

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PUBLIC SERVICE BOARD

VACANCIES IN THE DEPARTMENTS OF ADMINISTRATION, PUBLIC SERVICE AND EXECUTIVE AND THE DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

SEPTEMBER, 2021

A) DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE AND EXECUTIVE

1. DIRECTOR, EXECUTIVE AFFAIRS - J/G CPSB 03 (V/NO: 16) (1 POST)

Reporting to the Chief Officer responsible for Executive Affairs in the County.

Duties and Responsibilities:

- Responsible for efficient and effective organization, co-ordination, control and supervision of all executive functions of the county Government.
- Acting as a linkage between the office of the Governor and other departments by facilitating communication and co-ordination of activities.
- Development, implementation and evaluation of the Departmental Strategic Plans, Programs and Projects in collaboration with other departments and stakeholders.
- Ensure County Government goals and objectives are in line with the relevant legislations.
- Developing appropriate County Departmental Policies, Legal and Institutional frameworks for implementation of the mandate of the department.
- Perform other duties that may be assigned from time to time.

Requirements and Competencies for Appointment:

- Be a Kenyan Citizen
- Bachelor's degree from a recognized university
- Have a Master's Degree in Social Science, Business Administration or its equivalent and relevant qualification from a recognized Institution
- Satisfy the requirements of Chapter Six of the Constitution
- Have knowledge, experience and a distinguished career of not less than five (5) years in a senior administration/management position
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results
- Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.

Terms of Service: Permanent and Pensionable

2. RE-ADVERTISEMENT: SUB-WARD ADMINISTRATOR – J/G CPSB 11 (V/NO: 22) (14 POSTS)

The County Government of Bomet intends to recruit Sub-Ward Administrators to serve in the following areas:

S. NO	SUB-COUNTY	WARD	SUB-LOCATION
1.	BOMET CENTRAL	MUTARAKWA	SOLYOT
2.	BOMET CENTRAL	SINGORWET	KABUNGUT
3.	BOMET EAST	CHEMANER	KAPSINGIROI
4.	BOMET EAST	KIPRERES	OLOKYIN
5.	BOMET EAST	KIPRERES	TORONIK
6.	BOMET EAST	MERIGI	KAPSIMBIRI
7.	CHEPALUNGU	NYONGORES	KYOGONG
8.	CHEPALUNGU	SIGOR	LUGUMEK
9.	SOTIK	KIPSONOI	MOTIRET
10.	SOTIK	KIPSONOI	KINYELWET
11.	KONONIN	BOITO	KABIANGEK
12.	KONONIN	EMBOMOS	KITALA
13.	KONONIN	EMBOMOS	EMBOMOS
14.	KONONIN	MOGOGOSIEK	SIMOTI

Duties and Responsibilities

- Facilitating inter-governmental relations and conflict resolutions;
- Overseeing safe custody of county government assets in the sub-ward;
- Coordinating and liaising with other directorates and departments in the ward;
- Ensuring compliance with legal, statutory and regulatory requirements;
- Enhancing administrative capacity for effective functions and governance at the local level;
- Working with local committees to identify and implement development projects.
- Disseminating information to the public;
- Providing linkage between the office and the community.
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:

- Be a Kenyan citizen of sound mind. Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent.
- Must be a person of high integrity.
- Be a resident of the particular sub-ward.
- Self-driven and ability to work under minimal supervision.
- Team player with good interpersonal and communication skills. Have good communication skills.
- Comply with Chapter six of The Constitution of Kenya, 2010. (Provide evidence of certificate of Good Conduct).

Terms of Service: 3 Years Contract

B) DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

3. ASSISTANT AGRICULTURAL OFFICER III - J/G CPSB 11 (V/NO: 20) (15 POSTS)

Duties and Responsibilities

- Training and advising farmers on matters related to crop production
- Land development
- Planning and management of demonstration plots

Requirements and Competencies for Appointment:

- Kenya Certificate for secondary Education (KCSE) mean grade C or its equivalent;
- A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from recognized institution.

Terms of Service: Permanent and Pensionable

4. AGRICULTURAL OFFICER - J/G CPSB 09 (V/NO: 18) (10 POSTS)

Duties and Responsibilities

- Crop production
- Land development
- Agricultural extension
- Project management

Requirements and Competencies for Appointment

- Bachelors of sciences (BSc.) degree in any of the following fields: food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resources Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized institution.

Terms of Service: Permanent and Pensionable

5. ASSISTANT ANIMAL HEALTH OFFICER III - J/G CPSB 11 (V/NO: 21) (10 POSTS)

Duties and Responsibilities

- Participating in animal health field demonstration and Agricultural shows
- Participate in sample collection and dispatch
- Inspecting livestock stock routes
- Collecting data and writing technical reports
- Demonstrating and training on milking techniques and external parasites control techniques such as dipping, spraying and dusting
- Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking, hoof trimming;
- Carrying out simple treatment of animals
- Participating in disease search and reporting
- Keep records on animals breeding, animal health, milk production, dipping data
- Maintaining dairy units

Requirements and Competencies for Appointment

- A diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Sciences, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution.
- Be registered by the Kenya Veterinary Board;
- Have a certificate in computer applications from a recognized institution;
- Have shown ability and demonstrated merit in work performance and results.

Terms of Service: Permanent and Pensionable

6. ANIMAL HEALTH OFFICER - J/G CPSB 09 (V/NO: 19) (10 POSTS)

Duties and Responsibilities

- Overseeing construction and maintenances of farm structures;
- Giving advice on dip designing
- Siting and appraising construction
- Inspection and verification of imports and exports of consignments
- Training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting
- Carry out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming
- Carrying out simple treatment of Animals
- Participating in disease search, collecting and collating data and writing technical reports
- Keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits
- Maintaining dairy units
- Participating in animal health field demonstrations and agricultural shows
- Undertaking equipment sterilization, sample collection, packaging and dispatch
- Inspecting livestock stock routes
- Rearing experimental animals
- Issuing of livestock movements permits
- Undertaking artificial insemination, meat inspection and grading
- Enforcing slaughterhouse hygiene, meat transport regulations and inspection of retail outlets of foods of animal origin

Requirements and Competencies for Appointment

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

Terms of Service: Permanent and Pensionable

7. VETERINARY OFFICER - J/G CPSB 08 (V/NO: 17) (5 POSTS)

Duties and Responsibilities

- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations
- Participating in the training of stakeholders in vector control programs
- Treating sick animals
- Advising on good veterinary practices
- Collecting data and preparing reports on animal health, products and markets
- Providing advice on animal breeding and welfare
- Undertaking postmortem examination and other diagnostic tests

Requirements and Competencies for Appointment

- Be in possession of Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution
- Be registered by the Kenya Veterinary Board
- Have a certificate in computer applications from a recognized institution

Terms of Service: Permanent and Pensionable

Note:

Salary and allowances for all the positions is as prescribed by Salaries and Remuneration Commission (SRC)

HOW TO APPLY:

1. Applications can only be **submitted online** on or before **15th October, 2021** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net. **Manual applications will not be accepted.** Bomet County residents will be required to indicate their **Sub-County and Ward** of origin.
2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required for those shortlisted and **MUST** submit Copies of the following clearances **during the interview**:
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-Corruption Commission;
 - Criminal Investigation Department (Certificate of Good Conduct);
 - Credit Reference Bureau (CRB); and
 - For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission for University Education.
3. **Only Shortlisted candidates will be contacted.**

Please Note:

Bomet County Public Service Board does not charge **ANY FEE** at any stage of the recruitment. Our official email is cpsb@bomet.go.ke or [info@ cpsbbomet.net](mailto:info@cpsbbomet.net)

**The Secretary /C.E.O
Public Service Board
P.O Box 605-20400
Bomet.**

“The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification”

Dated: 24th September, 2021