

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

ADVERTISING VACANCIES

- Bachelor's Degree in any of the following disciplines:- Animal Production, Range Management, Livestock, Dairy Technology or Extension from a recognized institution.

OR

- Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- Master's Degree in any of the following disciplines:- Animal Science, Animal Production, Natural Resource Management, Livestock, Dairy Technology, Animal Breeding and Genetics

OR

- A Master of Science Degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, and other related sciences from a recognized institution;
- Registered by Kenya Veterinary Board (in respect to Veterinary Doctors);
- Have a Certificate in Senior management course/Strategic leadership development course lasting not less than four (4) weeks from a recognized institution;
- Have a Certificate in computer applications from a recognized institution; and
- Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, County Development goals, objectives and ability to link them to the Kenya Vision 2030.
- Demonstrate understanding of values and principles of public service as espoused in Articles 10 and 232 of the Constitution of Kenya 2010.

Terms of Service: Contract

POSITION: CHIEF OFFICER, FISHERIES (1 POST)

The Chief Officer, Fisheries will be responsible to the County Executive Member for Agriculture, Livestock, Fisheries and Cooperatives for efficient and effective management of the Fisheries function.

Duties and Responsibilities

- Directing the formulation and implementation of Fisheries policies and programmes;
- Coordinating the activities of the Fisheries technical services;
- Overseeing the division's performance management systems; and developing links with fisheries stakeholders for the realization of Government development goals and strategies;
- Setting long-term goals for the development of fisheries sector;
- Spearheading the negotiation of international fishing agreements and linkages and ensuring prudent management and utilization of resources;
- Capacity building and staff development of Fisheries Personnel; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Must have served in senior position for at least five (5) years at Job group 'P' & above or its equivalent.
- Have Bachelor's Degree in any of the following fields:- Fisheries, Zoology, Aquatic Science, or any other equivalent qualifications from a recognized Institution.
- Master's Degree in Fisheries or any related specialized field from a recognized institution will be an added advantage ;
- A certificate in Senior Management Course/Strategic Leadership Development course lasting not less than (4) weeks from a recognized institution;
- Certificate in computer application skills from a recognized institution;
- Have acquired wide experience in all aspects of fisheries management, development policies and is conversant with the Fisheries Act; and
- Have a clear understanding of County Development goals, policies and strategies and the ability to link them to the Kenya Vision 2030.

- Demonstrate understanding of values and principles of public service as espoused in Articles 10 and 232 of the Constitution of Kenya 2010.

Terms of Service: Contract

POSITION: CHIEF ASSISTANT OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY), JOB GROUP 'M' (1 POST)

The officer will be deployed to work at the Governor's office.

Duties and Responsibilities

- Using e-office to research and process data; Taking oral dictation;
- Operating office equipment;
- 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, etiquette; and petty cash;
- Monitoring procedures for record keeping of correspondence and file movement;
- Maintaining an up-to-date filing system in the office;
- Coordinating travel arrangements;
- Handling customer inquiries and complaints; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Must have served in the grade of Senior Personal Secretary or any other relevant and comparable position in the Public Service/Private sector for a minimum period of three (3) years.
- Bachelor's Degree in Business and Office Management or Bachelor's Degree in Secretarial Studies.
- Business Education Single and Group Certificates (BES & GC) Stage III from the Kenya National Examinations Council in the following subjects:-
 - ✓ Shorthand III (Minimum 120 w.p.m)
 - ✓ Typewriting III (50 w.p.m.)/Computerized Document Processing III
 - ✓ Business English III/Communication II
 - ✓ Commerce II
 - ✓ Office Practice II
 - ✓ Office Management III/Office Administration and Management III
 - ✓ Secretarial Duties II

OR

 - Higher Diploma/Diploma in Secretarial Studies from the Kenya National Examinations Council.
 - Business Education Single and Group Certificates (BES &GC) Stage III from the Kenya National Examinations Council in the above cited subjects.
 - Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government Training Institution;
 - Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
 - Certificate in Computer applications from a recognized institution; and
 - Certificate in Customer Care and Public Relations Course.
 - Shown merit and ability as reflected in work performance and results.

Terms of Service: Negotiable.

POSITION: SENIOR ASSISTANT OFFICE ADMINISTRATOR (SENIOR PERSONAL SECRETARY), JOB GROUP 'L' (1 POST)

Duties and Responsibilities

- Taking oral dictation;

- Managing e-office and handling telephone calls.
- Word and data processing; Operating office equipment,
- Maintaining office diary, appointments and travel itineraries;
- Coordinating schedules of meetings and appointments;
- Ensuring security of office records, equipment and documents, including classified materials;
- Maintaining an up-to-date filing system in the office;
- Establishing and monitoring procedures for record keeping of correspondence and file movements, preparing responses to simple routine correspondence;
- Managing office protocol and etiquette; Supervising office cleanliness;
- Managing petty cash;
- Ensuring security, integrity and confidentiality of data; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Must have served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years.
- Higher Diploma/Diploma in Secretarial Studies from Kenya National Examinations Council
- Business Education Single and Group Certificates (BES &GC) Stages I, II and II from the Kenya National Examinations Council in the following subjects:-
 - ✓ Shorthand III (Minimum 110 w.p.m)
 - ✓ Typewriting III (50 w.p.m.)/Computerized Document Processing III
 - ✓ Business English III/Communication II
 - ✓ Commerce II
 - ✓ Office Practice II
 - ✓ Office Management III/Office Administration and Management III
 - ✓ Secretarial Duties II
- Certificate in Public Relations and Customer Care course lasting not less than two weeks from the Kenya School of Government or any other government training institution;
- Certificate in Computer applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

Terms of Service: Negotiable

POSITION: ASSISTANT OFFICE ADMINISTRATOR I (PERSONAL SECRETARY I), JOB GROUP 'K' (1 POST)

Duties and Responsibilities

- Taking oral dictation; Managing e-office; Word and data processing;
- Operating office equipment;
- Attending to visitors/clients and handling appointments;
- Ensuring security of office records, equipment and documents, including classified materials; Preparing responses to simple routine correspondence;
- Establishing monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office;
- Ensuring security, integrity and confidentiality of data;
- Managing office protocol and etiquette and supervising office cleanliness;
- Managing petty cash; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Must have served in the grade of Administrative Office Assistant II or Administrative Office Assistant (Secretarial Assistant I or II) for a minimum period of three (3) years;
- Diploma in Secretarial Studies from Kenya National Examinations Council;

OR

- Business Education Single and Group Certificates (BES &GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-
 - ✓ Shorthand III (Minimum 100 w.p.m)
 - ✓ Typewriting III (50 w.p.m.)/Computerized Document Processing III
 - ✓ Business English III/Communication II
 - ✓ Commerce II
 - ✓ Office Practice II
 - ✓ Office Management III/Office Administration and Management III
 - ✓ Secretarial Duties II
- Certificate in Public Relations and Customer Care course lasting not less than two weeks from the Kenya School of Government or any other government training institution;
- Certificate in Computer applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

Terms of Service: Negotiable

POSITION: ASSISTANT OFFICE ADMINISTRATOR II (PERSONAL SECRETARY II), JOB GROUP 'J' (1 POST)

Duties and Responsibilities

- Taking oral dictation; Data processing and Managing e-office;
- Operating office equipment;
- Attending to visitors/clients and Handling telephone calls and appointments;
- Maintaining office diary and travel itineraries;
- Establishing monitoring procedures for record keeping of correspondence and file movements, maintaining an up to date filing system in the office;
- Managing office protocol and etiquette and supervising office cleanliness
- Ensuring security of office records and Equipment and documents, including classified materials;
- Managing petty cash; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Must have served in the grade of Assistant Office Administrator III or Office Administrative Assistant I for a minimum period of one (1) years;
- Diploma in Secretarial Studies from Kenya National Examinations Council;
- OR**
- Business Education Single and Group Certificates (BES &GC) Stages I, II and II from the Kenya National Examinations Council in the following subjects:-
 - ✓ Shorthand III (Minimum 100 w.p.m)
 - ✓ Typewriting III (50 w.p.m.)/Computerized Document Processing III
 - ✓ Business English III/Communication II
 - ✓ Commerce II
 - ✓ Office Practice II
 - ✓ Office Management III/Office Administration and Management III
 - ✓ Secretarial Duties II
- Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from a recognized government/private training institution;
- Certificate in Computer applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

Terms of Service: Negotiable

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING INSTITUTIONS TO MEET REQUIREMENTS OF CHAPTER 6 OF THE CONSTITUTION OF KENYA 2010:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department

Copies of these clearances **MUST** be attached to the applications.

How to apply

All applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional certificates, Testimonials, National Identity card or Passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega county residents will be required to indicate their **Constituency/Sub-County** of origin.

Applications should be submitted to: **THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Hand delivered applications can be submitted at County Public Service Board's Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor.**

All applications should reach this office **on or before 20th November, 2015.**

County Government of Kakamega is an equal opportunity employer. Female candidates and Persons with Disability are encouraged to apply.

Canvassing will lead to automatic disqualification.

SECRETARY/CEO