirements for Appointment

- i. Diploma in any of the following fields: - Building and Civil Engineering; Construction Technician part III; or its equivalent qualification from a recognized institution.

REF: TUR/ CPSB /034/2024/2025 STRUCTURAL ASSISTANT III, JOB GROUP "H" TWO (2) POSTS



Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas;
- ii. Carry out simple surveys works under the guidelines of a senior officer;
- iii. Perform any other duty assigned from time to time.

Requirement for Appointment

- i. Must have a Diploma in Civil Engineering/Building;
- ii. Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution

REF: TUR/ CPSB /035/2024/2025: ASSISTANT ECDE TEACHER II, JOB GROUP 'G', THIRTY-EIGHT (38) POSTS

Terms of Service :(Permanent and Pensionable)

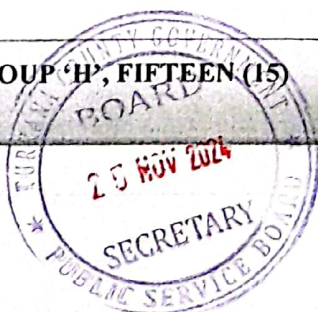
Requirements and competencies for appointment: -

- i. Certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent
- ii. Registered by the Teachers Service Commission (TSC).
- iii. A Certificate in Computer application
- iv. Certificate of Good Conduct from the National Police Service
- v. Valid medical report from a registered government health facility.

Duties and responsibilities: -

- i. Class teaching;
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners
- iii. Preparing reports
- iv. Ensuring the safety and security of the learners.
- v. Assist in designing, organizing and facilitating play/learning activities for learners
- vi. Assist in organizing and facilitating play/learning activities for the learners.
- vii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development)
- viii. Managing ECDE classes and keeping professional and administrative records (scheme of work, lesson plans, daily programme of activities, attendance registers etc.)
- ix. Ensuring learners' safety and security.
- x. Preparing and developing play/learning materials
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB /036/2024/2025: ECDE TEACHER III, JOB GROUP 'H', FIFTEEN (15) POSTS



Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;
- ii. Registered by the Teachers Service Commission (TSC).
- iii. A Certificate in Computer applications;
- iv. Certificate of Good Conduct from the National Police Service;
- v. Valid medical report from a recognized government Health Facility.

Duties and responsibilities: -

- i. Class teaching;
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners;
- iii. Preparing reports;
- iv. Ensuring the safety and security of the learners;
- v. Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play;
- vi. Developing relevant play/learning materials for all learners;
- vii. Preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records.

REF: TUR/ CPSB/037/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Carpentry and joinery).

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Building and Construction, Carpentry and joinery or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities: -

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records, teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.



REF: TUR/ CPSB/038/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', ONE (1) POST (Plumbing and Pipe fitting)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Water Engineering, Water resource and technology management, Plumbing and Pipe fitting or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority (TVETA)

Duties and responsibilities:-

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB/039/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Welding and fabrication)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Mechanical engineering (Production), Welding and fabrication or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities: -

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.



REF: TUR/ CPSB/040/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Information and Communication Technology-ICT)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Computer Science/studies, information and communication technology or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities: -

- Theoretical and practical instruction in the area of specialization
- Prepare and maintain scheme of work
- Preparing of lesson plans
- Preparing of lesson notes
- Preparing of trainees records ,teaching and learning materials
- Carrying out trainees assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co-curricular activities
- Maintaining trainees discipline and
- Guiding and counselling trainees.
- Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB/041/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', ONE (1) POST (Hair dressing and Beauty therapy)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Hair dressing and Beauty therapy or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities:-

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities



- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB/042/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Fashion Design and Garment making)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: clothing and interior design, fashion design and textile technology or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities:-

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor

REF: TUR/ CPSB/043/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Food processing technology)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: food technology, Institutional management, catering and housekeeping or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities: -

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work



- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records, teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB/044/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Motor Vehicle Technology)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Automotive engineering or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities:-

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records, teaching and learning materials.
- vi. Carrying out trainee's assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB/045/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', ONE (1) POST (Building and Construction technology.)

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment:

- i. Diploma in any of the following discipline: Civil Engineering, Building and Construction, or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)



Duties and responsibilities: -

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records, teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB/046/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Electrical & Electronics Technology)

Terms of Service :(Permanent and Pensionable)**Requirements and competencies for appointment:**

- i. Diploma in any of the following discipline: Electronic engineering, telecommunication engineering, electrical engineering, instrumental and control engineering, Refrigeration and air conditioning or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application.
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

Duties and responsibilities:-

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

REF: TUR/ CPSB /047/2024/2025: ANIMAL HEALTH OFFICER, JOB GROUP "K", FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

- i. Bachelor's degree in any of the following disciplines; Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution.
- ii. Be registered by the Kenya Veterinary Board; and
- iii. Have a Certificate in computer applications from a recognized institution

Duties and responsibilities

- i. Overseeing construction and maintenance of farm structures;
- ii. Giving advice on dip designing, siting and appraising construction;
- iii. And inspection and verification of imports and export of consignments
- iv. Training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting
- v. Carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals, participating in disease search, collecting and collating data and writing technical reports;
- vi. Keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits;
- vii. Maintaining dairy units;
- viii. Participating in animal health field demonstrations and agricultural shows;
- ix. Undertaking equipment sterilization, sample collection, packaging and dispatch;
- x. Inspecting livestock stock routes;
- xi. Rearing experimental animals;
- xii. Issuing of livestock movement permits
- xiii. Undertaking artificial insemination,
- xiv. Meat inspection and grading;
- xv. And enforcing slaughterhouse hygiene, meat transport regulations and inspection of retail outlets of foods of animal origin

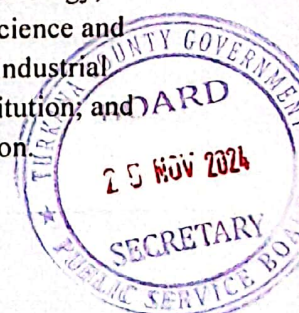
REF: TUR/ CPSB /048/2024/2025: LABORATORY ANALYST OFFICER, JOB GROUP "K", ONE (1) POST

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

- i. Bachelor's degree in any of the following fields: - Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields: - (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution; and
- ii. Certificate in Computer application skills from a recognized institution



Duties and responsibilities

- i. Receiving, recording, packaging, dispatching, analyzing and preserving samples; preparing media, stains and dyes;
- ii. Maintaining biological cultures;
- iii. Caring for laboratory animals;
- iv. Undertaking disease surveillance activities;
- v. Performing vaccine, animal products and byproducts quality assurance tests;
- vi. Calibrating laboratory equipment;
- vii. Standardizing laboratory procedures and writing reports.

REF: TUR/ CPSB /049/2024/2025: LIVESTOCK PRODUCTION OFFICER, JOB GROUP "K", TWO (2) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

- i. Bachelor of Science degree in any of the following disciplines: Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management/ Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Education and Extension, Animal Health and Management or any other relevant and equivalent qualification from a recognized institution.

Duties and responsibilities

- i. Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching and to promote economic livestock farming
- ii. Assist in organizing extension activities including field days, field demonstrations, farmer field schools and farm visits.

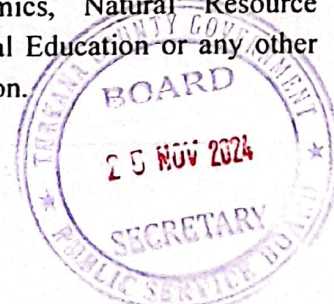
REF: TUR/ CPSB /050/2024/2025: AGRICULTURAL OFFICER I, JOB GROUP "K", THREE (3) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

- i. Bachelor of Science degree in any of the following fields: - Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution.



Duties and responsibilities

- i. Coordinate Crop Production, Land Development, agricultural extension and Project Management
- ii. Management of information desks within the division

REF: TUR/ CPSB /051/2024/2025: FISHERIES OFFICER, JOB GROUP "K", THREE (3) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

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

Duties and responsibilities

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

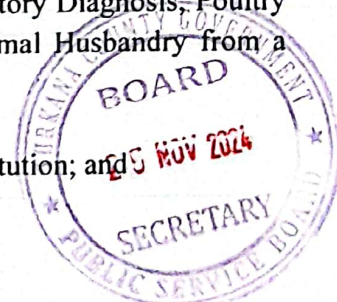
REF: TUR/ CPSB/052/2024/2025: ASSISTANT ANIMAL HEALTH OFFICER III, JOB GROUP "H", NINE (9) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

- i. Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution
- ii. Be registered by the Kenya Veterinary Board
- iii. Have a certificate in computer applications from a recognized institution; and



- iv. Have shown ability and demonstrated merit in work performance and results

Duties and responsibilities

- i. Participating in animal health field demonstrations and agricultural shows
- ii. Participating in sample collection and dispatch
- iii. Inspecting livestock stock routes and collecting data and writing technical reports; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- iv. Carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals
- v. Carrying out simple treatment of animals
- vi. Participating in disease search and reporting;
- vii. Keeping records on animal breeding,
- viii. Animal health, milk production, dipping data and maintaining dairy units

REF: TUR/ CPSB /053/2024/2025: ANIMAL HEALTH ASSISTANT II, JOB GROUP "G", FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of Sub County Veterinary Officer.

Requirements and competencies for appointment:

- i. Certificate lasting not less than two (2) years in any of the following disciplines: Animal Health, Environmental Health, Animal Health and Production from a recognized institution;
- ii. Be registered by the Kenya Veterinary Board; and
- iii. Certificate in computer applications from a recognized institution

Duties and responsibilities

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

REF: TUR/ CPSB /054/2024/2025: LIVESTOCK PRODUCTION ASSISTANT II, JOB GROUP "G", THREE (3) POSTS

Terms of Service: Permanent & Pensionable



An officer at this level will work under guidance and supervision of a senior officer.

Requirements and competencies for appointment:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) mean grade C- or its accepted equivalent with relevant subjects required for admission to a recognized training institution; and
- ii. A two (2) year Course Certificate in any of the following disciplines: Animal Production, Agriculture and Home Economics, Animal Science, Animal Health and Production, Farm Management, Apiculture, Range/Natural Resource Management; or any other qualification from a recognized Institution.

Duties and responsibilities

- i. Assisting in the dissemination of Livestock Production technologies, such as construction of livestock housing and structures, clean milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on farm feed formulation;
- ii. Participating in sub locational development action plans and collection of livestock data and information within the sub location.

REF: TUR/ CPSB /055/2024/2025: PLANT OPERATOR, JOB GROUP "F", TEN (10) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will work under guidance and supervision of officer in charge of mechanization services

Requirements and competencies for appointment:

- i. Served for at least three (3) years in the grade of Plant Operator II and be able to operate three (3) different types of machines of 'difficult rating; or
- ii. Served for at least five (5) years in the grade of Plant Operator II and be able to operate one (1) Plant of 'difficult rating' A and one (1) Plant of 'difficult rating' B;
- iii. Valid driving licence free from any current endorsements for the relevant class(es) of Plant;
- iv. Passed the Occupational Trade Test II for Plant Operators;
- v. Knowledge of Traffic Act and other related regulations;
- vi. Attended a First-Aid Certificate 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; and
- vii. shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Operating heavy plants of 'difficult rating' A or B; keeping records of inventory of all plants in a unit;
- ii. Formulating and administering working techniques;



- iii. Assisting in costing and evaluating small roads and accesses; preparing maintenance schedules for services of machines;
- iv. Organizing, managing and controlling operatives and machines in small construction projects and units;
- v. Carrying out filter and oil changes and simple adjustments not requiring special tools.
- vi. Assist in training of junior Plant Operators.

REF: TUR/CPSB /056/2024/2025: DRILLING ASSISTANT I, JOB GROUP 'G', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. The Kenya Certificate of Secondary Education (K.C.S.E) grade D+ or its equivalent with a minimum of grade C- in either Physics, Chemistry or Mathematics.
- ii. Passed the Departmental Occupational Test III for Drilling Assistants

Duties and Responsibilities

Artisan (Driller) will be exposed to all aspects of drilling under close supervision. An officer at this level will learn and assist in checking and maintaining: -

- i. Drilling and water engines,
- ii. greasing drill rods and casings,
- iii. Collecting, arranging samples and receiving and recording samples

REF: TUR/ MOW /057/2024/2025: ARTISAN II (WELDER), JOB GROUP 'F', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. Must have a Government Trade Test Certificate Grade III in the relevant trade area (Welding)

Duties and Responsibilities

- i. This will be the entry grade for this Cadre. An Officer at this level will be on job training and assigned simple duties in repair and Maintenance works under Close supervision of a more experienced officer in line with the area of Specialization (Welding)

REF: TUR/ CPSB /058/2024/2025: INSPECTOR (ELECTRICAL), JOB GROUP 'H', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -



- i. A candidate must have a Diploma in Electrical installation or Technician Certificate part III in Mechanical Engineering or its equivalent and relevant qualification from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre.

- i. Operate, service, maintain electrical installation systems and industrial control systems,
- ii. servicing and carrying out Minor repairs on electrical components such as alternators, generators, motors, small battery charging units, condensers etc.
- iii. maintenance of repair of motor vehicle plant batteries and carrying out fitting of electrical components and electrical wiring.

REF: TUR/ CPSB /059/2024/2025: INSPECTOR (WATER & SEWERAGE), JOB GROUP 'H', THREE (3) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. A certificate in Electrical installation or Technician Certificate part III in Mechanical Engineering or its equivalent and relevant qualification from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under a senior officer.

- i. The duties will entail operate, service, maintain electrical installation systems and industrial control systems, servicing and carrying out minor repairs on electrical components such as alternators, generators, starter motors, small battery charging units, condensers etc.
- ii. Other duties also include maintenance of repair of motor vehicle plant batteries and carrying out fitting of electrical components and electrical wiring.

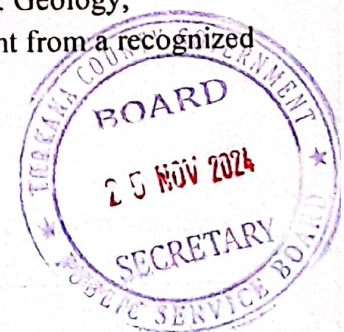
REF: TUR/ CPSB /061/2024/2025: ASSISTANT GEOLOGIST(WATER), JOB GROUP 'K', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. A Bachelor of Science degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry or its equivalent from a recognized institution

Duties and Responsibilities



- i. An officer at this level will normally be regarded as being on the job training specifically, the officer will be involved in hydrogeological Geotechnical and ground water development programs under close Supervision of an experienced officer.
- ii. In addition, the officer will be required to carry out detailed hydrogeological, geophysical, hydro geochemical and borehole drilling projects.

REF: TUR/ CPSB /062/2024/2025: LABORATORY TECHNOLOGIST III (WATER), JOB GROUP 'H', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. Diploma in any of the following fields -Applied Sciences (Chemistry Analytical Chemistry, Industrial Chemistry, Biology) Medical Laboratory Technologist, Food Science and Technology, Earth or Science Biotechnology from a recognized institution.
- ii. Certificate in Computer application skills from a recognized institution

Duties and Responsibilities

- i. Sampling and analyzing water geological, industrial, water, sediments and waste water samples for testing of chemical and bacteriological levels;
- ii. Preparing culture media and reagents; preparing sampling containers and equipment; and recording of laboratory reports.

REF: TUR/ CPSB /063/2024/2025: LAND SURVEY ASSISTANT III JOB GROUP 'H', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. Diploma in Land Surveying from a recognized institution
- ii. Certificate in Computer applications.

Duties and Responsibilities

- i. carrying out angular and distance measurements and Computation for small density topographical, site engineering, general boundary and photo control survey.

REF: TUR/ CPSB /064/2024/2025: PLANT MECHANIC GRADE I, JOB GROUP 'H', TWO (2) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

Direct appointment to the plant Mechanic grade I will be made from candidates K.C.S.E Mean grade D+(plus) or equivalent and are in possession of:-

- i. National Trade Test Certificates grade I for Plant Mechanic with a proven practical experience of having served for three (3) years as a mechanic with grade II



OR

- ii. Relevant Preliminary Level Apprentice Certificate awarded by the directorate of industrial Training with a proven practical experience of having served for three (3) years as a mechanic with grade II

OR

- iii. Relevant Preliminary Level Apprentice Certificate awarded by the Kenya Institute of Highway and Building Technology, with a proven practical experience of having served for three (3) years as a mechanic with grade II

Duties and Responsibilities

- i. Provide advanced servicing repair and maintenance of light and heavy construction plants, earth moving equipment(excavators) off the road trucks, commercial vehicles, including adjustment, balancing and relining brakes,
- ii. Adjustment of Toe-in Camber, castor, Wheel balancing, checking of bearings, diagnosing use modern equipment,
- iii. Correcting simple faults likely to occur in the electrical system of Earth Moving Equipment,
- iv. Overhauling and setting up clutches, Manual constant mesh and synchromesh transmission(gearboxes) and differentials (under minimum supervision) diagnosis of general faults in diesel/Petrol engines,
- v. Timing distributors and Magnetos, dismantling, cleaning and adjusting of Carburetors,
- vi. Setting clearances and assembling of Sub-assemblies after overhauls,
- vii. Clearing of airlocks in diesel fuel system,
- viii. Removal of injectors and heater plugs,
- ix. Replacing and timing of phase injector pumps use of workshop manual(books) when necessary,
- x. Care for maintenance tools of the trade and other trade related work as may be assigned by officer in charge or supervisor.

REF: TUR/ CPSB /065/2024/2025: INSPECTOR (MECHANICAL - MVP), JOB GROUP 'H', ONE (1) POST

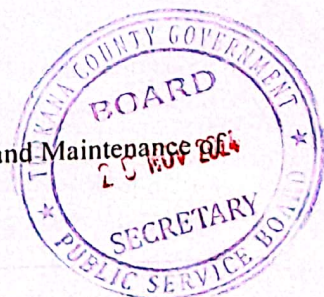
Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. A Diploma (Automotive) or other approved equivalent qualification; and
- ii. A Valid Driving License

Duties and Responsibilities

- i. The officer will be supervised by a senior officer in the repair and Maintenance of motor vehicles and plant;



- ii. The officer will inspect and test vehicles and equipment before and after repairs; the officer will conduct proficiency test for drivers.

REF: TUR/ CPSB /066/2024/2025: SENIOR INSPECTOR (WATER & SEWAGE JOB GROUP 'J', ONE (1) POST

Terms of Service :(Permanent and Pensionable)

Duties and Responsibilities

Duties and responsibilities will entail; -

- i. Planning, supervising and evaluating water supply and sewerage works;
- ii. Checking operation charts and monthly revenue returns.
- iii. Collecting and analysing data; Supervising operations and maintenance of water supplies and sewerage treatment works;
- iv. Maintaining records of water supplies and sewerage schemes

Requirements for Appointment

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

- i. Served in the grade of Inspector (Water and Sewerage) for a minimum period of three (3) years
- ii. Three (3) years certificate in Technical Training from a recognised institution;

OR

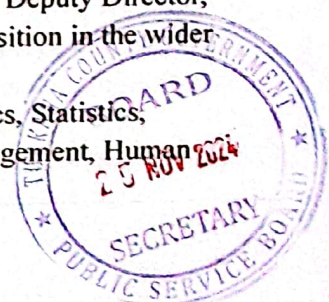
- iii. Diploma in either Water Supply Technology or Water Engineering from a recognised institution; and
- iv. Certificate in computer applications from a recognised institution; and
- v. Demonstrated merit and shown ability as reflected in work performance and results.

REF: TUR/ CPSB /067/2024/2025: DIRECTOR PERFORMANCE MANAGEMENT AND EFFICIENCY, JOB GROUP 'R', ONE (1) POST

Terms 3 (three) Years contract

Requirement and Competence for appointment

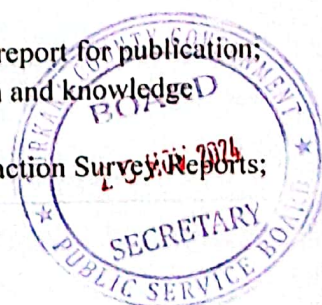
- i. Served for a minimum period of three (3) years in the grade of Deputy Director, Performance Management, or in a comparable and relevant position in the wider Public Service or Private Sector;
- ii. A Bachelor's degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human



- Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a university recognized in Kenya;
- iii. A Master's degree in any of the following fields: - Economics, Statistics, Economic Policy Management, Mathematics, Monitoring and Evaluation, Human Resource Management, Human Resource Development, Education, Business Administration, Sociology, Public Administration, Public Policy, Law or any other equivalent/relevant qualification from a university recognized in Kenya will be an added advantage;
 - iv. Membership to a relevant professional body and in good standing (where applicable);
 - v. Demonstrated professional competence and managerial capability as reflected in work performance and results; and
 - vi. Demonstrated a clear understanding of National development policies, goals and objectives, and ability to integrate them into the Public Service Performance Management Function.

Duties and Responsibilities

- i. Coordinating the development, implementation and review of policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service;
- ii. Providing technical support on Performance Management to Ministries, Departments, Agencies and Counties (MDACs);
- iii. Coordinating the development, validation and review of Performance Management tools;
- iv. capacity building on Performance Management for Ministries, Departments, Agencies and Counties (MDACs);
- v. Developing and reviewing norms and standards in Performance Management through quality control;
- vi. Coordinating vetting of Performance contracts for MDACs to ensure they are in line with the Performance Contracting guidelines;
- vii. Coordinating research and consultancy on Performance Management;
- viii. Coordinating the monitoring, evaluation and reporting on implementation of Performance Contracts by MDACs;
- ix. Overseeing the dissemination of information on Performance Management;
- x. Coordinating the compilation of bi-annual and annual reports on implementation of Performance Contracts in the Public Service;
- xi. Collaborating with relevant national, regional and international entities to promote adoption and implementation of best practices in Performance Management;
- xii. Promoting citizen engagement in monitoring implementation of Performance Contracting in the Public Service;
- xiii. Advising National and County Governments on enabling legal and institutional frameworks to enable institutionalization of Performance Management in the Public Service;
- xiv. Coordinating the preparation of annual performance evaluation report for publication;
- xv. Ensuring establishment and operationalization of an information and knowledge management platform to support Performance Management;
- xvi. Overseeing stakeholders' fora for validation of Customer Satisfaction Survey Reports;



- xvii. Spearheading the development and implementation of work plans, budgets, performance contracts and staff performance appraisal;
- xviii. Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity;

REF: TUR/ CPSB /068/2024/2025: DIRECTOR STRATEGIC DELIVERY UNIT (SDU), JOB GROUP 'R', ONE (1) POST

Terms: 3 (three) Years Contract

Requirements and Competence for appointment: -

- i. Bachelor's degree in Monitoring and Evaluation, Project Management Statistics Economics, Social Science or its equivalent from a university recognized institution;
- ii. Master's Degree in Monitoring and Evaluation, Project Management Statistics Economics, Social Science or its equivalent from a university recognized institution or a relevant field will be an added advantage;
- iii. Knowledge and work experience of not less than ten (10) years, five (5) of which must have been at Senior Management level in the Public Service or Private Sector;
- iv. Proven success in designing, implementing, and operating project M&E systems;
- v. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring and evaluation and/ performance monitoring plans; and
- vi. Experience with data quality assessments and oversight.

Duties and Responsibilities: -

- i. Provide strategic policy direction for the effective delivery of services by the County Government;
- ii. Tracking implementation of donor/partnership development projects in line with standing MoUs
- iii. Monitor the implementation of flagship projects contained in the County Integrated Development Plan (CIDP), County Strategic Plan, Sector Development Plans, Annual Development Plans (ADPs), Medium Term Expenditure Framework (MTEF), Medium Term Plans (MTPs), Agenda 2063, and Vision 2030;
- iv. Support the resource mobilization process for implementation of strategic initiatives;
- v. Strategic communication on the implementation of the CIDP; monitoring, evaluation and reporting on the implementation status;
- vi. Research and report trends in implementation of flagship projects;
- vii. Implement and manage public participation and information system on development matters
- viii. Organize inter-departmental field missions on key priority projects, identify bottlenecks and millstones to inform and advise the office of the Governor.
- ix. Solicit and analyze public opinions on priority projects to advise decision-making processes for the county.
- x. Plan, monitor and evaluate performance of staff against the set targets.

REF: TUR/ CPSB /069/2024/2025: DEPUTY DIRECTOR LIASON, JOB GROUP 'Q', ONE (1) POST



Terms 3 (three) Years Contract

Requirements and Competence for appointment:

- i. Bachelor's degree in political science, public policy, Communications, Business, Public Administration, or the equivalent, preferred.
- ii. Experience in government affairs such as: National and County Government, Knowledge and understanding of local politics and elections.
- iii. Outstanding interpersonal skills, able to build relationships, establish credibility, and influence leaders at all levels.
- iv. Strong organizational skills, detail-oriented, and drive for accuracy.
- v. Effective at public speaking and moderating large groups.
- vi. Ability to make well-informed and objective decisions with perception of the impact and implications of those decisions. Certificate in Computer application

Duties and Responsibilities

- i. Assisting in coordination of Liaison matters for efficient engagement with officials from other Government
- ii. Assist in Administration and management of Human resource Functions in Liaison office
- iii. Assisting development of Liaison budgets, follow-ups and ensuring prudent use of resource allocated for Liaison office.
- iv. Assist in proper management of resources, equipment and vehicles
- v. Assist in implementation of directives and guidance in the area of performance management
- vi. Assist in ensuring that relations with Government and international organizations are carried out in accordance with standards and liaison practices
- vii. And any other functions delegated

REF: TUR/ CPSB /070/2024/2025: PHOTOJOURNALIST, JOB GROUP "J" ONE (1) POST

Terms Permanent and Pensionable

Requirement and competence for appointment

- i. Bachelor's Degree in Photojournalism/Photography from a recognized Institution;
- ii. 3-5 years of experience in the field of photojournalism
- iii. Proficiency in photo editing software (e.g. Adobe photoshop)
- iv. Strong communication skills and good understanding of journalistic ethics
- v. A robust portfolio showcasing versatility and storytelling ability
- vi. Certificate in Computer Application

Duties and responsibilities

- i. Taking, editing, sorting photos of activities and programs to the as required.



- ii. Ensure publicity of Government activities and programs by liaising with Media houses
- iii. Research on particular area of interest in order to cope with rapidly changing work environment
- iv. Collaborate with writers and editors
- v. Liaising with responsible officers for the purpose of uploading of the photos to the Government website and other social media platform
- vi. Meet tight deadlines and work in diverse conditions
- vii. Production of documentaries, video clips showcasing of Government programs and activities

REF: TUR/ CPSB /071/2024/2025: SIGN LANGUAGE INTERPRETER, JOB GROUP "H" TWO (2) POSTS

Terms Permanent and Pensionable

Requirement and Competence for appointment

- i. Certificate in Kenya Sign Language course
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent
- iii. Proficiency in computer applications

Duties and Responsibilities

- i. Providing a full range of interpreting/translating services for a deaf/hard of hearing (HoH)
- ii. Interpreting any conversation, meeting and training session or other requested event, including providing oral interpretation to staff who do not use sign language
- iii. Responsible for interpreting in a variety of communication modes during related events such as program, conferences, appraisals and counseling sessions e.t.c for specific training needs and benefits
- iv. Utilize skill in a variety of sign languages, contact sign, and conceptually accurate signed English (CASE), to facilitate communication
- v. Identify process improvement opportunities to improve on services
- vi. Any other duty as may be assigned from time-to-time Specific duties will include compiling statistical records

REF: TUR/ CPSB /072/2024/2025: HERITAGE OFFICERS, JOB GROUP 'K', FOUR (4) POSTS

Terms of Service :(Permanent and Pensionable)

Requirements and competencies for appointment: -

- i. Bachelor's degree in any of the following disciplines: - Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre



- Arts, Music. Fine Arts, Kiswahili and Literary Studies, Political Science, Psychology, indigenous languages or its equivalent from a recognized institution;
- ii. Certificate in computer applications;
- iii. Shown outstanding professional competence and administrative ability as reflected in work performance and results.

Duties and Responsibilities: -

- i. Guiding cultural practitioners on formation of associations and committees; promoting Kiswahili and indigenous languages;
- ii. Disseminating cultural information to the community;
- iii. Initiating and participating in cultural development activities;
- iv. Sensitizing communities to safeguard and appreciate cultural diversity; educating the public on cultural rights; organizing community cultural festivals and the Kenya Music and Cultural Festival;
- v. Conducting workshops, seminars, exhibitions, concerts, competitions and festivals to promote culture; and vetting cultural groups to participate during public functions.
- vi. Identifying and documenting viable elements of intangible cultural heritage for inscription and safeguarding;
- vii. Planning, coordinating and implementing cultural programmes and preparing periodic reports; promoting creative cultural industries;
- viii. Recommending persons for awards and honours as national heroes and heroines;
- ix. Mobilizing resources to empower cultural practitioners;
- x. Sensitizing communities to preserve and promote tangible and intangible cultural diversity;
- xi. Identifying development partners and strengthening existing linkages with stakeholders for cultural development and posterity.

REF: TUR/ CPSB /073/2024/2025: ENVIRONMENTAL OFFICER II, JOB GROUP 'J', SIX (6) POSTS

Terms of Service: Permanent & Pensionable

Requirements and competencies for appointment: -

- i. Served in the grade of Environment Officer II for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following field; Environment Health, Biology, Environmental Management, Chemical Engineering, Environmental Engineering, Environmental studies, Natural Science or any other relevant field from a recognized institution;

Duties and Responsibilities: -

- i. Environmental inspections;
- ii. Creating public awareness on environmental issues at the County level through programmes e.g. Barazas, ASK shows, stakeholder meetings, WED, WDCD, Wetland; Mobilizing the public to participate in environmental conservation and management at county level;



- iii. Ensuring the County develops the necessary capacity for environmental management;
- iv. Liaising with NGOs and coordinating community environmental activities at County level;
- v. Documenting and promoting best environmental practices in the County
- vi. Knowledge in computer application;

REF: TUR/ CPSB /074/2024/2025: WEIGHT AND MEASURES OFFICER JOB GROUP 'K', THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Testing and stamping of mechanical and electronic weighing and measuring equipment and class II mechanical and electronics scales used for pharmaceutical dispensing and jewellery trade
- ii. Testing of fabric and area measuring instruments and all electronics weighing and measuring equipment
- iii. Testing of meters for water, milk, other liquid foods and liquefied gas,
- iv. Compiling data collected on verified equipment at traders premises, sampling stations and verification office,
- v. Stamping pre-packaged goods for quantitative analysis,
- vi. Supervising and verification activities during trade fairs and public services exhibition,
- vii. Conducting inspection on internal controls by the manufacturers and measuring systems

Requirement for Appointment

- i. Served in the grade of Weights and Measures Officer I for a minimum period of three (3) years,
- ii. Bachelor's degree in any of the following disciplines: - Physics, Mathematics, Chemistry, Computer Science, Law, Legal Metrology, Information Communication Technology, Instrumentation, Engineering (Mechanical/Electrical/Electronics). Micro-processors or equivalent qualification from a recognized institution with advanced certificate of the Institute of Trade Standards Administration (Kenya)
- iii. Advanced Certificate of the Institute of Trade Standards Administration (Kenya)
- iv. Certificate of membership of the Institute of Trade Standards Administration (Kenya)
- v. Certificate in a computer application from a recognized institution

REF: TUR/ CPSB /090/2024/2025: MARKET CLERK JOB GROUP 'F', FOUR (4) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities



- i. Assists with cutting, weighing, packaging, and labeling product. Uses non-precision and precision tools and/or instruments to cut or trim unfinished meat products into desired sizes, shapes, and/or weight after completing proper training.
- ii. Adheres to quality control and food safety standards of market products. Adheres to all governmental product origin labeling.
- iii. Cleans, assembles, and prepares equipment around the market stalls for operation, and examines to check working order under supervision.
- iv. Promotes product sales through use of suggestive selling initiatives.
- v. Stacks pallets and sorts product into correct locations according to government efficiency standards and expectations under supervision.
- vi. Provides friendly and customer-service-oriented attitude by greeting customers, answering questions and guiding where appropriate.
- vii. Maintains clean, safe and sanitary working and shopping environment by adhering to safety procedures.

Requirement for Appointment

For appointment to this grade, an officer must have;

- i. A candidate must have a Kenya Certificate of Secondary Education (KCSE) mean grade D (Minus) or its approved equivalent.
- ii. Proficiency in computer applications

REF: TUR/ CPSB /075/2024/2025: MEDICAL SPECIALIST - ORTHOPEDICJOB GROUP 'R', ONE (1) POST

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

Requirement for Appointment

For appointment to this grade, an officer must have;

- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years



- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat , Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board
- v. Valid Practicing license from medical practitioners & Dentist board
- vi. Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

REF: TUR/ CPSB /076/2024/2025: MEDICAL SPECIALIST – RADIOLOGIST JOB GROUP 'R', ONE (1) POST

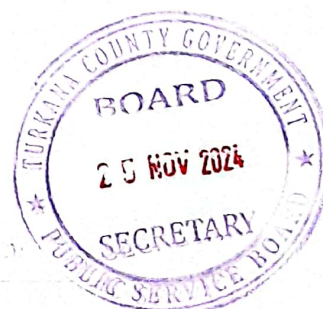
Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

Requirement for Appointment

For appointment to this grade, an officer must have;



- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat , Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board
- v. Valid Practicing license from medical practitioners & Dentist board
- vi. Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

REF: TUR/ CPSB /077/2024/2025: MEDICAL SPECIALIST – GENERAL PHYSICIAN JOB GROUP 'R', ONE (1) POST

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services



Requirement for Appointment

For appointment to this grade, an officer must have;

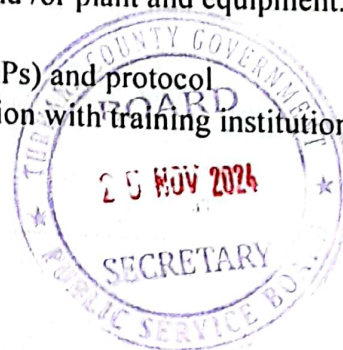
- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat , Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatistics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board
- v. Valid Practicing license from medical practitioners & Dentist board
- vi. Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

REF: TUR/ CPSB /078/2024/2025: MEDICAL SPECIALIST – ONCOLOGY JOB GROUP 'R', ONE (1) POST

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress



- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

Requirement for Appointment

For appointment to this grade, an officer must have;

- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat , Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board
- v. Valid Practicing license from medical practitioners & Dentist board
- vi. Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

REF: TUR/ CPSB /079/2024/2025: MEDICAL OFFICER JOB GROUP 'M' THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Diagnosis
- ii. Curing and treating diseases
- iii. Performing medical & Surgical process
- iv. Preparing & responding to emergencies and disease
- v. Participating in management of medicine, medical instruments & equipment
- vi. Providing health education
- vii. Maintaining medical records health information & data



- viii. Counselling patients & other relatives on diagnosis and bereavement
- ix. Teaching and coaching medical students, nursing students & clinical officers' interns
- x. Preparing requisite documents for registration

Requirement for Appointment

For appointment to this grade, an officer must have;

- i. Successfully completed one (1) year internship from a recognized institution
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Certificate of registration by the Medical Practitioners & Dentist board
- iv. Valid Practicing license from medical practitioners & Dentist board
- v. Certificate in computer application skills from a recognized institution

REF: TUR/ CPSB /080/2024/2025: REGISTERED CLINICAL OFFICER III JOB GROUP "H" FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This is the entry grade into this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include:

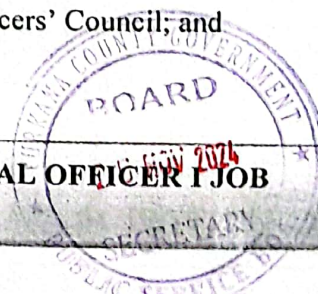
- i. Taking history, examining, diagnosing, ordering laboratory and imaging investigations; interpreting laboratory and imaging results;
- ii. Treating patients' common ailments at an outpatient or inpatient health facility;
- iii. Implementing Community Health Care activities in liaison with other health workers;
- iv. Guiding and counseling patients, clients and staff on health issues;
- v. Sensitizing patients and clients on preventive and promotive health;
- vi. Carrying out surgical procedures as per training and skill; collecting and compiling clinical data;
- vii. Assessing, preparing and presenting medico-legal reports and referring patients and clients to appropriate health facilities.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;
- ii. Certificate of Registration from Clinical Officers' Council;
- iii. Valid Professional Practice License from the Clinical Officers' Council; and
- iv. Certificate in computer applications.

REF: TUR/ CPSB /081/2024/2025: REGISTERED CLINICAL OFFICER I JOB GROUP "K" FIVE (5) POSTS



Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Duties and responsibilities at this level will include:
- ii. Taking history, examining, diagnosing, ordering laboratory and imaging investigations; 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; organizing health management teams and convening health management committee meetings;
- x. Assessing, preparing and presenting medico-legal reports and referring patients and clients to appropriate health facilities.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Registered Clinical Officer II for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Valid Professional Practice License from the Clinical Officers' Council; (v) Certificate in computer applications; and
- v. Shown merit and ability in work performance and results.

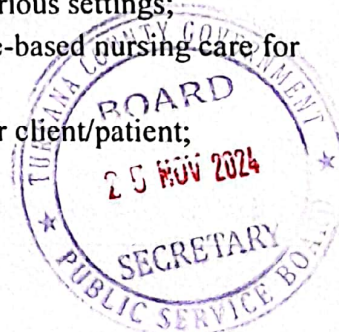
REF: TUR/ CPSB /082/2024/2025: NURSING OFFICER I JOB GROUP "K" FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings;
- iii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- iv. Creating and maintaining a safe nursing care environment for client/patient;
- v. Carrying out patient audits to improve client/patient care;



- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client;
- vii. Conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes;
- viii. Participating in quality improvement and quality assurance procedures;
- ix. Diagnosing common health conditions and recommending necessary interventions.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from the Nursing Council of Kenya;
- iv. Certificate in computer application skills from a recognized institution.

REF: TUR/ CPSB /083/2024/2025: KENYA RIGESTERED COMMUNITY HEALTH NURSE III JOB GROUP "H" EIGHT (8) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes. providing appropriate healthcare service 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; referring patients and clients appropriately;
- ii. Facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and (iv) Certificate in computer application skills from a recognized institution.

REF: TUR/ CPSB /084/2024/2025: KENYA ENROLLED COMMUNITY HEALTH NURSE III JOB GROUP "H" FIVE (5) POSTS



Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs;

- i. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- ii. Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- iii. Evaluating healthcare outcomes on patients/clients preparing individualised reports;
- iv. Making appropriate discharge plan for patients; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports;
- v. Maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings;
- vi. Conducting home visits, following up discharged patients/clients and providing continuity of care; and treating minor ailments.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. 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;
- ii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution

REF: TUR/ CPSB /085/2024/2025: ORTHOPAEDIC TECHNOLOGIST III JOB GROUP "H" ONE (1) POST

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Provision of supportive services in orthopaedic which entail preparation & fitting of appliance that are required in orthopaedic in health institution
- ii. Assess patient needs
- iii. Verify and maintain information relating to patients
- iv. Order & maintain records of supplies as well as guiding
- v. Supervising & controlling of staff working under him

Requirement for Appointment

- i. Have successfully completed at least three years pre-service training at Medical training centre & have been awarded Diploma in orthopaedic technology or possess an equivalent qualification from any other recognized Medical training institution



**REF: TUR/ CPSB /086/2024/2025: ORTHOPEDIC TRAUMA TECHNOLOGIST III
JOB GROUP "H" ONE (1) POST**

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i. Manipulating and reducing fractures & dislocations
- ii. Fixing and removing casts, bandages & tractions to and from patients
- iii. Correcting congenital talipes Equino-Varus (C.T.E.V)
- iv. Counseling patients/clients on issue regarding orthopaedic trauma
- v. Cleaning & treating simple wounds resulting from orthopaedic trauma
- vi. Documenting orthopaedic & Trauma cases
- vii. Assessing & referring patients with Musculoskeletal conditions

Requirements for Appointment

- i. Diploma in orthopaedic Plaster Technology from a recognized institution
- ii. Certificate in computer application skills from a recognized institution

**REF: TUR/ CPSB /087/2024/2025: COMMUNITY ORAL HEALTH OFFICER III JOB
GROUP "H" THREE (3) POSTS**

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This will be the entry and training grade for this Cadre. Specific duties will include:

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- ii. Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly.
- iii. Diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws and extractions.

Requirements for Appointment

- i. Certificate in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.
- ii. Certificate in computer application skills from a recognized institution

**REF: TUR/ CPSB /088/2024/2025: EMERGENCY MEDICAL TECHNICIAN I JOB
GROUP "K" TWO (2) POSTS**

Terms of Service: Permanent & Pensionable

Duties and responsibilities



- i. Working in an intermediate life support unit as an emergency care provider or an ambulance driver
- ii. Assessing, diagnosing, planning, implementing and reassessing emergency medical care & intervention
- iii. Administration of authorized medication, initiating intravenous therapy, basic life support
- iv. Evaluating health care outcome on patients, preparation and maintaining individualized patients
- v. Referring patients, experts & specimen to appropriate facility
- vi. Managing community rescue centre
- vii. Training Emergency Medical Technician

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Served in the grade of Emergency Medical Technician minimum period of three (3) years
 - ii. Diploma in any of the following discipline: - Emergency Medical Services, Emergency Medical Technology or any equivalent qualification from a recognized training institute
- OR
- iii. A candidate shall possess a valid certificate in Emergency Medical Technician-Advanced course or Emergency medical services.
 - iv. Instructor course from the Kenya Red Cross Society or the Kenya Council of Emergency Medical Technician
 - v. Valid practicing license from a recognized licensing institution
 - vi. A valid certificate in Advanced cardiac life support
 - vii. Certificate in computer application from a recognized institution
 - viii. Shown merit and ability as reflected in work performance and results

REF: TUR/ CPSB /089/2024/2025: FARE WELL HOME ASSISTANT III JOB GROUP "H" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

An officer at this level will be responsible for the Senior Farewell Home Attendant in provision of farewell home services in the Hospital

Duties and Responsibilities

- i. Collecting bodies from wards;
- ii. Admitting bodies at the Farewell Home;
- iii. Documenting and recording of Data;
- iv. Identifying bodies for medico-legal cases;
- v. Preparing bodies for burial including embalming;
- vi. Cleaning and dressing of bodies;
- vii. Cleaning equipment and instruments used in the Farewell Home.
- viii. Helping relatives in the identification of unknown bodies.



Requirements for Appointment

- i. Kenya Certificate of Secondary Education Mean Grade D (plain) or any other equivalent qualification from a recognized institution.
- ii. Certificate in Mortician course or its equivalent lasting not less than six (6) months from a recognized institution.
- iii. Proficiency in computer application.

**REF: TUR/ CPSB /091/2024/2025: DIRECTOR CLINICAL SERVICES JOB GROUP
"R" ONE (1) POST - KISDEP**

Terms of Service: Contract - KISDEP

Requirement for Appointment

Duties and responsibilities:

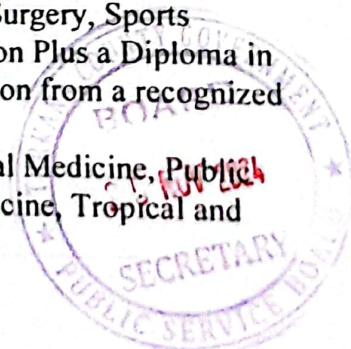
- (i) Coordinating the Clinical Services Function;
- (ii) Overseeing implementation and enforcement of the Clinical Officers Act No 20 of 2017;
- (iii) Formulating, developing, implementing and reviewing policies, procedures and guidelines for clinical services;
- (iv) Setting standards, ethics and quality assurance systems in the provision of clinical services;
- (v) Ensuring proper provision of clinical and family health care services in health institutions and communities;
- (vi) Overseeing formulation and review of medico-legal standards and guidelines;
- (vii) Facilitating research and innovation on critical health issues and emerging trends;
- (viii) Overseeing development and review of referral strategies and guidelines in liaison with other stakeholders;
- (ix) Providing technical advice on matters pertaining to clinical services;
- (x) Overseeing preparation of Departmental plans and budgets; managing resources and assets;
- (xi) Building capacity and performance management of the Department;
- (xii) Overseeing development and dissemination of strategic/work plans.

For appointment to this grade a candidate must have:

- (i) Served in the grade of Deputy Director, Clinical Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

OR

- (iii) Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution Plus a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;
- (iv) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and



Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency Care, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;

- (v) Certificate of Registration from the Clinical Officers' Council;
- (vi) Valid Professional Practice License from the Clinical Officers' Council;
- (vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (viii) Certificate in computer applications;
- (ix) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Clinical Services Function;
- (x) thorough understanding of national goals, policies and objectives and ability to relate them to the Clinical Services Function and aspirations of Vision 2030; and
- (xi) fulfill the requirements of Chapter Six (6) of the Constitution leadership and integrity on national values and principles.

REF: TUR/ CPSB /092/2024/2025: DIRECTOR PUBLIC HEALTH SERVICES JOB GROUP "R" ONE (1) POST - KISDEP

Terms of Service: Contract - KISDEP

Requirement for Appointment

Duties and responsibilities:

- (i) Ensuring compliance to the public health act [cap 242], the food drugs and chemical substance act [cap 254], Malaria Prevention and Control Act [cap356] and any other relevant legislation on preventive and promotive health;
- (ii) Formulating, implementing, interpreting and reviewing of Public Health Policies, Guidelines, Standards and Procedures;
- (iii) Planning and ensuring implementation of promotive and preventive health programmes'
- (iv) Liaising with relevant department and other stake holders in the Implementation of Promotive and Preventive Health projects and programmes;
- (v) Ensuring compliance to Health Regulations and Rules;
- (vi) Providing technical advice on Promotive and Preventive Health; and
- (vii)Overseeing the development and management of public and private mortuaries, cemeteries and crematoria.

For appointment to this grade a candidate must have:

- (i) Served as Deputy Director Public Health Job Group Q and above for a minimum period of three (3) years and above or in a comparable and relevant position either in the public service or Private;
- (ii) Bachelor's degree in either Environmental Health Sciences or Public Health from a recognized institution;



- (iii) Master's degree in either Environmental Health Sciences, Public Health or any other relevant and equivalent qualification from a recognized institution will be an added advantage;
- (iv) Certificate of Registration from the Public Health Council;
- (v) Valid Professional Practice License from the Public Health Officers' Council;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in Computer Application Skills from a recognized institution;
- (viii) At least 5 years work experience in Public Health related Field;
- (ix) Demonstrate high degree of professional competence and administrative capability required for the effective planning direction, control and co-ordination of the preventive and promote function and
- (x) A thorough understanding of national goals, policies and objective and ability to relate them to the preventive and promotive function and aspirations of vision 2030.

HOW TO APPLY

Written applications, CV's, copies of Certificates, Testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

The Secretary,
Turkana County Public Service Board,
P.O. BOX 05, Lodwar, – 30500.

for 

OR

Delivered by hand at the reception desk at **Turkana County Public Service Board** Offices located along Nawoitorong road opposite Lodwar Club located off Kitale –Lodwar highway so as to reach the undersigned on or before **Monday 9th December, 2024** by 5.00pm (East African Time).

Important information to all candidates;

- ❖ Only shortlisted candidates will be contacted
- ❖ Candidates with foreign certificates should seek for *equation certificate* from Commission of University Education
- ❖ Any form of canvassing or lobbying will lead to automatic disqualification

N/B Youth, Women and Persons Living with disability (PWDs) are encouraged to apply.

