

# THE COUNTY GOVERNMENT OF KILIFI



## COUNTY PUBLIC SERVICE BOARD

### VACANCIES ANNOUNCEMENT

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

#### DEPARTMENT OF LANDS, ENERGY, HOUSING, PHYSICAL PLANNING & URBAN DEVELOPMENT

S/NO	POSITION	JG	NO. OF VACANCIES
1.	Deputy Municipal Manager and Head of Corporate Services	P	5
2.	Office Administrative Assistant	G	10
3.	Social Welfare Officer	K	3
4.	Records Management Officer III	H	3

#### **1. DEPUTY MUNICIPAL MANAGER AND HEAD OF CORPORATE SERVICES - JG 'P' (5 Posts) - REF. ADVERTS/4/2024/1**

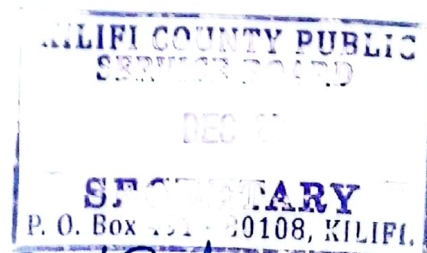
##### **a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- Initiate and Implement administrative policies strategies, procedures and programmes;
- Coordinating, Managing and Supervising the general Administrative function in the Municipality;
- Overseeing the development of projects programmes to empower the Community within municipality;
- Coordinating and facilitating citizen participation in the implementation of policies, plans and delivery of services within the municipality;
- Overseeing service delivery in the Municipality;
- Overseeing safe custody of the Municipality assets;
- Ensuring compliance with legal and statutory requirements;
- Ensuring compliance with national values and principal of good governance;
- Oversee the implementation of the Human resource, Procurement, Finance and administrative functions; and
- Any other duty assigned by the Municipal Manager.

##### **Requirement for Appointments**

- Kenyan Citizen;
- Holds a Bachelor's degree from a university recognized in Kenya;



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- Experience of not less than 5 years in administration or management either in the public or private sector; and
- Certificate in computer applications.

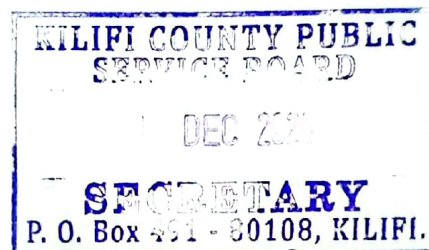
**Terms of Service:** 4 years Contract.

## 2. OFFICE ADMINISTRATIVE ASSISTANT JG 'G' (10 Posts) REF. ADVERTS/4/2024/2

### Duties and Responsibilities:

Duties and responsibilities will entail: -

- Taking oral dictation;
- Using e-office to research and process data;
- Operating office equipment;
- Attending to visitors and clients;
- Handling telephone calls;
- Coordinating schedules of meetings and appointments;
- Ensuring security of office records, equipment and documents, including classified materials;
- Preparing responses to routine correspondence;
- Managing office protocol and etiquette;
- Managing petty cash;
- Monitoring procedures for record keeping of correspondence and file movements;
- Maintaining an up to date filing system in the office;
- Coordinating travel arrangements;
- Handling customer inquiries and complaints; and
- Any other duty assigned.



### Requirement for Appointments

- Kenyan Citizen;
- Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution; and
- Craft certificate in Secretarial Studies from the Kenya National Examinations Council (KNEC).

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- Shorthand II (80 w.p.m.);
- Typewriting III (50 w.p.m.)/ Computerized Document Processing III;
- Business English II/ Communications I;
- Commerce II;
- Office Practice II;
- Office Management III/Office Administration and Management III;
- Secretarial Duties II; and
- Certificate in computer applications.



### 3. SOCIAL WELFARE OFFICER JG 'K' (3 Posts) REF. ADVERTS/4/2024/3

#### Duties and Responsibilities

- Mobilize the community in identifying development and management of various social economic activities;
- Promote community and social development initiatives; and
- Promote the welfare of the minority groups in the community.
- Plan and harmonize related development programs and issues relating to marginalized and vulnerable groups;
- Collect, summarize, analyze and disseminate information and decisions concerning vulnerable groups to the relevant offices and prepare reports;
- Monitor the implementation of programs relating to vulnerable groups and prepare reports;
- Maintain contact with relevant institutions involved in research and social development on vulnerable groups;
- Prepare and facilitate meetings in connection with vulnerable groups;
- Collaborate with other institutions, agencies, organizations and NGOs dealing with the welfare and development of vulnerable groups with a view of raising awareness and ensuring implementation of decisions and programs;
- Participate in all activities related to the welfare and development of vulnerable groups; Ensure that interests of vulnerable groups are mainstreamed in the social development issues; and
- Any other duty assigned.

#### Requirement for Appointments

- Kenyan Citizen;
- Bachelor's degree in any of the following Social Sciences discipline: Social Work, Development Studies, Gender Studies, Sociology, Psychology, Mental Health, Counseling or other equivalent qualification from a recognized institution in Kenya;
- Minimum of 2 years of experience on the following social aspects: Gender inclusivity, stakeholder engagement, grievance management, issues on vulnerable and marginalized groups (VMGs) and sexual harassment (GBV/SEA-SH);
- Demonstrated working experience on social development and conducting capacity building and training programs;
- Conversant with Kenya's policies, legal and regulatory frameworks; and
- Certificate in computer applications.

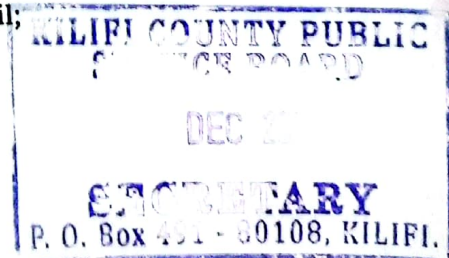
### 4. RECORDS MANAGEMENT OFFICER III JG 'H' (3 Posts) REF. ADVERTS/4/2024/4

#### Duties and Responsibilities:

- Receiving, sorting, opening, filing, minuting and distribution of mail;
- Dispatching of mails;
- Guiding on files disposal; and
- Any other duty assigned.

#### Requirement for Appointments:

- Kenyan citizen
- Kenya Certificate of Secondary Education (KCSE) mean grade C plain from Kenya National Examinations Council (KNEC) or equivalent qualification from a recognized institution;



- Diploma in Records/Information/Archives Management, Information Science or equivalent qualification from a recognized institution; and
- Certificate in computer applications.

**DEPARTMENT OF AGRICULTURE, LIVESTOCK DEVELOPMENT & BLUE ECONOMY**

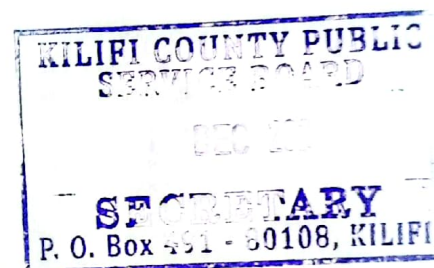
S/NO	POSITION	JG	NO. OF VACANCIES
1.	Engineer II (Irrigation)	K	1
2.	Engineering Technologist (Irrigation)	H	1
3.	Assistant Irrigation Water Management Officer	H	3
4.	Agricultural Officer	K	1
5.	Assistant Agricultural Officer	H	15
6.	Fisheries Officer	K	1
7.	Assistant Fisheries Officer III	H	6

**1. ENGINEER II (IRRIGATION), JG 'K' – (1 Post) - REF. ADVERTS/4/2024/5**

**Duties and responsibilities: -**

Responsibilities at this level will entail: -

- Collecting and compiling data for irrigation scheme planning;
- Mobilizing farmers for participatory irrigation development;
- Setting up of demonstration plots;
- Identifying irrigation schemes for development;
- Implementing irrigation action plans;
- Carrying out repairs and maintenance of irrigation infrastructure;
- Undertaking preliminary investigations and feasibility studies for irrigation scheme development; and
- Any other duty assigned.



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**Requirements for Appointment:-**

For appointment to this grade a candidate must have: -

- Bachelor's Degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil and Water Engineering, Soil, Water and Environmental Engineering, Environmental and Bio-systems Engineering, Mechanical Engineering or its equivalent qualification from a recognized institution;
- Registration by the Engineers Board of Kenya (EBK); and
- Certificate in computer application skills.

**2. ENGINEERING TECHNOLOGIST I (IRRIGATION), JG 'H' – (1 Post) REF. ADVERTS/4/2024/6**

**Duties and Responsibilities**

Duties and responsibility at this level will entail: -



- Inspecting the development of irrigation infrastructure;
- Collecting baseline data for irrigation planning;
- Organizing farmers' meetings for irrigation participatory development;
- Training irrigation farmers on sustainable scheme management and resource mobilization;
- Setting up of demonstration plots on irrigation technologies;
- Identifying irrigation schemes for development;
- Carrying out preliminary surveys;
- Implementing irrigation action plans;
- Training farmers on scheme operations, maintenance and environmental management; and
- Implementing irrigation action plans.



**Requirements for Appointment:-**

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

- Technician Part III certificate in any of the following disciplines: - Irrigation, Irrigation and Drainage Engineering, Soil and Water Engineering, Agricultural Engineering, Farm Power and Machinery, Processing and Structures or its equivalent qualification from a recognized institution;

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**OR**

- Diploma in any of the following disciplines: - Irrigation, Irrigation and Drainage, Soil and Water Engineering, Agricultural Engineering, Farm Power and Machinery or its equivalent qualification from a recognized institution;
- Registration with Kenya Engineering Technology Registration Board (KETRB) or Engineers Board of Kenya (EBK) as a technician; and
- Certificate in computer application skills.

**3. ASSISTANT IRRIGATION WATER MANAGEMENT OFFICER III, JG 'H' - (3 Posts) REF. ADVERTS/4/2024/7**

**Duties and Responsibilities**

Duties and responsibilities will entail: -

- Updating the water users' associations inventory in an assigned area;
- Collecting data for irrigation scheme development;
- Mobilizing farmers for the formation of irrigation water users'

association;

- Participating in training farmers on sustainable irrigation management, supply and optimum use of water and management of irrigated enterprises at scheme level; and
- Participating in demonstration of on-farm irrigation technologies.

#### **Requirements for Appointment**

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

- Diploma in any of the following disciplines: - Irrigation Technology, Irrigation and Water Management, Agriculture Education and Extension, Horticulture, Agriculture, Agriculture and Rural Development, Sustainable Agriculture, Farm Management, Environmental Resource Management or any other equivalent qualification from a recognized Institution; and
- Certificate in computer application skills.

#### **4. AGRICULTURAL OFFICER JG 'K' (1 Post) REF. ADVERTS/4/2024/8**

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

- An officer at this level will coordinate activities in of the following areas; Crop Production, Land Development, agricultural extension and Project management.

##### **Requirement for appointment**

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

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

#### **5. ASSISTANT AGRICULTURAL OFFICER III JG 'H' (15 Posts) REF. ADVERTS/4/2024/9**

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

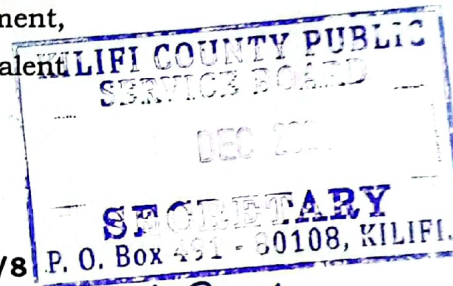
Duties and responsibilities will entail: -

- Training and advising farmers on matters related to Crop; and
- Production, Land Development, planning and management of demonstration plots.

##### **Requirement for appointment**

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

- Kenya Certificate for Secondary Education [KCSE] mean grade C or its equivalent;
- A Diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification.





**6. FISHERIES OFFICER JG 'K' (1 POST) REF. ADVERTS/4/2024/10**

**Duties and responsibilities:**

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

**Requirements for Appointment**

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

**7. ASSISTANT FISHERIES OFFICER III JG 'H' (6 POSTS) REF. ADVERTS/4/2024/11**

**Duties and responsibilities:**

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

**Requirements for Appointment**

- Diploma in the following: Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution
- Certificate in Computer applications.

**DIRECTORATE OF SPECIAL PROGRAMS & DISASTER MANAGEMENT**

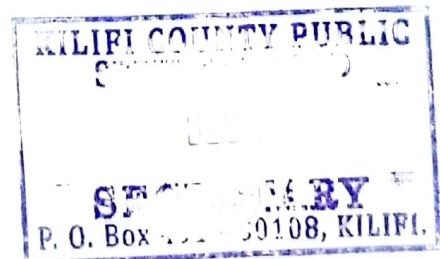
S/NO	POSITION	JG	NO. OF VACANCIES
1.	Fireman III	E	18

**1. FIREMAN III JG 'E' - (18 Posts) ADVERTS/4/2024/12**

**Duties and Responsibilities:**

Duties and responsibilities at this level will entail:

- Maintenance of fire-fighting appliances;
- Assisting during emergency cases; and
- Any other duties as assigned.



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## Requirements for Appointment

For appointment to this grade a candidate must;

- A Kenyan Citizen;
- Possession of a KCSE 'D' or its equivalent qualification from a recognized institution;
- First Aid Certificate course lasting not less than one (1) week from a St. John's Ambulance or Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution;
- Be physically fit; and
- Be Certified medically fit by a Government doctor.

## DEPARTMENT OF GENDER, YOUTH, SPORTS & SOCIAL SERVICES

S/NO	POSITION	JG	NO. OF VACANCIES
1.	Assistant Community Development Officer III	H	1

### 1. ASSISTANT COMMUNITY DEVELOPMENT OFFICER III, JG 'H' (1 Post) REF. ADVERTS/4/2024/13

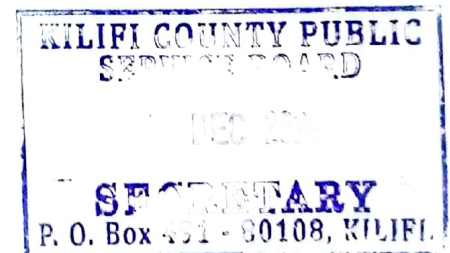
#### Duties and Responsibilities

- Working with communities and self-help groups to identify their social economic need;
- Guiding communities to identify and mobilise local resources for the implementation of development projects;
- Mainstreaming disability in programmes and projects;
- Training communities and groups on livelihood projects;
- Registering persons with disabilities, poor and vulnerable individuals for social development programmes;
- Collecting data on accessibilities on opportunities for men and women;
- Liaising with local communities and other development agencies in implementing community development programmes; and
- Mobilizing communities for the implementation of their developments programmes and projects; and
- Any other duty assigned.

#### Requirements for Appointment

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

- Kenya Citizen;
- Diploma in any of the following disciplines: Community Development, Project Development/Management, Social Work, Sociology, Social Development, Psychology Gender and Development, Counselling, Tourism, Health and Community Development, Entrepreneurship, Business Administration/Management/ or equivalent qualification from a recognized institution; and
- Certificate in Computer Applications.



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**Terms of Service:** Unless indicated, all the positions are on Permanent and Pensionable.



**Remuneration:** Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

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 [www.kilifi.go.ke](http://www.kilifi.go.ke)

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the **Kilifi Resource Centre, DICECE – FUMBINI.**

**OR**

- Address it to;-

**THE SECRETARY/CEO,  
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 **20<sup>th</sup> day of January, 2025.**

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;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.

Chief Executive Officer/Secretary

County Public Service Board

