

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KILIFI**

**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

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

**DEPARTMENT OF HEALTH**

**1. Registered Nurse III J/G 'H' (26 Posts)**  
**REF:CG/KLF/CPSB/ADVRT/31/11/21**

This is the entry level position for this cadre.

**Duties and responsibilities at this level will include:**

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.
- b) Providing appropriate healthcare service including integrated.
- c) Management of childhood illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs.
- d) Referring patients and clients appropriately.
- e) Facilitating patients' admission and initiating discharge plans.
- f) Maintaining records on patients/client's health condition and care; ensuring a tidy and safe clinical environment.
- g) And collecting and compiling data.

**Requirements for Appointment**

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

- ❖ Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, from a recognized institution;
- ❖ Registration Certificate issued by the Nursing Council of Kenya;
- ❖ Valid practicing license from Nursing Council of Kenya.
- ❖ Certificate in computer application skills from a recognized institution.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**2. Health Administrative Officer III, J/G 'H'-(1 Posts)**

**REF:CG/KLF/CPSB/ADVRT/32/11/21**

This is the entry level position for this cadre.

**Duties and responsibilities will include:**

An officer at this level may be deployed at a sub-county hospital, rural health training centre, department or a unit within a large hospital or to a specific health programme where he/she will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital.

**Requirements for appointment:**

- ❖ Kenyan certificate of secondary education (KCSE), mean grade C- or its equivalent qualification with at least a C in English/Kiswahili and mathematics from a recognized institution
- ❖ Diploma in any of the following: -Health management, hospital administration or its equivalent qualification from a recognized institution.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**3. Medical Laboratory Technologist III, J/G 'H' (5 Posts)**

**REF:CG/KLF/CPSB/ADVRT/33/11/21**

This is the entry level position for this cadre.

**Duties and Responsibilities will include:**

- a) Decontaminating working benches;
- b) Receiving and scrutinizing laboratory requisition forms and specimens;
- c) Preparing clients for collection of specimens;
- d) Preparing clients for collection of specimens;
- e) Receiving, collecting, labelling and registering of specimens;
- f) Examining specimens;
- g) Writing and recording of results; dispatching the results for use in clinical management;
- h) preparing reagents; examining specimens; writing and recording of results; dispatching the results for use in clinical management;

- i) Preparing stains; performing blood grouping; issuing blood and blood products to peripheral health facilities; and storing blood products according to their requirements.

### **Requirements for appointment**

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

- ❖ Diploma in laboratory sciences or any other equivalent qualification from an institution recognised by the Kenya Medical Laboratory Technicians and Technologist Board;
- ❖ Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- ❖ Valid practising licence from Kenya Medical Laboratory Technicians and Technologists Board; and
- ❖ Certificate in computer application skills from a recognised institution.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **4. Registered Clinical Officer III J/G ‘ H’ (4 Posts)**

**REF:CG/KLF/CPSB/ADVRT/34/11/21**

This is the entry level position for this cadre.

#### **a) Duties and Responsibilities will include:**

- ❖ Examining, diagnosing and managing patients within the national service delivery standards in outpatient settings at health centers and mobile clinics.
- ❖ Health education and counseling patients on compliance to treatment.
- ❖ Referring patients appropriately.
- ❖ Ensuring adequate medical records and reporting in standard formats.

### **Requirements for appointment**

For appointment to this position a candidate must have:

- ❖ Have Diploma in Clinical Medicine and surgery or Clinical Medicine and Community Health from a recognized institution.
- ❖ Have certificate of Registration from Clinical council.
- ❖ Valid practicing license
- ❖ Certificate in Computer Application skills from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**5. Medical Officer JG 'M' (5 Posts)**  
**REF:CG/KLF/CPSB/ADVRT/35/11/21**

This is the entry level position for this cadre.

**Duties and Responsibilities**

- a) Diagnosing, caring and treating diseases.
- b) Performing medical and surgical procedures
- c) Preparing and responding to emergencies and disasters, participating in management of medicines, medical instruments and equipment.
- d) Providing health education
- e) Maintaining medical records, Information and data.
- f) Counseling patients and their relatives on diagnoses and bereavement.
- g) Teaching and coaching medical students, nursing students and clinical officer interns and preparing requisite documents for registration.
- h) Any other duties assigned to you.

**Requirements for appointment**

- ❖ Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by Medical Practitioners and Dentists Board.
- ❖ Successfully completed one (1) year Internship from a recognized Institution.
- ❖ Registration license from the medical practitioners and Dentists Board.
- ❖ Certificate in Computer Application Skills from a recognized institution.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 49,000 – 65,120 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**6. Enrolled Nurses JG 'G' (11 Posts)**  
**REF:CG/KLF/CPSB/ADVRT/36/11/21**

This is the entry level position for this cadre.

**Duties and Responsibilities will include:**

- a) Assessing patients and clients and establishing healthcare needs
- b) Planning and implementing nursing care interventions based on patients and clients health needs

- c) Providing appropriate healthcare services including immunization, antenatal care delivery referring patients and clients appropriately
- d) Evaluating healthcare outcomes on patients /clients, preparing individualized reports
- e) Making appropriate discharge plan for patients
- f) Conducting assessment of school health needs
- g) Planning, implementing interventions and preparing periodic reports
- h) Maintaining records on patients/clients personal /Health conditions and care
- i) Ensuring a tidy and safe clinical environment
- j) Ensuring safe custody for inpatient belongings
- k) Conducting home visits, following up discharge patients/Clients and providing continuity of care
- l) Treating minor ailments

### **Requirements for recruitment**

For appointment to this position a candidate must have:

- ❖ Certificate in any of the following disciplines: Kenya Enrolled Community Health Nursing, Kenya Enrolled Nurse, Kenya Enrolled Midwife or from a recognized institution;
- ❖ Enrolment Certificate issued by the Nursing Council of Kenya;
- ❖ Valid practicing license from Nursing Council of Kenya.
- ❖ Certificate in computer application skills from a recognized institution.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 22,270 – 30,020 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **7. Registered Clinical Officer Anesthetist JG 'L'- (1 Post) REF:CG/KLF/CPSB/ADVRT/37/11/21**

#### **Duties and Responsibilities will include:**

- a) Implementing community health care activities in liaison with other health workers.
- b) History taking, examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility
- c) Sensitizing patients and clients on preventive and promotive health
- d) Providing clinical outreach and school health services, coaching and mentoring students on attachment
- e) Carrying out surgical procedures as per training and skill, guiding and counselling patients, clients and staff on health issues

- f) Assessing, preparing and presenting medico-legal reports, organizing health management teams and convening health management committee meetings
- g) Conducting ward rounds, reviewing and making appropriate referrals
- h) Carrying out surgical procedures as per training and skill, offering specialized clinical services including: Ear, Nose and throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, ophthalmology, Anesthesia, Lungs and skin, Dermatology and venerology.
- i) Collecting and compiling clinical data.

### **Requirements for appointment**

For appointment to this position a candidate must have:

- ❖ Have Diploma in Clinical Medicine and surgery or Clinical Medicine and Community Health from a recognized institution.
- ❖ Have Diploma in Clinical Medicine and surgery or Clinical Medicine and Community Health from a recognized institution.
- ❖ Have certificate of Registration from Clinical council.
- ❖ Valid practicing license
- ❖ Certificate in Computer Application skills from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 42,970 – 59,120 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **8. Assistant Physiotherapist III, J/G 'H'-(1 Post) REF:CG/KLF/CPSB/ADVRT/38/11/21**

This will be the entry level position of this cadre.

### **Duties and Responsibilities will include;**

- a) Planning and providing Physiotherapy Services to outpatients at an outpatient unit/Ward /Health Institution
- b) Assessing patient needs including rehabilitation
- c) Verifying and Maintaining information and records relating to patients
- d) Screening, Assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/Clients formulated treatment plan
- e) Collecting data for operational research
- f) Sensitizing the community on physiotherapy issues; and
- g) Preparing Periodic reports.

### **Requirements for Appointment**

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

- ❖ Diploma in Physiotherapy from a recognised institution; and
- ❖ Certificate in Computer Application skills from a Recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **9. Assistant Occupational Therapists JG 'H' (1 Posts)**

**REF:CG/KLF/CPSB/ADVRT/39/11/21**

This will be the entry level position of this cadre.

#### **Duties and responsibilities will include**

- a) Assessing and formulating patient's treatment plan
- b) Maintaining records and data relating to patients
- c) Collecting data for operational research
- d) Sensitizing the community on occupational therapy issues
- e) Preparing periodic reports

#### **Requirements for appointment**

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

- ❖ Diploma in Occupational therapy from a recognized institution
- ❖ Certificate in Computer Application Skills from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **10. Radiographer III JG 'H' (1 Post)**

**REF:CG/KLF/CPSB/ADVRT/40/11/21**

This will be the entry level position of this cadre.

### **Duties and responsibilities will include**

- a) Providing radiographic services to the patients
- b) Processing, verifying and maintaining information relating to patients
- c) Ordering and maintaining records of radiographic and photographic supplies

### **Requirements for appointment**

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

- ❖ Diploma in any of the following Diagnostic radiography /Medical imaging sciences ultra sound, computerized tomography, magnetic resonance imaging, mammography, nuclear medicine, radiation therapy and Digital medical imaging equipment or its equivalent from a recognized institution.
- ❖ Kenya secondary education mean grade C plain with grade c plain in English /Kiswahili, Biology /Biological sciences, Physics/Physical sciences and C-in mathematics

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **11. Pharmacists Technologists JG 'H' (2 Post) REF:CG/KLF/CPSB/ADVRT/41/11/21**

This will be the entry level position of this cadre.

### **Duties and responsibilities will include;**

- a) Recording prescriptions in a unit pharmacy
- b) Pre-pack, write instructions on labels
- c) Counseling patients on drug usage
- d) Drug registration
- e) Maintaining books/register of drugs, noting part one poisons, showing amount of drugs out entries countersigned by immediate supervisor daily
- f) Do monthly stock taking of medicines.

### **Requirements for appointment**

- ❖ A Diploma in Pharmacy awarded by the Medical Training Centre College or an institution recognized and approved by the Pharmacy and Poisons Board
- ❖ Possess Kenya certificate of Secondary Education with mean grade C and at least C in Chemistry or Physical Science, C in English or Kiswahili. In



addition, he/she must possess a C in physics or mathematics

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**12. Assistant Health Records Information Officers JG 'H' (2 Posts)**  
**REF:CG/KLF/CPSB/ADVRT/42/11/21**

This will be the entry level position of this cadre.

**Duties and responsibilities will include;**

- a) Receiving and documenting patients at hospital reception.
- b) Registering and booking appointment for patients to clinics and consultants.
- c) Storing and retrieving medical records documents.
- d) Preparing clinics
- e) Updating bed bureau
- f) Editing of Patient case records
- g) Gathering data from different sources
- h) Capturing data from service points
- i) Maintaining record safely and confidentiality
- j) Scheduling of patients to the consultants and specialty clinics
- k) Assigning codes to diseases ante surgical procedures according to the International
- l) Classification of Diseases and Procedures in Medicine.
- m) Preparing Health Records and reports

**Requirements for appointment**

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

- ❖ Diploma in Health Records and Information Technology from a recognized institution
- ❖ Certificate in computer application skills from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**13. Pharmacist JG 'M'- (2 Post)**  
**REF:CG/KLF/CPSB/ADVRT/43/11/21**

This will be the entry level position of this cadre.

**Duties and responsibilities will include;**

- a) Screening prescriptions for legal validity, drug contradictions, drug interactions, appropriateness of dose, frequency and duration of dosing and patients convenience
- b) Preparing and dispensing medicines according to good dispensing medicines according to good dispensing practices and counseling patients of use of medicine
- c) Making extemporaneous preparations
- d) Participating in ward rounds
- e) Identifying medicinal gaps and challenges
- f) Maintaining a daily activity log book for recording all activities undertaken
- g) Recommending over the counter medicines to patients/clients with simple medical conditions and making unnecessary referrals and making entries in to the relevant inventory management records and registers

**Requirements for Appointment**

- ❖ Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by Pharmacy and Poison Board
- ❖ Successfully completed one (1) year internship from a recognized institution
- ❖ Registration Certificate by the Pharmacy and Poison Board
- ❖ Certificate in computer application skills from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 49,000 – 65,120 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**14. Nutrition And Dietetics Technologist III JOB GROUP H'- (1 Post)  
REF:CG/KLF/CPSB/ADVRT/44/11/21**

This will be the entry level position of this cadre.

**Duties and responsibilities will include;**

- a) Implementing nutrition programmes;
- b) providing nutrition services in health care facilities;
- c) conducting nutrition assessments; collecting and compiling nutrition data;
- d) providing nutrition health education and demonstrations;
- e) counseling of patients with specific nutritional needs;
- f) monitoring preparation of therapeutic feeds;

- g) implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- h) providing micronutrient supplementation.

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- ❖ Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- ❖ Certificate in computer application skills from a recognized institution and
- ❖ Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **15. Orthopaedic Trauma Technologist III JG 'H' (1 Post) REF:CG/KLF/CPSB/ADVRT/45/11/21**

This will be the entry level position of this cadre.

### **Duties and responsibilities will include:**

- a) Manipulating and reducing fractures and dislocations
- b) Fixing and removing casts, bandages and tractions to and from patients
- c) Correcting Congenital Talipes Equino Varus (C.T.E.V)
- d) Counselling patients/clients on issues regarding trauma
- e) Documenting orthopaedic and trauma cases
- f) Assessing and referring patients with musculoskeletal conditions

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- ❖ Diploma in Orthopaedic Technology from a recognised institution
- ❖ Certificate in computer application skills from a recognised institution.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**16. Medical Specialist II (Anaesthologist) JG 'Q' (1 Post)**  
**REF:CG/KLF/CPSB/ADVRT/46/11/21**

This will be the entry level position of this cadre.

**Duties and Responsibilities**

- a) Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- b) Caring out specialized care
- c) Providing psycho-social interventions
- d) Providing clinical services to patients
- e) Training, consulting and performing surgeries in various health facilities
- f) Caring out forensic and medical-legal services
- g) Coordinating disease surveillance, prevention and control
- h) Coordinating health education and promotion
- i) Implementing health projects and programmes
- j) Maintaining up to date health information systems
- k) Monitoring provision of health treatment and care
- l) Undertaking research and analyzing health report

**Requirements for appointment**

For appointment to this grade, an officer must have:

- ❖ Bachelor of medicine and Surgery (M.B.Ch.B) from an institution recognized by medical practitioner and dentist Board.
- ❖ Master's Degree in Anesthesia
- ❖ Certificate of registration by the Medical Practitioners and Dentist Board
- ❖ Valid practicing license from Medical Practitioners and Dentist Board
- ❖ Certificate in computer application skills from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 99,900 – 133,870 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

**DEPARTMENT OF LANDS, ENERGY, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT**

**1. Land Valuer JG 'K' (1 Post) REF:CG/KLF/CPSB/ADVRT/47/11/21**

**Duties and Responsibilities**

- a) Preparing routine and upon request reports in valuation and property matters.
- b) Managing all land property belonging to the County, including lease.
- c) Valuating private land for purpose of rating.
- d) Preparing land compensation reports for the County.
- e) Maintaining the valuation roll of the County.
- f) Reforming any other functions as directed.

## **Requirements for appointment**

- Bachelor degree in Land Economics or Real Estate.
- Registered member of ISK (Valuation & Estate Management Surveyors)

**Terms of service:** Permanent

**Salary Scale:** Ksh. 38,270 – 51,1700 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **2. Renewable Energy Officer JG ‘K’ (1 Post) REF:CG/KLF/CPSB/ADVRT/48/11/21**

#### **Duties and Responsibilities**

- a) Develop and implement an Operation and Maintenance (O&M) plan for the County electrical energy projects
- b) Develop and maintain data on electrical energy projects in the County
- c) Carry out energy audits
- d) Collection, collation and analysis of data and information on renewable energy technologies and resources.
- e) Assessment and evaluation of ongoing and planned renewable energy programmes and projects
- f) Assisting in the design, development, monitoring and appraisal of projects.
- g) Any other duty assigned.

## **Requirements for appointment**

- A Bachelor of Science in electrical/electronic engineering, Bachelor of Technology in electrical/electronic engineering or its equivalent qualification from a recognized institution.
- Be registered member of the Engineer’s Board of Kenya.

**Terms of service:** Permanent

**Salary Scale:** Ksh. 38,270 – 51,1700 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

### **3. Renewable Energy Assistant III JG ‘H’ (1 Post) REF:CG/KLF/CPSB/ADVRT/49/11/21**

#### **Duties and Responsibilities**

- a) Will be deployed to the sub counties to be in charge of the energy matters
- b) Collection and collation of data of renewable energy technologies
- c) Assisting in setting up demonstrations for training purposes
- d) Monitoring the performance of contact persons
- e) Organizing displays for field days and shows
- f) Supervising the subordinate staff and casual laborers in the field station.

## **Requirements for Appointment**

- Diploma in any of the following disciplines; Applied science, Forestry, Environmental sciences and Electrical/Chemical/Mechanical Engineering or its equivalent from a recognized institution

**Terms of service:** Permanent

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by Salaries and Remuneration Commission

## **DEPARTMENT OF TRADE, TOURISM AND COOPERATIVE DEVELOPMENT**

### **1. Office Administrative Assistant III JG ‘G’ (2 Posts)**

**REF:CG/KLF/CPSB/ADVRT/50/11/21**

#### **Duties and Responsibilities**

This is the entry and training grade for secretarial Assistants. Duties and responsibilities at this level will entail: typing from manuscript; processing data; operating office equipment; ensuring security of the office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking other secretarial duties that may be assigned. The officer may be required to work for more than one officer or may be deployed in a typing pool.

#### **Requirements for Appointment**

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

- Kenya Certificate of Secondary Education mean Grade C- (Minus) with at least C (Plain) in English Language or its equivalent qualification from a recognized institution;
- The following qualifications from the Kenya National Examinations Council:-
  - Typewriting II ( Minimum 40 w.p.m)/Computerized Document Processing II
  - Business English I/ Communications I
  - Office Practice I
  - Commerce I; and
- A Certificate in Computer Applications (Windows, Ms- Word, Ms- Excel, Ms-Access and Internet) from recognized Institution.

**Terms of service:** Permanent

**Salary Scale:** 22,270 – 30,020 p.m.

**Other Allowances** are as issued by Salaries and Remuneration Commission

# **DEPARTMENT OF DEVOLUTION, PUBLIC SERVICE AND DISASTER MANAGEMENT**

## **RE ADVERTISEMENT.**

### **1. Director of Human Resource Management, J/G 'R' (1 Post) REF: CG/KLF/CPSB/ADVRT/51/11/21**

The Officer will be responsible to the relevant Executive Officer for planning, coordinating and administration of human resource activities.

#### **Duties and Responsibilities**

- a) Formulation of Human Resource and Development policies, rules, regulations and procedures for the Kilifi County Public Service.
- b) Undertake research to enhance professionalism in Human Resource and Development Policies, Systems and Procedures.
- c) Coordinate and participate in the implementation of Human Resource and Development policies, rules, regulations and procedures in the Kilifi County Public Service.
- d) Provide guidance on human resource management and development for County Ministries/Departments
- e) Coordinate and participate in the development and implementation of Human Resource Management and Development Strategy in the Kilifi County Public Service.
- f) Coordinate and participate in the promotion of the values and principles of public service
- g) Coordinate and participate in collection and collation of information from County Ministries/Departments.
- h) Coordinate and participate in preparation of reports to Kilifi County Public Service Board.
- i) Organize and participate in the optimal utilization of Human Resources in the Kilifi County Public Service in preparation of proposals to Salaries and Remuneration Commission.
- j) Coordinate and participate in the development, review and implementation of the Division's Performance Contracting Targets.
- k) Coordinate and participate in the implementation of Staff Performance Appraisal System (SPAS) in the County Ministries/Departments.
- l) Coordinate and participate in the implementation of rewards and sanctions framework in County Ministries/Departments
- m) Coordinate and participate in the monitoring and evaluation of Staff Performance Appraisal System in the Kilifi County Public Service.
- n) Coordinate and participate in the development and review of Staff Performance Appraisal System in the Kilifi County public Service.
- o) Coordinate and participate in the sensitization and training of Kilifi County public staff on Staff Performance Appraisal System.
- p) Guide and participate in the negotiation of agreements with labour unions.
- q) Coordinate and participate in monitoring the implementation of Collective Bargaining Agreements.
- r) Initiate the design, development and implementation of Human Resource Information Systems.
- s) Coordinate and participate in the monitoring and evaluation on the

implementation and maintenance of Human Resource Information Systems in the Kilifi County Public Service.

### **Requirements for Appointment**

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

- Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration (HR option) from a recognized university in Kenya.
- Masters degree in Human Resource/Human Resource Management, Human Resource Planning, Industrial Relations, Labor Relations, Business Administration, and Counseling Psychology from a recognized university in Kenya.
- Membership to a relevant professional Body
- Certificate in computer application skills from a recognized institution in Kenya.
- Minimum of not less than ten (10) years relevant experience in Human Resources administration activities in the management level.
- Shown merit and ability as reflected in work performance and results.
- 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.

### **Other Key Competencies and Skills**

- i. Strong managerial skills and ability to lead teams.
- ii. Strong communication, analytical and reporting skills;
- iii. Strong organization and inter personal skills;
- iv. Mentoring, coaching and leadership skills;
- v. Interpersonal and negotiation skills;
- vi. Conflict management skills.

**Terms of service:** Permanent

**Salary Scale:** 121,430 – 169,140 p.m.

**Other Allowances** are as issued by Salaries and Remuneration Commission

### **Note:**

Those that applied in the previously advertised position need not apply

## **DEPARTMENT OF AGRICULTURE, LIVESTOCK DEVELOPMENT AND FISHERIES**

- 1. Director of Fisheries, J/G 'R' (1 Post) REF:  
CG/KLF/CPSB/ADVRT/52/11/21**

**Duties and responsibilities:**



An officer at this level will head a directorate and will be responsible to the chief officer for all the technical functions of the respective directorate in line with the Fisheries Act (Cap. 378) and other related statutes.

In addition, the officer will be responsible for the general administration of human and financial resources; development and transfer of appropriate technology and innovations in liaison with the relevant research institutions; developing strategies to sustain gains from fisheries development activities; managing staff performance systems and coordinating the preparation of budgetary estimates.

**Requirement and appointment:**

- Served in the grade of Deputy Director of Fisheries or an equivalent qualification for a minimum period of three (3) years.
- Bachelors degree in any of the following fields; Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution.
- Masters degree in any of the following fields;- Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Sciences, Chemistry or any other equivalent qualifications from a recognized institution.
- Certificate in computer applications from a recognized institution
- Have knowledge of fisheries development and management policies, fisheries act and other related acts and international conventions.
- Be conversant with the national and international fisheries agreement, protocols and laws of the sea.

**Terms of service:** Permanent

**Salary Scale:** 121,430 – 169,140 p.m.

**Other Allowances** are as issued by Salaries and Remuneration Commission

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

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

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/professional certificates and testimonials.

The form can either be;

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

Applicants should ;

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

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

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 13<sup>th</sup> day of December, 2021.

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

**Note:**

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- It is a criminal offence to present fake certificates/documents.