COUNTY GOVERNMENT OF MERU

COUNTY PUBLIC SERVICE BOARD

Meru County Headquarters
P.O. Box 120-60200
MERU

INTERNAL ADVERTISEMENT FOR PROMOTIONS

The County Government of Meru wishes to recruit internally, competent, self-driven, experienced and qualified staff to fill the following positions on promotion pursuant to Article 176 of the Constitution of Kenya and County Government Act. No.17 of 2012.

How to Apply:

1. Details of the qualifications and requirements can be obtained from the county website.
2. Website www.meru.go.ke or http:/careers.meru.go.ke/
3. All applications shall be made through **http:/careers.meru.go.ke**

Important Information to All Applicants

The applications deadline will be on **28th February 2022**

Only shortlisted candidates will be contacted.

The Secretary/C.E.O,
Meru County Public Service Board
P.O. BOX 120-60200
MERU

1. **DEPARTMENT: AGRICULTURE, LIVESTOCK AND FISHERIES**

a) Technical Staff

PROMOTION POSITIONS					
DIRECTORATE	**Vacancy No.**	**JOB TITLE**	**JOB GROUP(JG)**	**JOB DESCRIPTION**	**JOB SPECIFICATIONS/QUALIFICATIONS**
AGRICULTURE	MCPSB /01/02 /2022	**Assistant Director of Agriculture (7 posts)**	**CPSB O5 (JG.P)**	An officer at this level will be deployed at the County Headquarters, as head of a Sub-County or Principal of an Agricultural Training Centre. At the County headquarters the officer will deputize the County Director of Agriculture (CDA) or head a specialized section at the Chief Officers Office. The Officer will be deployed as Section Head to coordinate and oversee activities within a Section.	**For appointment to this grade, an officer must have**: i. Served in the grade of Principal Agricultural Officer in the public service for at least 3 years. ii. A Master's Degree in any of the following fields; Horticulture, Agriculture economics, Agribusiness or Agriculture extension and Education, Project management or any other relevant and equivalent. iii. A certificate in computer application. iv. Demonstrated a high degree of professional technical competence and team building as reflected in work performance and results.
	MCPSB /02/02 /2022	**Principal Agricultural Officer (7 posts)**	**CPSB 06 (JG.N)**	**Duties and Responsibilities** An Officer at this level may be deployed in the Sub County, Agricultural Training Centre or County Headquarters. At the Sub County, the officer will be	**For appointment to this grade, an officer must have**:- i. Served in the grade of Chief Agricultural Officer or in a comparable and relevant position in the Public Service for at least three (3) years; and

				activities. At the Agricultural Training Centre, the officer will be deployed to deputize the principal. At the county headquarters, Specific duties will involve compilation of field reports, organizing and facilitation training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making.	ii. Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.
	MCPSB /03/02 /2022	**Chief Agricultural Officer (7 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** An officer at this level will be deployed as head of a division, as a Subject Matter Specialist in a Sub-County or as head of an Agricultural Training Centre (ATC). Specific duties in the division will involve coordination of all Agricultural services in an administrative division. Duties as a Sub-County Subject Matter Specialist (SMS) will entail coordination of any of the Development and Environment Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liaison and Training: or Promotion and Development of Agribusiness activities. As the head of an administration and management of the centre.	**For appointments to this grade, an officer must have:-** i. Served in the grade of Senior Agricultural Officer, or in comparable and relevant position in the Public service for at least three (3) Years. ii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and iii. Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.
	MCPSB /04/02 /2022	**Chief Superintendent (Agriculture)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** An officer at this level may be	**For appointment to this grade, an officer must have**:- i. Served in the grade of Senior

		(3 posts)		deployed in a Sub County, a specialized engineering project or in a scheme. Specific duties will involve i. Co-ordination of activities related to environment and land use management; ii. Soil and water conservation; iii. water harvesting; mechanization extension; Farm Structures, Agro-processing; and iv. Training and supervising project staff. v. The officer may also be deployed in an Agricultural Mechanization Station or Rural Technology Development Centre as a Technology demonstration office	Superintendent (Agriculture) or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; ii. Attended a Management Course lasting not less than four (4) weeks from a recognized institution; and iii. Demonstrated a high degree of technical competence, merit and ability as reflected in work performance and results.
	MCPSB /05/02 /2022	**Chief Assistant Agricultural Officer (11 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** An officer at this level will be deployed as a Subject Matter Specialist (SMS) in a Sub-County or to head a division. Specific duties as a Sub-County SMS will entail ; i. Coordination of any of the following programmes: Gender and Home management: Land Development and Environment Management; Crop Development;	**For appointment to this grade, an officer must have:-** i. Served in the grade of Senior Assistance Agricultural Officer of in a comparable and relevant position in the Public Service for at least three (3) years. ii. Attended a management course lasting not less than four (4) weeks from a recognized institution: and iii. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

				ii. Projects Monitoring and Evaluation; Extension, Agribusiness activities. iii. As head of a division, the officer will coordinate and supervise all agricultural activities in the division.	
	MCPSB /06/02 /2022	**Senior Assistant Agricultural Officer (4 posts)**	**CPSB 08 (JG.L)**	**Duties and Responsibilities** An officer at this level will be deployed as a divisional Subject Matter Specialist (SMS). Specific duties as an SMS will entail; **i.** Implementation of programmes in any of the following areas; Gender and Home Management, Environment and Land use Management, Promotion and Development of Agribusiness or Crop Development.	**For appointment to this grade, an officer must have:-** **i.** Served in Agricultural Assistant Officer I or Chief Assistant Agriculture position for 3 years or in a comparable and relevant position in the service. **ii.** Diploma in Agriculture, Food Technology, Agriculture Education, Horticulture or other related. **iii.** Demonstrate merit and shown ability as reflected in Work performance and result.
	MCPSB /07/02 /2022	**Assistant Agricultural Officer I (15 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. An officer at this level will be deployed in a specific agricultural project area such as Crop Production, Land Development and Project Management within a division. **ii.** Preparation and implementation of farm business plans through analysis of various enterprises. **iii.** The officer will also be required to monitor and advise on adoption of	**For appointment to this grade, an officer must have:-** i. Served in the grade of Assistant Agricultural Officer II, or in a comparable and relevant position in the Public Service for at least three (3) years. **ii.** Attended a departmental training course in the participatory approaches or supervision. **iii.** Shown merit and ability in work performance and results.

				agricultural technologies.	
	MCPSB /08/02 /2022	**Chief Agricultural Assistant (1 post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. An officer at this level may be deployed in a specific project area such as Crop production, Land Development or Project Management. ii. The officer may also be assigned a supervisory role over a number of Agricultural Assistants deployed in working units and/ or projects. iii. Specific duties will involve organizing and coordinating agricultural activities in the area of deployment.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Senior Agricultural Assistant or in any comparable and relevant position in the Public Service for at least three (3) years. **ii.** Attended a departmental training course in participatory approaches or supervision. **iii.** Shown merit and ability as reflected in work performance and results
LIVESTOCK PRODUCTION	MCPSB /09/02 /2022	**Chief Livestock Production Officer (3 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Participating in organizing technical workshops, seminars and agricultural shows. ii. Preparing papers and reports for professional forums. iii. Maintaining the livestock database. iv. Coordinating range planning, management and conservation. v. Ensuring provision of holding grounds services to the livestock traders. vi. Providing technical advice and information in animal, livestock	**For appointment to this grade, an officer must have:-** i. Served in the grade of Senior Livestock Production Officer for a minimum period of three (3) years. ii. Bachelor's Degree in any of the following disciplines:- Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution. iii. Certificate in computer applications from a recognized

				marketing, range management, apiculture and ranching. vii. Promoting economic livestock farming. viii. Organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits. ix. Participating in collaborative research activities and analyzing livestock inputs and products samples.	institution. iv. Demonstrated competence and ability in work performance and results.

	MCPSB /10/02 /2022	**Chief Assistant Livestock Production Officer (2 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Providing guidance during farm visits, practical demonstrations and farmer training on livestock production technologies and techniques. ii. Organizing field days and agricultural shows. **iii.** Guiding teams on effective provision of extension services to livestock farmers. **iv.** Compiling livestock production reports relating to specific area of specialization. **v.** Carrying out collaborative research activities, analyzing livestock inputs and products samples. **vi.** Advising farmers on group formation, construction of farm structures and equipment's. **vii.** Disseminating livestock production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation.	**For appointments to this grade, an officer must have**:- i. Served in the grade of Senior Assistant Livestock Production Officer for a minimum period of three (3) years. ii. Diploma in any of the disciplines:- Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution. **iii.** Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution. **iv.** Certificate in computer applications from a recognized institution. **v.** Demonstrated merit and shown ability as reflected in work performance and results.
	MCPSB /11/02/ 2022	**Senior Assistant Livestock Production**	**CPSB 08 (JG.L)**	**Duties and Responsibilities** i. Carrying out practical demonstrations and	**For appointment to this grade, an officer must have:-** i.Served in the grade of Assistant

		Officer (1 post)		farmer training on livestock production technologies and techniques. **ii.** Providing extension services to livestock farmers. **iii.** Analyzing livestock data and information for gross margins, market access and planning and compiling reports relating to specific area of specialization. **iv.** Participating in collaborative research activities. **v.** Analyzing livestock inputs and products samples. vi. Advising farmers on group formation. **vi.** Construction of farm structures and equipment. **vii.** Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation	Livestock Production Officer I for a minimum period of three (3) years. ii. Diploma in any of the following disciplines:- Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution, **iii.** Certificate in computer applications from a recognized institution. **iv.** Demonstrated merit and shown ability as reflected in work performance and results.
	MCPSB /12/02 /2022	**Assistant Livestock Production Officer I (3 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Carrying out practical demonstrations and training farmers on livestock production technologies and techniques. **ii.** Accompanying extension teams during farm visits and	**For appointment to this grade, an Officer must have:-** i. Served in the grade of Assistant Livestock Production Officer II for a minimum period of three (3) years. **ii.** Diploma in any of the following disciplines:- Animal Health

				farmer training. **iii.** Collecting and collating livestock data and information for gross margins, market access and planning. **iv.** Participating in collaborative research activities. **v.** Collecting livestock inputs and products samples for analysis **vi.** Advising farmers on group formation, construction of farm structures and equipment's. **vii.** Preparing and participating in field days and agricultural shows to disseminate livestock production technologies such as construction of livestock housing and structures. **viii.** Implementing livestock production programmes/ projects in such areas as dairy cattle farming.	and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a recognized institution. **iii.** Certificate in computer applications from a recognized institution. **iv.** Demonstrated merit and shown ability as reflected in work performance and results.
Veterinary Services	MCPSB /13/02 /2022	**Chief Assistant Animal Health Officer (4 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Giving advice on dip designing, siting and appraising construction. ii. Inspection and verification of imports and exports of consignments. i. Participating in management of veterinary farms. **ii.** Ensuring maintenance of	**For appointment to this grade, an officer must have:-** i. Served in the grade of senior Assistant Animal Health Officer for a minimum period of three (3) years. ii. Diploma in any of the following disciplines:- Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science,

				cold chain facilities, maintaining quarantine status in quarantine stations and holding grounds. **iii.** Organizing farmers' training on milking techniques and external parasite control techniques. **iv.** Leading small teams in vaccination, supervision, castration, dehorning, animal identification, deworming and hoof trimming. **v.** Carrying out simple treatment of animals. **vi.** Participating in disease search, collecting, collating, analyzing data and writing technical reports. **vii.** Keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movements permits. **viii.** Supervising dairy units, participating in animal health field demonstrations and agricultural shows.	Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution. iii. Registered by the Kenya Veterinary Board. iv. Certificate in Supervisory Course lasting not less than two (2) weeks from a registered institution. v. Certificate in computer application from a recognized institution. vi. Demonstrated merit and shown ability in work performance and results.
	MCPSB /14/02 /2022	**Senior Assistant Animal Health Officer (3posts)**	**CPSB 08(JG.L)**	**Duties and Responsibilities** i. Giving advice on dip designing, siting and appraising construction.	**For appointment to this grade, an officer must:-** i. Served in the grade of Assistant Animal Health Officer I for a minimum period of three (3)

				ii. Inspection and verification of imports and export consignments. **iii.** Participating in management of veterinary farms. **iv.** Ensuring maintenance of cold chain facilities and maintaining quarantine status in quarantine stations and holding grounds. **v.** Organizing farmers' training on milking techniques and external parasite control techniques. **vi.** Carrying out simple treatment of animals. **vii.** Participating in disease search, collecting, collating, analyzing data and writing technical reports. **viii.** Keeping records on animal breeding, animal health, milk production, dipping data, slaughter, meat condensation and movement permits. **ix.** Maintaining dairy units. **x.** Participating in animal health field demonstrations and agricultural shows.	years. **ii.** Diploma in any of the following disciplines:- Animal Health, Animal Health and Production, Environment Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution. **iii.** Registered by the Kenya Veterinary Board. **iv.** Certificate in computer applications from a recognized institution. **v.** Demonstrated merit and shown ability in work performance and results
	MCPSB /15/02 /2022	**Senior Leather Development Officer (2 posts**)	**CPSB 08 (JG.L)**	**Duties and Responsibilities** i. Inspecting curing premises, stores and issuing registration of premises	**For appointment to this grade, an officer must have:-** i. Served in the grade of Leather Development Officer for a minimum period of three (3) years

				certificate . **ii.** Monitoring and advising tanners and traders on proper waste disposal from tanneries and hides and skins curing premises **iii.** Participating in the mitigation issues like grading, pricing and any other emerging challenges related to hides and skins and related products **iv.** Inspecting tanneries and recommending them for registration. **v.** Participating in organizing trainings and demonstrations on best practices to stakeholders for production of high hides skins and leather products	ii. Bachelors Degree in any of the following disciplines: Leather Technology, Footwear technology, Materials Technology (Leather) or Leather goods design and development from a recognized institution **OR** Bachelors Degree in Environmental Science or Animal science with a basic two year certificate or diploma or at least one year Post graduate training in Hides and Skins or Leather Technology. iii. Certificate in computer applications from a recognized institutions. iv. Demonstrated competence and ability in work performance and results.
	MCPSB /16/02 /2022	**Assistant Animal Health Officer I (3 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Overseeing construction and maintenance of farm structures. ii. Giving advice on dip designing, siting and appraising construction. ii. Inspection and verification of imports and export of consignments. iii. Training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting.	**For appointment to this grade, an officer must:-** i.Served at the level of Assistant Animal Health Officer II for a minimum period of three (3) years. **ii.** Diploma in any of the following disciplines:- Animal Health, Animal Health and Production, Environment Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution. **iii.** Registered by the Kenya Veterinary Board.

				iv. Carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming. v. Carrying out simple treatment of animals. vi. Participating in disease search, collecting and collating data and writing technical reports.	**iv.** Certificate in computer applications from a recognized institution. **v.** Demonstrated merit and show ability in work performance and results.
	MCPSB /17/02 /2022	**Senior Animal Health Assistant (27 posts)**	**(CPSB 10 (JG.J)**	**Duties and Responsibilities** **i.** Enforcing slaughterhouse hygiene and meat transport regulations. **ii.** Training farmers on livestock record keeping **iii.** Keeping records of animal breeding,animal health,milk production **iv.** Mainitaining dairy units **v.** Rearing experimental animals **vi.** Participating in animal health field demonstrations and agricultural shows **vii.** Demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting. **viii.** Carrying out vaccination, closed castration, dehorning, ear tagging,	**For appointment to this grade an officer must:-** i. Served in the grade of Animal Health Assistant I for a minimum period of three (3) years. ii. Certificate lasting not less than two(2)years in any of the following disciplines;-Animal Health, Environmental Health, Animal Health production from a recognized institution. **iii.** Registered by the Kenya Veterinary Board. **iv.** Certificate in computer applications from a recognized institution. **v.** Demonstrated merit and shown ability in work performance and results.

				branding, deworming and disbudding.	
	MCPSB /18/02 /2022	**Office Administrative Assistant I (1 post)**	**CPSB 10 (JG.J)**	**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 to visitors/ clients. **vi.** Handling telephone calls and appointments.	**For appointment to this grade, an officer must have**:- i. Served in the grade of Office Administrative Assistant II for a minimum period of three (3) years. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects. a) Typewriting III (minimum 50 w.p.m) /computerized Document Processing III. b) Business English III/ Communications II. c) Commerce II. d) Office Practice II. e) Secretarial Duties II. f) Office Management II/ Office Administration and Management III. **OR** Craft Certificate in Secretarial Studies from the Kenya National Examinations Council. ii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution. iii. Certificate in computer applications from a recognized institution. iv. Shown merit and ability as reflected in work performance and results.
Fisheries	MCPSB /19/02	**Chief Fisheries Officer (1 post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Implementation of	**For appointment to this grade an officer must:-**

	/2022			Fisheries Development Strategies. **ii.** Monitoring, Control and Surveillance **iii.** Diagnosis, Prevention and Control of Fish Diseases. **iv.** Protection of Fisheries Critical Habitats. **v.** Monitoring Pollution of Fishery waters. **vi.** Dissemination of Fisheries Related Information. **vii.** Preparation of Fisheries estimates of Expenditure	i. Completed a minimum period of three years as a Senior Fisheries Officer. ii. Shown merit and ability as reflected in work performance and results. iii. Have broad knowledge and experience in national fisheries management and development policies, Fisheries Act and any other related Acts. iv. Have acquired considerable knowledge in matters relating to government financial administration, personnel and procurement management. When deployed in Fish Quality Assurance must have undergone the relevant training and gazettement. v. Have been recommended by immediate supervisor.
	MCPSB /20/02 /2022	**Assistant Fisheries Officer II (4 posts)**	**CPSB 10(JG.J)**	**Duties and Responsibilities** An officer at this level will be deployed in specialized subject areas in stations and sub-stations. Fisheries Extension Services in Aquaculture and Capture Fisheries, Environmental Management, Fisheries Statistical Data Management, Monitoring, Control and Surveillance (MCS) and fish Inspection and Quality Assurance	**For appointment to this grade an officer must:-** i. Served in the grade of Assistant Fisheries Officer III job group H for a minimum period of three years. ii. Must have shown merit and ability as reflected in work performance and results. iii. Skill to gather, tabulate and interpret fisheries data. ii. Skill to write, edit and compile report. v. Been recommended by immediate supervisor

a) Non-Technical Staff

		PROMOTION POSITIONS			
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (DUTIES AND RESPONSIBILITIES)**	**JOB SPECIFICATIONS (QUALIFICATIONS)**
1	MCPSB/21/02/2022	**Senior Clerical Officer (4 posts)**	**CPSB 11 (JG.H)**	i. Ensuring of office equipment, documents and records are well maintained. **ii.** Attending to visitors/clients **iii.** Keeping up to date data and maintaining proper filling system in the office **iv.** Supervision of office cleanliness. **v.** Undertaking any other office administrative services duties that may be assigned.	**For appointment to this grade, an officer must have:-** (i) Have served in the grade of Clerical Officer I for a minimum period of three (3) years; (ii) Have passed the Proficiency Examination for Clerical Officers; (iii) Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution; (iv) Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database;

					and (v) Have shown merit and ability as reflected in work performance and results.
2	MCPSB/22/02/2022	**Senior Office Administrator (1 post)**	**CPSB 08(JG.L)**	**Duties and Responsibilities** i. Taking oral dictation; managing e-office; wordand data processing. ii. Operating office equipment; maintaining office diary, appointments and travel itineraries. iii. Attending to visitors/ clients; handling telephone calls; coordinating schedules of meetings. iv. Ensuring security of office records, equipment and documents, including classified materials. v. Maintaining an up to date filing system in the office. vi. Establishing and monitoring procedures for record keeping of correspondence and file movements. vii. Preparing responses to simple routine correspondence. viii. Managing office protocol and etiquette, supervising office cleanliness. ix. Managing petty cash; ensuring security, integrity and confidentiality of data. x. Undertaking any other office administrative services that may be assigned.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years. ii. Diploma in Secretarial Studies from the 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:- a. Shorthand III (minimum 110 w.p.m.) b. Typewriting III (50 w.m.p) /Computerized Document processing III. c. Business English III /Communications II. d. Office Practice II. e. Commerce II. f. Office Management III /Office Administration and Management III. g. Secretarial Duties II. Certificate in Public Relations and Customer Care course lasting not less than two (2)

					weeks from the Kenya School of Government or any other government training institution. Certificate in computer applications from a recognized institution. iii. Shown merit and ability as reflected in work performance and results.

2. DEPARTMENT OF COOPERATIVES TRADE AND TOURISM

		PROMOTION POSITIONS			
S.No.		**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/23/02/2022	**Chief Assistant Cooperative Officer (1 post)**	**CPSB 07 (JG.M)**	i. A chief Assistant Cooperative Officer will normally be deployed within the county as a subject matter specialist or to perform specialized services relating to cooperative development projects and programme. **ii.** He/she will assist the County cooperative Officer in providing field officers with technical advice and in supervision of junior officers working under him /her. **iii.** The officer will also be responsible for	**For appointment to this grade, an officer must have**:- i. Served in the grade of Senior Assistant Cooperative Officer for at least three (3) years, ii. Diploma in any of the following disciplines, Cooperative management or Finance from a recognized institution. iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution. iv. Certificate in computer applications v. Shown merit and ability as reflected in work performance and results.

				evaluating cooperative activities and trends for promoting the Cooperative movement generally.	
2	MCPSB/24/02/2022	**Senior Office Administrative Assistant (1 post)**	**CPSB 09(JG.K)**	**Duties and Responsibilities** i. Taking oral dictation word and data processing, **ii.** operating office equipment, **iii.** Ensuring security of office equipment documents and records. **iv.** Attending to visitors/clients. **v.** Handling telephone calls and appointments. **vi.** Maintaining diary and scheduling of meetings. **vii.** Ensuring an up to date filing system in the office. **viii.** Supervision of office cleanliness. **ix.** Handling routine correspondences. **x.** Managing office petty cash and undertaking any other office administrative services duties that may be assigned.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: a. Typewriting III (minimum 50 w.p.m) Computerized Document Processing III b. Business English III/Communications II c. Office Practice II d. Commerce II e) Secretarial duties II e. Office Management III/Office Administration and Management III OR Craft recognized institution. iv. Shown merit and ability as reflected in work performance and results. Certificate in Secretarial Studies from the Kenya National Examination Council iii. Certificate in Public Relations and Customer care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.

					v. Certificate in computer applications from a recognized institution.
3	MCPSB/25/02/2022	**Chief Cooperative Officer (1 post)**	**CPSB 07(JG.M)**	**Duties and Responsibilities** i. An officer at this level will be deployed as a matter of specialist to perform duties relating to cooperative development projects and programmes. **ii.** Promoting cooperative societies advising on cooperative investments and overseeing cooperative societies elections **iii.** Analyzing data for policy formulation enforcing compliance with cooperative legislation, developing and monitoring work plans for cooperative extension services **iv.** Overseeing cooperative activities in several cooperative societies and evaluating cooperative activities and trends for promoting the cooperative movement.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Senior Cooperative officer for at least three (3) years **ii.** Bachelors degree in any of the following disciplines, Commerce, Business administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship management and Organizational **iii.** **iv.** Development, Finance or Agri business from a recognized institution. **v.** certificate in computer applications iv. Shown merit and ability as reflected in work performance and results
4	MCPSB/26/02/2022	**Chief Tourism Officer(1post)**	**CPSB 07(JG.M)**	**Duties and Responsibilities**	**For appointment to this grade, an officer must have:-** (i) Served in the grade of Senior

				i. Providing guidelines for tourism product development; ii. Identifying Small and Medium Tourism Enterprises (SMTE's) and community based tourism projects; iii. Liaising with tourism stakeholders on issues related to tourism; undertaking research and tourism intelligence surveys; iv. Analyzing reports on tourism facilities and service providers; **v.** Preparing briefs for tourism promotion and marketing; undertaking domestic tourism promotion; maintaining a register on tourism facilities and services; and verifying identified locations for mounting tourist signages. from a recognized institution; and vi. Shown merit and ability as reflected in work performance.	Tourism Officer, for a minimum period of three (3) years; (ii) Bachelors degree in either Tourism; Tourism Management; Tourism and Hospitality Management; Eco-tourism, Hotel and Institutional Management and Information Technology; Travel and Tour Operations Management; International Tourism Management Hospitality Management; Travel and Tourism Management; Hotel and Hospitality Management; or its equivalent qualification from a recognized institution; and **OR** Bachelors degree in any of the following disciplines:- Environmental Studies, Sociology, Geography, Business Administration, Commerce (Marketing option), International Relations from a recognized institution; (iii) Certificate in computer applications

3. DEPARTMENT OF HEALTH

		PROMOTION POSITIONS			
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/27/02/2022	**Senior Assistant Director Human Resource Management (1 post)**	**CPSB 04(JG.Q)**	**Duties and Responsibilities** i) An officer at this level will head a human resource management division/unit in a smaller department. **ii)** In the human resource management unit the officer will be the liaison officer between the county and the directorate of personnel management and the public service commission. **iii)** Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures. iv) Analyzing the impact of the human resource management policies rules and regulations on the staff in the department. v) Advising the authorized officer on	**For appointment to this grade, an officer must have:-** i) Served as an assistant director of human resource management for a minimum period of three (3) years ii) A master's degree in human resource/human resource management, industrial relations, public/business administration, government or in any other relevant qualification from a recognized institution. iii) Demonstrated a high degree of professional competence administrative capabilities and initiative in the general organization and management of human resource management policies, regulations and employee relations, labor laws and other statutes that impact on the human resource. iv) Be familiar with the government policies and regulations relating to human resource management. v) Shown merit and ability as reflected in work performance and results. (iv Certificate in Strategic Leadership Development Programme lasting

				the delegated powers and ensuring proper implementation and scope of advising the authorized officer on the professional human management standards and ensuring that the standards are maintained in the department. **v)** Advising county corporations under the ministry on the general government policies on human resource management and interpretation of labor laws and other statutes that impact on human resource management in the department.	not less than six (6)weeks from a recognized institution; (v)Membership to a relevant professional body; (vi) Certificate in computer application skills from a recognized institution;
2	MCPSB/28/02/2022	**Senior Assistant Office Administrator (2 posts)**	**CPSB 08 (JG.L)**	**Duties and Responsibilities** i. Taking oral dictation; managing e-office; word and data processing. ii. Operating office equipment; maintaining office diary, appointments and travel itineraries. iii. Attending to visitors/ clients; handling telephone calls; coordinating	**For appointment to this grade, an officer must have:-** i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years. ii. Diploma in Secretarial Studies from the 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:- a. Shorthand III (minimum 110 w.p.m.)

				schedules of meetings. iv. Ensuring security of office records, equipment and documents, including classified materials. v. Maintaining an up to date filling system in the office. vi. Establishing and monitoring procedures for record keeping of correspondence and file movements. vii. Preparing responses to simple routine correspondence. vii. Managing office protocol and etiquette, supervising office cleanliness. viii. Managing petty cash; ensuring security, integrity and confidentiality of data. ix. Undertaking any other office administrative services that may be assigned	b. Typewriting III (50 w.m.p) /Computerized Document processing III. c. Business English III /Communications II. d. Office Practice II. e. Commerce II. f. Office Management III /Office Administration and Management III. g. Secretarial Duties II. iii. Certificate in Public Relations and 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. v. Shown merit and ability as reflected in work performance and results.
3	MCPSB/29/02/2022	**Assistant Health records/Information management Officer (2 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Editing patient cases, analyzing medical records data and updating bed bureau;	**For appointment to this grade, an officer must have:-** (i) Served in the grade of Assistant Health Records and Information Management Officer II for a minimum period of three (3)

				ii. Capturing data om service points; aintaining record safety and nfidentiality; iii. scheduling of patients to the consultants and specialty clinics; iv. Assigning codes to diseases and surgical procedures; v. Indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; vi. Compiling medical reports sharing of health information with other stakeholders; vii. Analyzing data; compiling patients bio data; and viii. preparing medical records and reports.	years; (ii) Diploma in Health Records and Information Technology from a recognized institution; (iii) Certificate in computer application skills from a recognized institution; and (iv) Shown merit and ability as reflected in work performance and results.
4	MCPSB/30/02/2022	**Health Records and Information Management Assistant, I (2 posts)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** i. Receiving and registering patients, booking appointment for patients to specialty clinics and consultants; **ii.** Storing and retrieving medical records, preparing clinics, updating bed bureau and	**For appointment to this grade, an officer must have:-** i.) Served in the grade of Health Records and Information Management Assistant II for a minimum period of three (3) years. ii.) Certificate in Health Records and Information Management from a recognized Institution. iii.) Certificate in computer application skills from a recognized institution; and

				editing patient cases records. **iii.** Capturing data from service points, maintaining record safety and confidentiality. **iv.** iv. Balancing daily bed returns, preparing and maintaining patient master index, creating and updating patient master index. **v.** Directing patients to relevant clinics, scheduling patients to the consultants and specialty clinics **vi.** Assigning codes to diseases and surgical procedures, indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine. **vii.** Compiling medical records and reports.	iv.) Shown merit and ability as reflected in work performance and results.
5	MCPSB/31/02/2022	**Office Administrator 1 (3 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities**	**For appointment to this grade, an officer must have:-** i. Served in the grade of Office

				(i) Taking oral dictation, managing e-office, word and data processing. (ii) Operating office equipment, attending to visitors/ clients, handling telephone calls and equipment's. (iii) Maintaining office diary and travel itineraries. iv. Ensuring security of office records, equipment and documents, including classified materials. (iv) Preparing responses to simple routine correspondence. (v) Establishing and monitoring procedures for record keeping of correspondence and file movements. (vi) Maintaining an up to date filling system in the office. (vii) Ensuring security, integrity and confidentiality of data.	Administrator II for a minimum period of three (3) years. ii. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution. **OR** Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution. iii. Certificate in Secretarial Management Course from Kenya School of Government or any other Government training institution. iv. Certificate in computer applications from a recognized institution. v. Shown merit and ability as reflected in work performance and results.

				(viii) Managing office protocol and etiquette, managing petty cash. (ix) Supervising office cleanliness and undertaking any other administrative services that maybe assigned.	
6	MCPSB/32/02/2022	**Assistant Office Administrator (3 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Taking oral dictation word and data processing, ii. operating office equipment, **ii.** Ensuring security of office equipment documents and records. **iii.** Attending to visitors/clients. **iv.** Handling telephone calls and appointments **v.** Maintaining diary and scheduling of meetings. **vi.** Ensuring an up to date filing system in the office. **vii.** Supervision of office cleanliness **viii.** Handling routine correspondences. **ix.** Managing office petty cash and undertaking any other office administrative	**For appointment to this grade, an officer must have:-** i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:- a)Typewriting III (minimum 50 w.p.m) Computerised Document Processing III b) Business English III/Communications II c) Office Practice II d) Commerce II e) Secretarial duties II f) Office Management III/Office Administration and Management III OR Craft Certificate in Secretarial Studies from the Kenya National Examination Council iii. Certificate in Public Relations and 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. v. Shown merit and ability as reflected in work performance and results.

				services duties that may be assigned.	
7	MCPSB/33/02/2022	**Office Administrative Assistant I (2 posts)**	**CPSB 10 (JG.J)**	**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 to visitors/ clients. **vi.** Handling telephone calls and appointments. **vii.** Maintaining up to date filling system in the office. **viii.** Supervision of office cleanliness. **ix.** Managing petty cash and undertaking any other administrative duties that may be assigned.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Office Administrative Assistant II for a minimum period of three (3) years. ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects. a) Typewriting III (minimum 50 w.p.m) /computerized Document Processing III. b) Business English III/ Communications II. c) Commerce II. d) Office Practice II. e) Secretarial Duties II. f) Office Management II/ Office Administration and Management III. OR iii. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council. iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution. v. Certificate in computer applications from a recognized institution. vi. Shown merit and ability as

					reflected in work performance and results.
8	MCPSB/34/02/2022	**Senior Office Administrative Assistant (2 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Taking oral dictation word and data processing, **ii.** operating office equipment, **iii.** Ensuring security of office equipment documents and records. **iv.** Attending to visitors/clients. **v.** Handling telephone calls and appointments. **vi.** Maintaining diary and scheduling of meetings. **vii.** Ensuring an up to date filing system in the office. **viii.** Supervision of office cleanliness. **ix.** Handling routine correspondences. **x.** Managing office petty cash and undertaking any other office administrative services duties that may be assigned.	For appointment to this grade, an officer must have:- i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:- a) Typewriting III (minimum 50 w.p.m) Computerised Document Processing III b) b) Business English III/Communications II c) c) Office Practice II d) d) Commerce II e) Secretarial duties II e) Office Management III/Office Administration and Management III OR Craft Certificate in Secretarial Studies from the Kenya National Examination Council iii. Certificate in Public Relations and 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. v. Shown merit and ability as reflected in work performance

					and results.
9	MCPSB/35/02/2022	**Accountant I (I post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Executing all the accounting functions relating to the unit assigned. **ii.** Safe-keeping of unused cheque books and cheque counterfoils. **iii.** Maintaining cash books. **iv.** Preparing Statements of Expenditure for donor-funded expenditures. **v.** Posting of cash books. **vi.** Filing of vouchers in an orderly way for ease of retrieval. **vii.** Safe custody of cash, cashbooks, paid vouchers, and bank statements. **viii.** Daily balancing of cashbooks. **ix.** Doing monthly bank reconciliation and clearing all outstanding items in the bank reconciliation **x.** Spending in accordance with the available funds	**For appointment to this grade, an officer must have:-** i. Served in the grade of accounting officer II for a minimum period of three (3) years, ii. Be able to demonstrate familiarity with Government operations and general accounting systems. iii. Demonstrate understanding of public finance management iv. Ability to interpret Government policy, procedures and data. v. Must have excellent communication and interpersonal skills. vi. Must be self-driven with a lot of initiative and drive vii. Proficiency in computer application

				or AIE. **xi.** Ensuring smooth flow of work in the station. **xii.** Managing cash, including imprest according to regulations. **xiii.** Processing LPOs, payments and payment vouchers. **xiv.** Ensuring payments are in conformity with the existing Government financial regulations and procedures **xv.** Preparing sectional budget. **xvi.** Following up audit issues and ensuring their minimization. **xvii.** Maintaining a reliable vote book system **xviii.** Ensuring implementation of internal controls. **xix.** Ensuring the budget is fully implemented. **xx.** Ensuring efficient use of financial resources and county assets. **xxi.** Performing any other duty as may be assigned from time to time.	

10	MCPSB/36/02/2022	**Principal Driver (2 posts)**	**CPSB 10 (JG.J)**	**Duties and responsibilities** i. Driving the assigned vehicle ii. carrying out routine checks on the vehicles cooling, oil, electrical, tyre pressure and brake systems **ii.** detecting and reporting malfunctioning of the vehicle systems **iii.** maintenance of work tickets for vehicle assigned **iv.** Ensuring security and safety of the vehicle on and off the road **v.** Overseeing safety of the passengers and of goods therein vii. maintaining cleanliness of the vehicle **vi.** In addition the officer may be required to supervise and guide staff in a small transport unit.	**For appointment to this grade an officer must have:-** i. Served in the grade of Chief driver for a minimum period of three (3) years. ii. Passed Occupational trade test I for drivers iii. A valid driving licence free from any current endorsements for class of vehicles the officer is required to drive iv. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution. v. Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at the Kenya institute of highway and building technology (KIHBT) or any other recognized institution. vi. A valid certificate of good conduct from the Kenya police. vii. Attended a first aid certificate course lasting not less than one (1) week at St john ambulance or Kenya institute of Highway and building technology (KIHBT) or any other recognized institution viii. Demonstrated outstanding professional competence and integrity in work performance and results.
11	MCPSB/37/02/2022	**Chief Driver (2 posts)**	**CPSB 11**	**Duties and**	**For appointment to this grade an**

			(JG.H)	**responsibilities** i. Driving the assigned vehicle **ii.** carrying out routine checks on the vehicles cooling, oil, electrical, tyre pressure and brake systems **iii.** detecting and reporting malfunctioning of the vehicle system **iv.** maintenance of work tickets for vehicle assigned **v.** Ensuring security and safety of the vehicle on and off the road **vi.** Overseeing safety of the passengers and of goods therein **vii.** Maintaining cleanliness of the vehicle. **viii.** in addition the officer may be required to supervise and guide staff in a small transport.	**officer must have:-** i. Served in the grade of Senior driver for a minimum period of three (3) years ii. Passed Occupational trade test I for drivers. iii. A valid driving licence free from any current endorsements for class of vehicles the officer is required to drive iv. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution. v. Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at the Kenya institute of highway and building technology (KIHBT) or any other recognized institution. vi. A valid certificate of good conduct from the Kenya police vii. attended a first aid certificate course lasting not less than one (1) week at St john ambulance or Kenya Institute of Highway and building technology (KIHBT) or any other recognized institution vii. Demonstrated outstanding professional competence and integrity in work performance and results.
12	MCPSB/38/02/2022	**Chef (1 post)**	**CPSB 11 (JG.H)**	**Duties and Responsibilities** i. Food preparation and production;	**For appointment to this grade, an officer must have:-** (i) Served in the grade of Cook I for at least three (3) years; and (ii) Demonstrated knowledge and

				setting up and directing placement of foods in serving line; **ii.** Replenishing of foodstuffs in the buffet service line; **iii.** Maintaining - correct stock levels; detecting and reporting spoilt or unattractive raw food materials; **iv.** Ensuring proper stock rotation; ordering of foodstuffs from the main store and carrying out on-the-job training for staff; **v.** Filling work order forms for defective equipment.	skills in institutional food preparation.
13	MCPSB/39/02/2022	**Telephone Supervisor II (2 posts)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** i. An officer at this level will be in charge of a telephone exchange of three to four (3-4) switchboard positions with a maximum capacity of forty (40) exchange lines and four hundred (400) extension lines. ii. Specifically, the officer will be responsible for supervision of work at the switchboard; telephone	**For appointment to this grade, an officer must have:-** (i) Have served in the grade of Senior Telephone Operator or in a comparable and relevant poison in the Public Service for a minimum period of three (3) years; (ii) Have attended and passed a Certificate Course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized Institution; (iii) **B**e proficient in computer

				exchange routine work and preparation of duty/ annual leave roster for Telephone Personnel; iii. liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, with Accounts Section on payment of telephone bills and with Supplies Section on procurement of telephone facilities/ spares parts and stationery.	applications; (iv) Possess good oral and written communication skills in both English and Kiswahili; and (v) Have shown merit and ability as reflected in work performance and results
14	MCPSB/40/02/2022	**Senior Cook (1 post)**	**CPSB 11 (JG.H)**	**Duties and Responsibilities** i. Food preparation and production; setting up and directing placement of foods in serving line; ii. Replenishing of foodstuffs in the buffet service line; iii. Maintaining - correct stock levels; detecting and reporting spoilt or unattractive raw food materials; **iv.** Ensuring proper stock rotation; ordering of foodstuffs from the main store and carrying out on-the-job training for	**For appointment to this grade, an officer must have:-** (i) Served in the grade of Cook I for at least three (3) years; and (ii) Demonstrated knowledge and skills in institutional food preparation

				staff; v. Filling work order forms for defective equipment.	
15	MCPSB/41/02/2022	**Chief Clerical officer (3 posts)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. i. Coordination of clerical work in a section; ii. Maintenance of general cleanliness and security of buildings and equipment; iii. Planning of office accommodation and layout iv. Processing of documents for issue of licenses or certificate under relevant Acts. v. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.	**For appointment to this grade, an officer must have:-** (i) Have served in the grade of Senior Clerical Officer for at least three (3) years; (ii) Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution; (iii) Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and (iv) Have shown merit and ability as reflected in work performance and results.
16	MCPSB/42/02/2022	**Senior Clerical officer (2 posts)**	**CPSB 11 (JG.H)**	**Duties and Responsibilities** i. An officer at this level will supervise	**For appointment to this grade, an officer must have:-** (i) Have served in the grade of Clerical Officer I for a minimum period of three (3) years;

				and provide guidance to officers working under him/her. ii. Verifying compiled statistical records for accuracy and processing of human resource statistics; iii. Preparation of indents; processing of pension documents and ensuring implementation of Public Service Commission and Ministerial Human Resource Management Advisory Committee (MHRMAC); iv. Preparation of agenda for MHRMAC and MTC meetings; maintenance of stores, records and equipment inventory.	(ii) Have passed the Proficiency Examination for Clerical Officers; (iii) Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent. qualification from a recognized institution; (iv) Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and (v) Have shown merit and ability as reflected in work performance and results.
17	MCPSB/43/02/2022	**Cleaning Supervisor 2** **(8 posts)**	**CPSB 13 (JG.F)**	**Duties and Responsibilities** i. Undertaking cleaning duties in the area of deployment ii. Performing	**For appointment to this grade, an officer must have:-** i. Served in senior support staff for a period of four years (4) years ii. Undertaken a course of not less than or in aggregate of at least one (1) month in the area of deployment

				messegerial duties iii. Preparing tea and washing utensils **iv.** Undertaking any other related duties **v.** Handling confidential duties in the area of deployment as required **vi.** Supervising and guiding support staff in area of deployment **vii.** Developing duty roaster for the support staff the officer is in charge of Liaising with the office superintendent on operational matters.	iii. Demonstrated merit and ability as reflected in work performance and results.
18	MCPSB/44/02/2022	**Cleaning Supervisor I** **(2 posts)**	**CPSB 12 (JG.G)**	**Duties and Responsibilities** i. Undertaking cleaning duties in the area of deployment ii. Performing messengerial duties iii. Preparing tea and washing utensils **iv.** Undertaking any other related duties v. Handling	**For appointment to this grade, an officer must have:-** i. Served as support staff supervisor for a period of four years (4) years ii. Undertaken a course of not less than or in aggregate of at least one (1) month in the area of deployment iii. At least KCSE mean Grade D iii. Demonstrated supervisory abilities.

				confidential duties in the area of deployment as required vi. Supervising and guiding support staff in area of deployment **vii.** Developing duty roaster for the support staff the officer is in charge of Liaising with the office superintendent on operational matters.	
19	MCPSB/45/02/2022	**Chief Office Administrator(1post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Taking oral dictation úsing e-office to research and process data ii. Operating office equipment iii. Attending to visitors/clients iv. Handling telephone calls v. Handling customer enquiries and complaints vi. Coordinating schedules of meetings and appointments vii. Coordinating travel arrangements viii. Ensuring security of office records	**For appointment to this grade, an officer must have:-** **i.** Served in the grade of Senior Office Administrator for a minimum of three (3) years**.** **ii.** Bachelor Degree in Secretarial Studies or Bachelor of Business and Office Management Services from the recognized institution. **OR** Bachelor Degree in Social Sciences plus a Diploma in Secretarial studies from a recognized institution. **OR** iii. Certificate in Secretarial Management Course from Kenya School of Government or any

				,equipment and documents,including classified materials ix. Ensuring security,integrity and confidentiality of data x. Establishing and monitoring procedures of record keeping of correspondences and file movements xi. Maintaining an up to date filing system in the office xii. Preparing responses to routine correspondences xiii. Managing protocol and etiquette and managing petty cash and any other office administrative services duties that may be assigned. xiv. Guide and supervise other office administrative personnel.	other recognized institution. iv. Certificate in computer operations from a recognized institution. **v.** Have shown merit and ability as reflected in work performance and results.

4. DEPARTMENT OF LANDS, PHYSICAL PLANNING AND PUBLIC WORKS

		PROMOTION POSITIONS			
S.No.	**Vacancy number**	**JOB TITLE**	**JOB**	**JOB DESCRIPTION**	**JOB**

			GROUP	(Duties & Responsibilities)	SPECIFICATIONS/QUALIFICATION
1	MCPSB/46/02/2022	**Chief Assistant Office Administrator (1 post)**	**CPSB 07 (JG.M)**	i. Taking oral dictation; using e-office to research and data processing. **ii.** Operating office equipment; attending to visitors/ clients. **iii.** Handling telephone calls; coordinating schedules of meetings and appointments. **iv.** Ensuring security of office records, equipment and documents, including classified materials. **v.** Preparing responses to routine correspondence. **vi.** Managing office protocol and etiquette. **vii.** Managing petty cash; monitoring procedures for record keeping of correspondence and file movements. **viii.** Maintaining an up to date filling system in the office; coordinating travel arrangements. **ix.** Handling customer inquiries and	**For appointment to this grade, an officer must have:-** i. Served in the grade of Assistant Office Administrator for a minimum period of three (3) years. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:- a) Shorthand III (minimum 120 w.p.m.) b) Typewriting III (50 w.p.m) /Computerized Document processing III. c) Business English III /Communications II. d) Commerce II. e) Office Practice II. f) Office Management III /Office Administration and Management III. g) Secretarial Duties II. iii. Certificate in Secretarial Management. Course lasting not less than four (4) weeks from the Kenya School of Government or any other Government Training Institution. iv. Certificate in Supervisory Skills Course lasting not less than (2) weeks from a recognized institution. v. Certificate in computer applications from a recognized institution. vi. Shown merit and ability as reflected in work performance and results.

				complaints; establishing and undertaking any other office administrative service duties assigned.	
2	MCPSB/47/02/2022	**Senior superintending Landscape Architect(1post)**	**CPSB 06 (JG.N)**	**Duties and Responsibilities** **i.** Management and Coordination of works in the preparation of landscape designs and production drawings of Projects in the Annual Works Programme; **ii.** Controlling of activities on the site; supervision of projects during construction and maintenance. **iii.** Monitoring of expenditure in landscape works; and liaising with other design team members on matters relating to design briefs and landscape works budget. **iv.** In addition, the officer will manage and coordinate field surveys and user reaction investigations; and **v.** Monitor and evaluate scheme designs done by consultants for necessary recommendation for approval;	**For appointment to this grade, an officer must have**: (i) Served in the grade of Senior Landscape Architect or in a comparable and relevant position in the Public Service for at least three (3) years; **(ii)** A Bachelors Degree in Landscape Architecture or its equivalent and relevant qualification from a recognised institution; **(iii)** Been Registered with the Board of Registration of Architects and Quantity Surveyors; **(iv)** Corporate membership with the Architectural Association of Kenya (AAK); **(v)** Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution; **(vi)** Attended a Management Course lasting not less than four (4) weeks from a recognized Institution;and **(vii)** Demonstrated general administrative ability required for direction, control and implementation of landscape works in building programmes.

				vi. Control and supervision of staff;	
3	MCPSB/48/02/2022	**Senior Clerical Officer (1 post)**	**CPSB 11 (JG.H)**	**Duties and Responsibilities** i. Ensuring of office equipment, documents and records are well maintained **ii.** Attending to visitors/clients **iii.** Keeping up to date data and maintaining proper filling system in the office **iv.** Supervision of office cleanliness **v.** Undertaking any other office administrative services duties that may be assigned	**For appointment to this grade, an officer must have:-** (i) have served in the grade of Clerical Officer I for a minimum period of three (3) years; **(ii)** Have passed the Proficiency Examination for Clerical Officers; **(iii)** possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution. **(iv)** Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and database.
4	MCPSB/49/02/2022	**Quantity Survey Assistant II(1post)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** i. Squaring dimensions and abstracting for the preparing of bills of quantities ii. Preparation of specifications iii. Site measurements, preparations of payment certificates and final	**For appointment to this grade, an officer must have:-** i. Served in the grade of Quantity Survey Assistant 111 or in a comparable and relevant position in the public service for at least three(3) years. ii. A Diploma or a Technical certificate part III in any of the following fields; Quality survey, Building Civil Engineering or its relevant and equivalent qualifications from a

				accounts iv. Compilation of tender and contract documentation **v.** Staffing of functional units relating to fees and cost planning**.**	recognized institution **iii.** Shown merits and ability as reflected in work performance and results
5	MCPSB/50/02/2022	**Quantity survey Assistant I(1post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Preparation of Bill of quantities and specifications, site measurements and preparation of interim payment certificates and final accounts; **ii.** Control of specialized units relating to fees, pre-contract documentation, contract documentation and maintenance of contract records.	**For appointment to this grade, an officer must have** ; i. . Served in the grade of Quantity Survey Assistant 11 or in a comparable and relevant position in the public service for at least three(3) years. ii. A Diploma or a Technical certificate part III in any of the following fields; Quality survey, Building Civil Engineering or its relevant and equivalent qualifications from a recognized institution Shown merits and ability as reflected in work performance and results
8	MCPSB/51/02/2022	**Principal Geo-Information Officer** **(1 post)**	**CPSB 06 (JG.N)**	**Duties and Responsibilities** **i.** Undertaking long and short term strategic plan of Geo-Information Systems (GIS); **ii.** Assisting in the implementation of the goals and objectives; and **iii.** Providing technical advice on Geo-information Communication Technology (Geo-ICT) requirement and trends; **iv.** The officers will be answerable to the Assistant Director of Geo-information services for	**For appointment to this grade, an officer must have:-** i. Served in the grade of Chief Geo-Information Officer or a comparable and relevant position in the public service for at least three (3) years ii. Attended a management course lasting not less than four (4) weeks; iii. Demonstrated a high degree of administrative and professional competence in Geo-information systems

				all matters relating to day to day administration of the GIS section	

5. DEPARTMENT OF WATER AND IRRIGATION

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/52/ 02/2022	**Chief Superintendent (Water) (7 posts)**	**CPSB 07 (JG.M)**	i. Ensuring availability of requirements for the operations and maintenance of water supply ii. preparing bills of quantities for water projects iii. Checking adherence to specification and standard iv Supervising complex water works iv. Preparing water supply and sewerage programmes v. Ensuring that work is progressing schedule.	**For appointment to this grade, an officer must have:-** i. Served in grade of senior superintendent(Water and sewerage) for a minimum period of three (3) years **ii.** Three (3) years certificate in technical training from a recognized institution. **OR** Diploma in either water supply technology or water engineering from a recognized institution and **iii.** Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution **iv.** Certificate in computer applications from a recognized institution **v.** Demonstrated merit and shown ability as reflected in work performance and results.
2	MCPSB/53/ 02/2022	**Senior Superintendent Water (3 posts)**	**CPSB 08 (JG.L)**	**Duties and Responsibilities** i. Coordinating water supplies and sewerage works	**For appointment to this grade, an officer must have:-** i. Served in the grade of superintendent (water and sewerage) for a minimum

				ii. Ensuring availability of requirements for the operations and maintenance of water supplies **iii.** Compiling reports and undertaking technical evaluation of tenders for water and sewerage inputs	period of three (3) years **ii.** Three (3) years certificate in technical training from a recognized institution **OR** Diploma in either water supply technology or water engineering from a recognized institution and iii. Certificate in computer applications from a recognized institution iv. Demonstrated merit and shown ability as reflected in work performance and results.
3	MCPSB/54/ 02/2022	**Superintendent (Water and Sewerage)(1post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Coordinating water supplies and sewerage works ii. Ensuring availability of water and provisio9n of sewerage services iii. Collecting,analysing data and preparing technical reports.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Senior Inspector (Water & sewerage) for a minimum period of three (3) years. ii. Diploma in water engineering, Water supply technology or from a recognized institution. iii. Certificate in water technology iv. Certificate in Computer applications v.
4	MCPSB/55/ 02/2022	**Senior Chargehand, (1post)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** An officer at this level will be the overall in-charge of the Artisans and Chargehands in line with their area of	**For appointment to this grade, an officer must have:-** **i.** Served in the grade of Chargehand or in a comparable and relevant position in the Public Service for at least three (3) years;

				specialization (Carpentry, Masonry, Welding, Painting and Plumbing). i. Preparation of improvement, repair and maintenance schedules; ii. Managing maintenance workshops; iii. Supervising, training and guiding other staff.	**ii.** Demonstrated ability to organise works, train and supervise junior staff; and **iii.** Shown merit and ability in work performance and results.
5	MCPSB/56/ 02/2022	**Chief Assistant Office Administrator** **(1 post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Taking oral dictation, **ii.** Using e-office to research and process data, **iii.** operating office equipment, **iv.** attending to visitors/clients, **v.** handling telephones calls, **vi.** handling customer inquiries and complaints, **vii.** coordinating schedules of meetings and appointments, **viii.** coordinating travel arrangement six. ensuring security of office records, equipment and documents including classified materials, **ix.** ensuring security	**For appointment to this grade, an officer must have:-** i. Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years. ii) Diploma in secretarial studies from the Kenya national council OR Business Education single and group certificates (BES & GC) stages I, II and III from Kenya national examination council in the following subjects ; a)shorthand III (minimum 120 w.p.m) b)Typewriting III (50 w.p.m) computerized document processing III c)business English III/communications II d) commerce II e) office practice II f) office management III/Office administration and management III g) secretarial duties II iv. Certificate in Secretarial Management Course from Kenya

				integrity and confidentiality of data, **x.** establishing and monitoring procedures for record keeping of correspondences and file movements, xii. maintaining an up to date filing system in the office, **xi.** preparing responses to routine correspondences and managing office protocol and etiquette **xii.** Managing petty cash and any other office administrative services duties that may be assigned.	School of Government or other Government training institute, **v.** Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution
6	MCPSB/56/ 02/2022	**Senior Office Administrative Assistant (1 post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Taking oral dictation word and data processing, ii. operating office equipment, **iii.** Ensuring security of office equipment documents and records. **iv.** Attending to visitors/clients. **v.** Handling telephone calls and appointments. **vi.** Maintaining diary and scheduling of meetings. **vii.** Ensuring an up to	**For appointment to this grade, an officer must have**:- i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years. ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:- a) Typewriting III (minimum 50 w.p.m) Computerised Document Processing III b) Business English III/Communications II c) Office Practice II d) Commerce II e) Secretarial duties II f) Office Management III/Office Administration and Management III

				date filing system in the office. **viii.** Supervision of office cleanliness viii. Handling routine correspondences. **ix.** Managing office petty cash and undertaking any other office administrative services duties that may be assigned.	OR Craft Certificate in Secretarial Studies from the Kenya National Examination Council iii. Certificate in Public Relations and 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. **v.** Shown merit and ability as reflected in work performance and results.
7	MCPSB/57/02/2022	**Principal Driver (1 post)**	**CPSB 10 (JG.J)**	**Duties and responsibilities** i. driving the assigned vehicle **ii.** carrying out routine checks on the vehicles cooling, oil, electrical, tyre pressure and brake systems. **iii.** detecting and reporting malfunctioning of the vehicle systems iv. maintenance of work tickets for vehicle assigned **iv.** ensuring security and safety of the vehicle on and off the road **v.** overseeing safety of	**For appointment to this grade an officer must have:-** i. served in the grade of Chief driver for a minimum period of three (3) years **ii.** passed Occupational trade test I for drivers. **iii.** valid driving license free from any current endorsements for class of vehicles the officer is required to drive **iv.** Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution. **v.** Attended a refresher course for drivers lasting not less than one (1)

				the passengers and of goods therein **vi.** maintaining cleanliness of the vehicle **vii.** In addition the officer may be required to supervise and guide staff in a small transport unit.	week within every three (3) years at the Kenya institute of highway and building technology (KIHBT) or any other recognized institution. **vi.** A valid certificate of good conduct from the Kenya police **vii.** Attended a first aid certificate course lasting not less than one (1) week at St john ambulance or Kenya institute of Highway and building technology (KIHBT) or any other recognized institution . **viii.** Demonstrated outstanding professional competence and integrity in work performance and results.
8	MCPSB/58/ 02/2022	**Geologist I(1post)**	**CPSB 07 (JG.M)**	**Duties and responsibilities** i. Long term ground water planning and management. ii. Evaluation of geotechnical water projects and preparation of field ground water programmes. iii. Controlling and supervising field hydrogeological, geophysical and geotechnical survey programmes, borehole drilling an ground water development programs as well as setting and designing	**For appointment to this grade, an officer must have: -** i. Served in the grade of geologist II, (Water) or in a comparable and relevant position in the public service for at least (3) years; ii. Demonstrated competence in planning, designing and undertaking hydrogeological, geophysical, geotechnical, borehole drilling and groundwater development programmes; and Been registered by the geologists registration board of Kenya and be a member of the geological society of Kenya.

				standards and specifications for programmes to be followed by Geologists. iv. Plan for resources required in execution of long term programmes.	
9	MCPSB/59/ 02/2022	**Principal Superintendent (Water &Sewerage) (1 post)**	**CPSB 06 (JG.N)**	**Duties and Responsibilities** i. Preparing bills of quantities for water projects **ii.** Checking adherence to specification and standard **iii.** Ensuring that work is progressing on schedule. **iv.** Supervising complex water works v. Preparing water supply and sewerage programmes **v.** Evaluating and advising on technical reports.	**For appointment to this grade, an officer must have:-** i. Served in grade of Chief Superintendent(water and sewerage) for a minimum period of three (3) years. **ii.** Three (3) years certificate in technical training from a recognized institution OR Diploma in either water supply technology or water engineering from a recognized institution **iii.** Certificate in management course lasting not less than (4) weeks from a recognized institution **iv.** Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution **v.** Certificate in computer applications from a recognized institution. **vi.** Demonstrated merit and shown ability as reflected in work performance and results.
10	MCPSB/60/ 02/2022	**Chief Clerical Officer(1post)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** i. An officer at this level will handle complex clerical tasks of diverse nature. ii. May be deployed to be in	**For appointment of this grade an officer must have**; - i. Served in the grade of senior clerical for at least three (3) years. ii. Possess a certificate in any of the

				charge of Clerical Officers within a section or deployed as a Caretaker. iii. Coordination of clerical work in a section. iv. Maintenance of general cleanliness and security of buildings and equipment. v. Planning of office accommodation and layout. vi. Processing of documents for issue of licenses or certificate under relevant Acts. vii. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.	following disciplines; Human resource management, business administration, Kenya accounts technician certificate(KATC), Kenya administration and management examination(KAME) **OR** any other approved equivalent qualification from recognized institution. iii. Be in a possession of an ICT certificate and be proficient in word processor, spreadsheets, presentation and database; and, iv. Have shown merit and ability as reflection in work performance and results.
11	MCPSB/61/02/2022	**Chief Irrigation Engineer/Chief Agricultural officer(1post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Ensuring availability of requirements for the operations and maintenance of water supply; ii. Planning and designing water supply infrastructures iii. Preparing bills of quantities for water projects. iv. Checking adherence to specification and standard v. Supervising complex water works. vi. Preparing water supply and sewerage programmes	**For appointment to this grade, an officer must have:-** (i) Served in the grade of senior irrigation engineer/ senior agricultural officer for a minimum period of three(3)years; (ii) Bachelor's degree in any of the following disciplines:- Dryland Agriculture Agricultural Engineering, Biosystems and Agricultural Engineering, Water and Environment Engineering, Environmental and Biosystems Engineering, Soil, Water, and Environmental Engineering, Civil and Structural Engineering, Civil Engineering or its equivalent qualification from a recognized institution. (iii) Certificate in computer applications

				vii. Ensuring that is progressing on schedule.	from a recognized institution; and Demonstrated merit and shown ability as reflected in work performance and results.
12	MCPSB/62/ 02/2022	**Office Administratative Assistant II (2 posts)**	**CPSB 11 (JG.H)**	**Duties and Responsibilities** i. Taking oral dictation ii. Word and data processing and managing e -office iii. Ensuring security of office records documents and equipment iv. Supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Office Administrative Assistant III for a minimum period of three (3) years ii. Business Education Single and group certificates (BES &GC) from the KNEC in the following subjects:- a. Typewritting II (minimum 40 w.p.m) Computerised document processing II b. Business English II c. Office Practice II d. Secretarial duties II e. commerce II OR Craft Certificate in secretarial Studies from the KNEC iii. Certificate in computer applications iv. Shown merit and ability as reflected in work performance.
13	MCPSB/63/ 02/2022	**Principal Clerical Officer(1 post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Supervising a group of clerical officers in a specific area of deployment. ii. Verifying compiled statistical records for accuracy iii. Coordinating processing of human resource records and	**For appointment to this grade, an officer must have:-** i. Served in the grade of chief clerical officer for a minimum period of three (3) years ii. Kenya certificate of secondary Education (KCSE) Mean grade C- (minus) or its equivalent qualification; iii. Supervisory skills course lasting not less than two weeks from a recognized institution; iv. Certificate in any of any the

				accounting transactions. iv. Ensuring maintenance of efficient filing system v. Safe custody of invoices, receipt, vouchers and related records vi. Processing appointment, promotions, discipline cases, transfers and other related duties in human resource management. vii. Verifying payment vouchers viii. Computing financial or statistical records based on routine correspondences. ix. Drafting indents for advertisements. x. Processing pension documents. xi. Processing documents for issuance of academic records xii. Inducting new clerical personnel Mentoring and guiding other clerical officers.	following disciplines: Human resource Management (HRM) Business Administration, Kenya Accounts Technician Certificate (KATC) Supply Chain Management or records Management lasting not less than six (6) months from a recognized institution; v. Passed the proficiency Examination for clerical Officers; vi. Certificate in computer application skills from a recognized institution. vii. Shown merit and ability as reflected in work performance and results.
14	MCPSB/64/02/2022	**Senior Assistant Director of Geo-Information(1post)**	**CPSB 04 (JG.Q)**	i. Providing overall advice to the Director, Resource Surveys and Remote Sensing, on all Geo-Information Communication Technology (Geo-ICT)	**For appointment to this grade, officer must have:-** i. Served as Assistant Director of Geo-information Services or in a comparable and relevant position in the public service for at least three (3) years;

				requirements and trends as well as on strategic partnership and collaborations with other organizations.	ii. A Master's degree in any of the following disciplines: Computer Science, Geo-information Science Management, Geo-informatics, Mathematics, Geography, Physics or any other relevant qualifications from a recognized University; iii. Demonstrated a high level of competence and administrative ability to work as a team leader in Geo-Information System; and iv. Ability to coordinate and organize multi-sectoral disciplines and programs.
	INTERNAL ADVERTISEMENT FOR VACANT POSITION				
15	MCPSB/65/ 02/2022	**Office Administrative Assistant II (1 post)**	**CPSB 11 (JG.H)**	**Duties and Responsibilities** i. Taking oral dictation ii. Word and data processing and managing e -office iii. Ensuring security of office records documents and equipment iv. Supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Office Administrative Assistant III for a minimum period of three (3) year ii. Business Education Single and group certificates (BES &GC) from the KNEC in the following subjects:- a. Typewritting II (minimum 40 w.p.m) Computerised document processing II b. Business English II c. Office Practice II d. Secretarial duties II e. Ccommerce II OR

					Craft Certificate in secretarial Studies from the KNEC iii. Certificate in computer applications iv. Shown merit and ability as reflected in work performance.

6. DEPARTMENT OF LEGAL PUBLIC SERVICE ADMINISTRATION AND MANAGEMENT

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/66/02/2022	**Senior Assistant Director Human Resource Management (1 post)**	**CPSB 04(JG.Q)**	**Duties and Responsibilities** vi) An officer at this level will head a human resource management division/unit in a smaller department. **vii)** In the human resource management unit the officer will be the liaison officer between the county and the directorate of personnel management and the public service commission. **viii)** Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures. ix) Analyzing the impact	**For appointment to this grade, an officer must have:-** i) Served as an assistant director of human resource management for a minimum period of three (3) years ii) A master's degree in human resource/human resource management, industrial relations, public/business administration, government or in any other relevant qualification from a recognized institution. iii) Demonstrated a high degree of professional competence administrative capabilities and initiative in the general organization and management of human resource management policies, regulations and employee relations, labor laws and other statutes that impact on the human resource. iv) Be familiar with the government policies and regulations relating to

				of the human resource management policies rules and regulations on the staff in the department. v) Advising the authorized officer on the delegated powers and ensuring proper implementation and scope of advising the authorized officer on the professional human management standards and ensuring that the standards are maintained in the department. **x)** Advising county corporations under the ministry on the general government policies on human resource management and interpretation of labor laws and other statutes that impact on human resource management in the department.	human resource management. v) Shown merit and ability as reflected in work performance and results. (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; (v) Membership to a relevant professional body; (vi) Certificate in computer application skills from a recognized institution; and *(vi)* Demonstrated merit and ability as reflected in work performance and results.
2	MCPSB/67/02/2022	**Senior Assistant Office Administrator (1 post)**	**CPSB 08 (JG.L)**	i.Taking oral dictation; managing e-office; word and data processing. ii. Operating office equipment; maintaining office diary, appointments and travel itineraries. iii. Attending to	**For appointment to this grade, an officer must have:-** i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years. ii. Diploma in Secretarial Studies from the Kenya National Examinations Council.

				visitors/ clients; handling telephone calls; coordinating schedules of meetings. iii. Ensuring security of office records, equipment and documents, including classified materials. iv. Maintaining an up to date filing system in the office. v. Establishing and monitoring procedures for record keeping of correspondence and file movements. vi. Preparing responses to simple routine correspondence. vii. Managing office protocol and etiquette, supervising office cleanliness viii. Managing petty cash; ensuring security, integrity and confidentiality of data. ix. Undertaking any other office administrative services that may be assigned	**OR** Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: a. Shorthand III (minimum 110 w.p.m.) b. b) Typewriting III (50 w.m.p) /Computerized Document processing III. c. Business English III /Communications II. d) Office Practice II. d. Commerce IIf) Office Management III /Office Administration and Management III. e. Secretarial Duties II. iii Certificate in Public Relations and 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. v. Shown merit and ability as reflected in work performance and results
3	MCPSB/68/02/2022	**Chief Assistant Office Administrator (2 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Taking oral dictation; using e-office to research and data processing. ii. Operating office equipment;	**For appointment to this grade, an officer must have:-** i. Served in the grade of senior Assistant Office Administrator for a minimum period of three (3) years. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National

				attending to visitors/ clients. iii. Handling telephone calls iv. coordinating schedules of meetings and appointments. v. Ensuring security of office records, equipment and documents, including classified materials. vi. Preparing responses to routine correspondence vii. Managing office protocol and etiquette. viii. Managing petty cash; monitoring procedures for record keeping of correspondence and file movements. ix. Maintaining an up to date filling system in the office; coordinating travel arrangements. x. Handling customer inquiries and complaints; establishing and undertaking any other office administrative	Examinations Council in the following subjects:- a. Shorthand III (minimum 120 w.p.m.) b. Typewriting III (50 w.m.p) /Computerized Document processing III. c. Business English III /Communications II. d. Commerce II. e. Office Practice II. f. Office Management III /Office Administration and Management III. g. Secretarial Duties II. iii. Certificate in Secretarial Management Course lasting not less than four (4) weeks from the Kenya School of Government or any other Government Training Institution. **iv.** Certificate in Supervisory Skills Course lasting not less than (2) weeks from a recognized institution. v. Certificate in computer applications from a recognized institution. v. Shown merit and ability as reflected in work performance and results.

				service duties assigned	
4	MCPSB/69/02/2022	**Assistant Office Administrator** **(3 posts)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Taking oral dictation; managing e-office; word and data processing. ii. Operating office equipment; attending to visitors/ clients. iii. Handling telephone calls and appointments. iv. Maintaining office diary and travel itineraries. v. Ensuring security of office records, equipment and documents, including classified materials. vi. Preparing responses to simple routine correspondence. vii. Establishing and monitoring procedures for record keeping of correspondence and file movements. viii. Maintaining an up to date filling system in the office; ensuring security; integrity and confidentiality of data. ix. Managing office protocol and etiquette; supervising	**For appointment to this grade, an officer must have:-** i. Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of three (3) years. ii. Diploma in Secretarial Studies from the Kenya National Examinations Council. **OR** iii. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:- a. Shorthand III (minimum 100 w.p.m.) b. Typewriting III (50 w.m.p) /Computerized Document processing III. c. Business English III /Communications II. d. Commerce II. e. Office Practice II. f. Office Management III /Office Administration and Management III. g) Secretarial Duties II. iii) Certificate in Public Relations and 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

				office cleanliness; managing petty cash. x. Undertaking any other office administrative services duties that maybe assigned.	applications from a recognized institution. v) Shown merit and ability as reflected in work performance and results.
5	MCPSB/70/02/2022	**Chief Human Resource Management and Development Officer (2posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Assisting in collecting, collating and analysing Human Resource Management data from county departments and making appropriate recommendations . ii. Analyzing human resource management issues emanating from departments and initiating appropriate action iii. Implementing, monitoring and assessing effectiveness of existing human resource management policies. **iv.** Planning controlling and coordinating human resource	**For appointment to this grade, an officer must have:** (i) Served in the grade of Senior Human Resource Management and Development Officer in the County for a minimum period of three (3) years; (ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution; (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development,

				management activities of recruiting ,appointment, employee relations, discipline and staff welfare	Industrial Relations, Labour Relations or its equivalent from a recognized institution; (iv) Membership to a relevant professional body; (v) Certificate in computer application skills from a recognized institution; and Shown merit and ability as reflected in work performance and results.
6	MCPSB/71/02/2022	**Principal Office Administrator (1post)**	**CPSB 06 (JG.N)**	**Duties and Responsibilities** i. Taking oral dictation úsing e-office to research and process data ii. Operating office equipment iii. Attending to visitors/clients iv. Handling telephone calls v. Handling customer enquiries and complaints vi. Coordinating schedules of meetings and appointments vii. Coordinating travel arrangements viii. Ensuring security of office records ,equipment and documents, including classified materials ix. Ensuring	**For appointment to this grade the officer must have:** i) Served in the grade of Chief Office Administrator for a minimum period of three years. ii) Bachelor's degree in Secretarial studies or Bachelor of Business and Office Management from a recognized institution iii) Certificate in Secretarial Management Course from Kenya School of Government or any other training Institute iv) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution v) Certificate in computer applications from a recognized institution vi) Demonstrated professional competence in Management of Office Administrative Services

				security,integrity and confidentiality of data x. Establishing and monitoring procedures of record keeping of correspondences and file movements xi. Maintaining an up to date filing system in the office xii. Preparing responses to routine correspondences xiii. Managing protocol and etiquette and managing petty cash and nay other office administrative services duties that may be assigned. xiv. Guide and supervise other office administrative personnel.	
	INTERNAL ADVERTISEMENT FOR VACANT POSITIONS				
7	MCPSB/72/02/2022	**Principal Clerical Officer(1 post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** xiii. Supervising a group of clerical officers in a specific area of deployment. xiv. Verifying compiled statistical records for accuracy xv. Coordinating processing of human resource records and accounting	**For appointment of this grade an officer must have; -** i. Have served in the grade of Chief clerical Officer for at least three(3) years; ii. Kenya Certificate of Secondary Education mean grade C- (minus) or its equivalent. iii. Supervisory skill course lasting not less than two weeks from a recognized institution. iv. Certificate in any of the following disciplines; Human Resource Management, Business

				transactions. xvi. Ensuring maintenance of efficient filing system xvii. Safe custody of invoices, receipt, vouchers and related records xviii. Processing appointment, promotions, discipline cases, transfers and other related duties in human resource management. xix. Verifying payment vouchers xx. Computing financial or statistical records based on routine correspondences. xxi. Drafting indents for advertisements. xxii. Processing pension documents. xxiii. Processing documents for issuance of academic records xxiv. Inducting new clerical personnel xxv. Mentoring and guiding other clerical officers.	Administration, Kenya Accounts Technician Certificate (KATC) supply chain management or records management lasting not less than 6 months from a recognized institution. v. Passed a proficiency extermination for clerical officers. vi. Be in possession of certificate in computer application skills from a recognized institution. vii. Have shown merit and ability as reflect in work performance and results.
8	MCPSB/73/02/2022	**Principal Human**	**CPSB 06 (JG.N)**	**Duties and Responsibilities**	**For appointment to this grade, an officer must have:**

		Resource Management and Development Officer (1 post)		They will depend on the area of deployment and will entail: (i)Planning, co-ordination, organization and direction of human resource Management services; (ii)Analyzing the staffing levels and making proposals for succession planning; (iii)Analyzing, utilization and proper deployment of human resource in the Department; (iv)Analysing staff progression and making proposals for career development; (v)Ensuring the correct interpretation and implementation of human resource regulations; (vi)Any other human resource duties as may be assigned from time to time; and (vii)Supervising, guiding, counselling, mentoring, training and development of staff working under him/her.	(i) Served in the grade of senior Human Resource Management and Development Officer in the County for a minimum period of three (3) years; (ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution; (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution; (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution; (v) Membership to a relevant professional body; (vi) Certificate in computer applications skills from a recognized institution; and (vii) Shown merit and ability as reflected in work performance

					and results.

7. DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/74/02/2022	**Senior Economist II (10 posts)**	**CPSB 07 (JG.M)**	i. Work at this level will involve heading a planning division in the department responsible for county economic planning or a similar unit in any other department. ii. Carrying out more specialized and complex economic planning/statistical analyses. iii. Supervising and coordinating the activities of staff under him/her. iv. Heading a planning and project monitoring Unit the county	**For appointment to this grade, an officer must have:-** i. Served in the grade of Economist I, for at least three years. ii. Demonstrated professional ability, initiative and competence in organizing directing and executing work at this level. iii. Show merit and ability as reflected in work performance and results.
				v.	
2	MCPSB/75/02/2022	**Chief Clerical Officer(1post)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** **i.** An officer at this level will handle complex clerical tasks of diverse nature. **ii.** May be deployed to be in charge of Clerical	**For appointment of this grade an officer must have; -** i. Served in the grade of senior clerical officer for at least three (3) years. ii. Possess a certificate in any of the following disciplines; Human

				Officers within a section or deployed as a Caretaker. **iii.** Coordination of clerical work in a section. **iv.** Maintenance of general cleanliness and security of buildings and equipment. **v.** Planning of office accommodation and layout. **vi.** Processing of documents for issue of licenses or certificate under relevant Acts. **vii.** In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.	resource management, business administration, Kenya accounts technician certificate(KATC), Kenya administration and management examination(KAME) **OR** Any other approved equivalent qualification from recognized institution. iii. Be in a possession of an ICT certificate and be proficient in word processor, spreadsheets, presentation and database; and iv. Have shown merit and ability as reflection in work performance and results
3	MCPSB/76/02/2022	**Senior Library Assistant (1 post)**	**CPSB 09 (JG.J)**	**Duties and Responsibilities** An officer at this level will be responsible for the management of Library Information Services, including implementation of Documentation and Library work programmes in a Library/Information. Centre within a Department. Specific duties and responsibilities will include indexing and abstracting journal articles; operating Current Awareness Service (CAS); editing of reports, newsletters and other publications; selection	**For appointment to this grade, an officer must have:-** Requirements for Appointment For appointment to this grade, an officer must have:- (i) served in the grade of Library Assistant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and (i) (ii) shown merit and ability as reflected in work performance and results.

				and purchasing of information and other research materials in consultation with **i.** professionals and researchers.	
4	MCPSB/77/02/2022	**Chief Supply chain Management Officer(3posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Undertaking procurement of less complex nature,' ii. Overseeing and coordinating warehousing distribution and fleet management, iii. Disposal of stores and equipment; iv. Market surveys and research. v. Inventory and stock control and procurement plan.	**For 'appointment this grade an officer must have**:- i. Served in the grade of Senior Supply Chain Management officer comparable and relevant position in the Public Service for a minimum - period of three (3) years: i. Attended a management course lasting for not less than four (4) weeks; and ii. Shown administrative capability and outstanding performance:
5	MCPSB/78/02/2022	**Chief Accountant (4 posts)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** A Chief Accountant will be deployed to head one or more divisions of an Accounting Unit/ District Treasury. Work at this level will be similar to those performed by the Senior Accountant but of wider scope and higher complexity. Work at this level will include i. Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be	**For appointment to this grade, an officer must have: -** (i) Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years. (ii) A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination **OR** Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.

				required to undertake ad hoc assignments relating to accounting services. ii. In addition the officer may be called upon to assist in preparations of final accounts. iii. The officer will ensure safe custody of Government assets and records under him/her . iv. Authorizing payments and signing of cheques subject to set limits. v. The officer will be responsible for timely and accurate preparation of management reports that fall under his/her division. vi. He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.	(iii) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution. (iv) Shown merit and ability as reflected in work performance and results.
6	MCPSB/79/02/2022	**Deputy Chief Economist(1post)**	**CPSB 04 (JG.Q)**	**Duties and Responsibilities** i. Assist the Chief Economist in the day today administration of the Planning Division or the Central Bureau of Statistics. ii. Responsible for the general direction of economic planning function and production of statistical data at national level. iii. Preparation of national	**For appointment to this grade, an officer must have: -** i. Served in the grade of Principal Economist or other comparable and relevant position in the field of economics, policy research and statistics in the public sector for at least 3 years. ii. Demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results. iii. Managerial experience necessary for the effective management of staff and ; iv. Attained qualifications in economics of

				development plans, strategies, policies and programmes. iv. Monitoring and evaluation of policies and programmes. v. Collation and presentation of statistical data in the form of survey reports and bulletins in ministries and direction, control and coordination of all the various planning or statistical activities of professional and supporting staff within the planning departments as well as those serving in similar capacities in other ministries.	at least masters of Arts, Masters of Science, Master of Philosophy or equivalent recognized qualifications.
7	MCPSB/80/02/2022	**Assistant Director Information Communication Technology (1post)**	**CPSB 05 (JG.P)**	**Duties and Responsibilities** i. Planning, monitoring and evaluating program activities. ii. Ensuring ICT goals and objectives are met; approving of ICT standards for application. iii. Liaising with users to ensure that information processing needs are met. iv. Reviewing and evaluating feasibility studies and reports for implementation. v. Management and	**For appointment to this grade an officer must have:** (i) Served in the grade of Principal Information Communication Technology or in a senior comparable relevant position in the County Public Service for a minimum period of three (3) years; (ii) Attended management lasting not less than 4 weeks or strategic leadership development programme. (iii) A Master's degree in Computer Science or any other/ICT related discipline from a recognized Institution is an added advantage. (iv) Demonstrated professional ability, initiative and competence in organizing and directing work.

				coordination of the unit. vi. Supervising ICT officers. vii. Providing assistance in the development of ICT strategic plans. viii. Ensuring that ICT projects are completed within the planned time and budget; ensuring that procedures and standards are adhered to; ix. Liaising with heads of Department in the Ministries/Departments in developing and implementing change management initiatives; ensuring that officers are adequately trained; x. Drawing up the budget for the ICT unit and xi. Procurement of ICT equipment and services.	
8	MCPSB/81/02/2022	**Assistant Director Office Administrative Services(1post)**	**CPSB 05 (JG.P)**	**Duties and Responsibilities** i. Preparing up to date records of office administrative services personnel ii. Initiating postings and deployment orders of office administrative services personnel	**For appointment to this grade, an officer must have:-** i. Served in the grade of Principal Office Administrator of Principal Assistant Office Administrator for a minimum period of three (3) years. ii. Bachelor Degree in Secretarial Studies or Bachelor of Business and Office Management Services from the recognized institution.

				iii. Facilitating training of office administrative services personnel iv. Collecting collating and analysing data and preparing reports of office administrative services staff. v. Participating in selection and recruitment process of office administrative services personnel in the civil service and vi. Any other duties that may be assigned.	**OR** Bachelor Degree in Social Sciences plus a Diploma in Secretarial studies from a recognized institution. **OR** Bachelor Degree in Social Sciences plus Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:- a. Shorthand III (minimum 100 w.p.m.) b. Typewriting III (50 w.m.p) /Computerized Document processing III. c. Business English III /Communications II. d. Commerce II. e. Office Practice II. f. Office Management III /Office Administration and Management III. g) Secretarial Duties II. iii. Masters Degree in Business Administration/Business Management or any other relevant and equivalent qualification from a recognized institution is an added advantage. iv. Certificate in Secretarial Management Course from Kenya School of Government or any other

					recognized institution. v. Certificate in Senior Management course lasting not less than four weeks from a recognized institution. vi. Certificate in computer operations from a recognized institution. vii. Demonstrated outstanding professional competence in management of secretarial services.
9	MCPSB/82/02/2022	**Senior Statistician 11(1 post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Carrying out more specialised and complex economic planning /statistical analyses ii. Supervising and co-ordinating the activities of staff under him/her **iii.** Heading a planning and project monitoring unit in the county.	**For appointment to this grade, an officer must have:-** i. Served in the grade of Statistician 1 for at atleast three years. ii. Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level; and **iii.** Shown merit an ability reflected in work performance and results**.**
10	MCPSB/83/02/2022	**Deputy Chief Finance Officer(1post)**	**CPSB 04 (JG.Q)**	**Duties and Responsibilities** (i) Control of budgetary commitments; (ii) Financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within a Ministry/Department (iii) Incorporation of State Corporations budgets and other agencies funded in the parent	**For appointment to this grade, an officer must:** (i) Have served in the grade of Senior Principal Finance Officer/Assistant Director of Budget or an equivalent position in the Public Service for at least three (3) years; **(ii)** Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university; **(iii)** Attended a Strategic

				Ministry/Departments budget, release of funds for State Corporations and monitoring the use of their financial resources; (iv) Monitoring and servicing of guaranteed loans by State Corporations and taking follow up action on the recovery of funds owed to the Government; (v) Monitoring and review of programme implementation and taking corrective measures; (vi) Timely issuance of Authority-to-Incur Expenditure (AIE) to various spending points, particularly to the districts and ensuring that AIEs are consistent with quarterly ceilings; and (vii) Undertaking risk management for the Ministry/Department	Leadership Course lasting not less than four (4) weeks; and **(iv)** Shown outstanding capability in Financial Management.
	INTERNAL ADVERTISEMENT FOR VACANT POSITION				
11	MCPSB/84/02/2022	**Director Information Communication Technology (ICT)- (1 post)**	**CPSB 03 (JG.R)**	**Duties and Responsibilities** An officer at this level will report to the chief officer finance economic planning and ICT. Will provide leadership,	**For appointment to this grade, an officer must have**: (i) Served in the grade of Senior Assistant Director of Information Communication Technology or in an equivalent and relevant position in the Public Service for a

				vision and management in the ICT department. Assessing and responding to the ICT needs of the county, directing planning, budgeting, and operations in the department. Direct coordination of projects initiation, prioritization, and information resource allocation; direct the development of ICT strategies and design ICT solutions, Managing the ICT and County data center , advising the county on ICT matters, developing and implementing operational policies and guidelines on utilization of ICT resources; Overseeing the preparation and utilization of the department's budget; and coordinating staff matters	minimum period of three (3) years; (ii) A Master's degree in Computer Science or any other ICT related discipline from a recognized Institution; (iii) Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and (iv) Demonstrated professional ability, initiative and competence in organizing and directing work

8. DEPARTMENT OF CULTURE, YOUTH AND SPORTS

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/85/02/2022	**Chief Clerical Officer (1post)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** i. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. ii. Coordination of clerical work in a section;	**For appointment to this grade, an officer must have:-** i. Have served in the grade of Senior Clerical Officer for at least three (3) years; ii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC),

				maintenance of general cleanliness and security of buildings and equipment; iii. Planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.	Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution; iii. Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and iv. Have shown merit and ability as reflected in work performance and results.
2	MCPSB/86/02/2022	**Chief Assistant Office Administrator (1post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** i. Taking oral dictation; using e-office to research and data processing. ii. Operating office equipment; attending to visitors/ clients. iii. Handling telephone calls; coordinating schedules of meetings and appointments. iv. Ensuring security of office records, equipment and documents, including classified materials. v. Preparing responses to routine correspondence. vi. Managing office protocol and etiquette. vii. Managing petty cash; monitoring procedures for record keeping of correspondence and file movements. viii. Maintaining an up to date	**For appointment to this grade the officer must:** i) Served in the grade of senior Assistant Office Administrator for a minimum period of three years ii) Diploma in secretarial Studies from Kenya National Examinations Council OR Business Education Single and group certificates (BES&GC) stage I, II and III from the Kenya National Examinations Council in the following subjects; - a) Shorthand III (minimum120 w.p.m); b) Typewriting III (50 w.p.m)/computerized document processing III; c) Business English III/Communications II; d) Commerce II; e) Office Practice II; f) Office Management III/Office Administration and management III; g) Secretarial Duties II iii) Certificate in Secretarial Management course lasting not than four (4) weeks

				filling system in the office; coordinating travel arrangements. ix. Handling customer inquiries and complaints; establishing and undertaking any other office administrative service duties assigned.	from Kenya School of government or any other Government Institution iv) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution
	INTERNAL ADVERTISEMENT FOR VACANT POSITIONS				
3	MCPSB/87/02/2022	**Senior Sports Technician (1post)**	**CPSB 10 (JG.J)**	**Duties and Responsibilities** i. Organizing sports functions and competitions; keeping track record of all trainees; ii. Coordinating and conducting fitness classes; iii. Designing sports venues; coaching and officiating during sports activities; iv. Overseeing proper maintenance of records of sports tools, equipment and facilities; v. Ensuring sports implements records are maintained; administering First Aid for minor sports injuries; and vi. Ensuring care and safety of sports facility users.	**For appointment to this grade, an officer must have**:- (i) Served in the grade of Sports Technician I or in a comparable position in the Public Service for a minimum period of three (3) years; (ii) Certificate in Sports Administration and Management lasting not less than one (1) year from a recognized Institution; (iii) First Aid Certificate from a recognized institution; and (iv) Demonstrated merit and ability as reflected in work performance and results.
4	MCPSB/88/02/2022	**Director Culture(1post)**	**CPSB 03 (JG.R)**	**Duties and Responsibilities** i. Writing and reviewing proposals aimed at empowerment of cultural practitioners. ii. Ensuring implementatioin of programmes on the national policy on culoture	**For appointment to this grade, an officer must have**:- i. Served in the grade of Senior Assistant Director of culture or comparable and position in the public Service for a minimum period of three(3) years. ii. Bachelors degree in any of the

				and heritage iii. Identifying strategies for the promotion of Kiswahili,indigenous language and other languages; iv. Monitoring and evaluating cultural programmes and preparing periodical reports v. Coordinating establishment and management of community cultural centres, art galleries and research institutes vi. Liasing with stakeholders to forge partnership for involvement and participation in cultural progammes vii. Ensuring capacity workshops,exhibitions, symposia,concerts,festivals, competitions and research meetings are undertaken viii. Verifying and validating documentation of viable elements of intangible cultural heritage for inscription and safeguarding.	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. iii. Masters 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,internal relations,cultural tourism or its equivalent from a recognized institution. iv. Attended a Strategic Leadership Development Course lasting not less than six weeks from a recognized institution. v. Certificate in computer applications and; vi. Demonstrated managerial, administrative and professional competence in work performance.

9. DEPARTMENT OF EDUCATION, TECHNOLOGY, GENDER AND SOCIAL DEVELOPMENT

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB**	**JOB DESCRIPTION**	**JOB**

			GROUP	(Duties & Responsibilities)	SPECIFICATIONS/QUALIFICATION
1	MCPSB/89/02/2022	**Chief Youth Polytechnic Instructor** **(1 post)**	**CPSB 07 (JG.M)**	**Duties & Responsibilities** i. Participating in formulation of education plans,management, administration and development of strategies for the Youth Polytechnic ii. Co-ordinating curricula development iii. Implementation and evaluation iv. Instructing in areas of specialization v. Guidng and supervising newly appointed Youth Polytechnic instructors vi. Co-cordinating setting,moderton and administration of examinations vii. Carrying out research in releant technical areas viii. Ensuring proper utilization of training and learning materials in the youth polytechnics ix. Liasing with relevant industries for trainee industrial attachments x.	**For appointment to this position, the officer must have**; - i. Served in the grade of Senior Youth Polytechnic Instructor for a minimum period three (3) years; ii. Diploma in any of the following disciplines: Information and Communication Technology, Electronics Engineering; Telecommunication Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial /Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology / Foot wear; Animal science; Hair Dressing and Beauty Therapy; Fashion Design and Garment Making and Textile Technology; Food Technology; Institutional Management; Catering and House Keeping; Carpentry and Joinery. iii. Certificate in Computer Applications from a recognized institution. iv. Shown merit ability as reflected in work and performance and results
3	MCPSB/90/02/2022	**Youth Polytechnic Instructor 1**	**CPSB 09 (JG.K)**	**Duties & Responsibilities** i. Theoretical and practical instruction in areas of specialization	**For appointment to this position, the officer must have; -** i. Served in the grade of Youth Polytechnic Instructor 11 for a minimum

		(32 posts)		ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records iii. Carrying out trainee assessment iv. Preparing trainee progress reports v. Ensuring proper storage, care and usage of teaching and learning matrials, tools and equipment vi. Administering examinations vii. Coordinating co-curricular activities viii. Ensuring trainee discipline is maintained ix. Coaching and providing leadership to newly deployed instructors x. Liasing with relevant industries for trainee attachment, guiding and monitoring and supervising trainees on attachment. xi. Proper maintenance of inventory tools, equipment and training materials.	period of three (3) years; ii. Diploma in any of the following disciplines: Information and Communication Technology, Electronics Engineering; Telecommunication Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial /Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology / Foot wear; Animal science; Hair Dressing and Beauty Therapy; Fashion Design and Garment Making and Textile Technology; Food Technology; Institutional Management; Catering and House Keeping; Carpentry and Joinery. iii. Certificate in Computer Applications from a recognized institution. iv. Shown merit ability as reflected in work and performance and results.
4	MCPSB/91/02/2022	**Principal Early Childhood Development Education Officer (ECDE)**	**CPSB 06 (JG.N)**	**Duties & Responsibilities** i. Facilitate learning ii. Developing and facilitating learning activities that will enable children enjoy learning	**For appointment to this position, the officer must have; -** i. Served in the grade of Early Childhood Development Education Officer for a minimum period of

		(5 posts)		through play in ECDE Centres iii. Develop relevant learning materials for both regular and children with special needs. iv. Participate in training of ECDE trainers at the centres v. Supervisory role over ECDE teachers in the county vi. Induction of new ECDE teachers vii. Participate in development and implementation of strategic plan of th county viii. Participate in planning ECDE activities and programmes ix. Conduct research of ECDE	three (3) years at job group M; ii. Degree in any of the following disciplines; bachelor's degree in Education, BED Early Childhood Education iii. Certificate in Computer Applications from a recognized institution iv. Shown merit and ability as reflected in work and performance and results.
5	MCPSB/92/02/2022	**Assistant Director ECDE** **(1 post)**	**CPSB 05 (JG.P)**	**Duties & Responsibilities** i. Administering and managing early children programmes at sub-county ii. and community level iii. Coordinating and liaising with the stakeholders in Early Childhood iv. Development Education v. Conducting training courses for early childhood teachers and other stakeholders. vi. iv. Developing and disseminating county based (local) curriculum	**For appointment to this position, the officer must have; -** i. A Master of Education Degree in Early Childhood Development or any ii. other relevant Masters in Education from a recognized institution of higher learning iii. Served in the grade of Principal Graduate ECDE officer for three years. or a comparable and relevant position in the public service for at least three (3) years. iv. Attended a senior management course, lasting not less than four

				for early vii. Development program viii. Identifying, designing, undertaking and coordinating research at sub-county and community level on early childhood development ix. Monitoring and disseminating information on early childhood program and projects. x. Documenting and disseminating information and early childhood programmes. xi. Developing county-based programmes that cater for the total development of children less than eight (8) years. xii. Developing and providing prototypes of appropriate resource materials to local community and parents. xiii. Creating and promoting awareness on early childhood needs and demands to local communities and parents. xiv. Mobilizing the local communities and parents to provide for the needs of learners.	weeks from a recognized institution v. Evidence of computer literacy. vi. Registered by the Teachers Service Commission vii. Shown merit and ability as reflected in work, performance and results.

10. COUNTY PUBLIC SERVICE BOARD

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/93/02/2022	**Chief Information Communication Technology Officer, (1post)**	**CPSB 07 (JG.M)**	**Duties and Responsibilities** **i.** Coordinating systems analysis, design and programme specifications; ensuring timely implementation and effective maintenance of systems; ii. Developing reports on ICT standards; and supervising overall systems documentation; iii. Taking charge of Information Communication Technology equipment maintenance; iv. Preparing progress reports of the Information Communication Technology equipment maintenance; v. Evaluating and recommending on the suitability of Information Communication Technology equipment; training of Information Communication Technology Hardware personnel and users; vi. Designing Local Area Network (LAN) and Wide Area Network (WAN); and	**For appointment to this grade, an officer must have**: (i) Served in the grade of Senior Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; (ii) Shown merit and ability as reflected in work performance and results; and (iii) Demonstrated professional ability, initiative and competence in organizing and directing work.

				preparing staff performance reports.	
2	MCPSB/94/02/2022	**Principal Human Resource Management Officer(1post)**	**CPSB 06 (JG.N)**	**Duties and responsibilities** They will depend on the area of deployment and will entail: (i)Planning, co-ordination, organization and direction of human resource Management services; (ii)Analyzing the staffing levels and making proposals for succession planning; (iii)Analysing, utilization and proper deployment of human resource in the Department; (iv)Analysing staff progression and making proposals for career development; (v)Ensuring the correct interpretation and implementation of human resource regulations; (vi)Any other human resource duties as may be	**For appointment to this grade, an officer must have:** (i) Served in the grade of Chief Human Resource Management and Development Officer in the County for a minimum period of three (3) years; (ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution; (iii) Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution; (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution; (v) Membership to a relevant professional body; (vi) Certificate in computer applications skills from a

				assigned from time to time; and (vii)Supervising, guiding, counselling, mentoring, training and development of staff working under him/her.	recognized institution; and (vii) Shown merit and ability as reflected in work performance and results.
3	MCPSB/95/02/2022	**Senior Assistant Director Office Administrative Services (1 post)**	**CPSB 04 (JG.Q)**	**Duties and Responsibilities** i. Interpreting and implementing office administrative services personnel services and procedures ii. Participating in selection and recruitment of office administrative services personnel iii. Verifying and analysing office administrative service personnel data for postings and deployment iv. Participating in organizing and budgeting for seminars and workshops for office administrative services personnel v. Participating in updating biodata for office administrative services staff. **vi.** Supervising office administrative services personnel and undertaking any other duties as may be assigned.	**For appointment to this grade, an officer must have;** i. Served in the grade of Assistant Director, Office Administrative Services for a minimum period of three(3) years; ii. Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from recognized institution; OR iii. Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; OR Bachelor Degree in Social Sciences plus Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:- iv. Shorthand III (minimum 100 w.p.m.) v. Typewriting III (50 w.p.m) /Computerized Document processing III. vi. Business English III /Communications II. vii. Commerce II.

					viii. Office Practice II. ix. Office Management III /Office Administration and Management III. x. Secretarial Duties II. xi. Masters Degree in Business Administration/Business Management or any other relevant and equivalent qualification from a recognized institution. xii. Certificate in Senior Management course lasting not less than four weeks from a recognized institution. xiii. Attended a Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognized institution. xiv. Certificate in computer operations from a recognized institution. xv. Demonstrated outstanding professional competence in management of office management services.

11. DEPARTMENT OF ENVIRONMENT NATURAL RESOURCES AND CLIMATE CHANGE

	PROMOTION POSITIONS				
S.No.	**Vacancy number**	**JOB TITLE**	**JOB GROUP**	**JOB DESCRIPTION (Duties & Responsibilities)**	**JOB SPECIFICATIONS/QUALIFICATION**
1	MCPSB/96/02/2022	**Assistant Director Environment and Climate Change (1 post)**	**CPSB 05 (JG.P)**	i. Will supervise the work of skilled officers in charge of sections at the County. ii. The officer will be expected to: give inputs in drafting policy papers in the area of deployment;	**For appointment to this position a candidate must have:-** (i) Served as Principal Environment

				iii. Coordinate implementation of Environment and Natural resource programmes in the County; iv. Establish effective routines for assessing the impact of policy implementation and programmes; v. Carry out planning and evaluation of programmes; vi. Provide secretariat services to Environmental Conservation Committees. vii. Organize development strategies to link National government and county governments, local communities and other stakeholders on environment and natural Resources development within the county including regulation, control and movement of forest products; viii. Coordinate implementation of the budget; disseminate information, technology transfer, coordinate outreach programmes including all agricultural shows and trade fairs; ix. Promote sustainable development and exploitation of non-wood forest products x. Initiate watershed management plans, water catchment development and protection of river banks xi. Formulation, implementation, interpretation and review of Environmental policies, guidelines, standards and procedures;	Officer/ Principal Forest Officer or in a relevant and comparable position for at least three (3) years. (ii) Bachelor's degree in Forestry, Environment and Natural Resources, Environment Science or any other relevant qualification from a recognized university. (iii) A Master degree in Forestry, Environment and Natural Resources, Environment Science or any other relevant qualification from a recognized university (iv) Attended a Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognized institution. (v) Demonstrated a high degree of professional competence in the management and conservation of forest and environment.
2	MCPSB/97/02/2022	**Assistant Public Health Officer 1(1post)**	**CPSB 09 (JG.K)**	**Duties and Responsibilities** i. Mobilizing, sensitizing and advising communities on matters related to environmental health,	**For appointment to this position a candidate must have:-** i. Served in the grade of

				ii. Referring of health cases to relevant health facilities; iii. Carrying out immunization iv. Identifying environmental health issues at community level. v. Organizing community health days to advise communities on common public health issues; vi. Collecting and maintaining up to date records of services rendered; vii. Assessing health needs of the community viii. Implementing integrated mosquito control strategies; ix. Sitting of homesteads, pit latrines, grain stores, training centres; x. Implementing sanitation and hygiene standards in the community; xi. Undertaking inspection for preventive maintenance at the health facility.	Assistant Public Health Officer 11 for the minimum period of three (3) years. ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; iii. Certificate in computer applications skills from a recognized institution; and **iv.** Shown merit and ability as reflected in work performance and results.

ENDS.