

REPUBLIC OF KENYA



NAROK COUNTY GOVERNMENT  
PUBLIC SERVICE BOARD

**ADVERTISEMENT -VACANT POSITIONS IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE.**

The Narok County Public Service Board wishes to recruit competent and qualified persons to fill the following positions as per the Constitution of Kenya 2010 and County Government Act No. 17 of 2012 section 59 (B).

**DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES**

**PRINCIPAL AGRICULTURAL OFFICER, JOB GRADE CPSB 06 ONE (1) POST V/NO.NCPSB/004**

**Terms of service: - permanent and pensionable**

**Salary scale:** Ksh. 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 x 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75, 940 x 3,800 – 79,740 x 3,810 – 83,550-x 3,810 – 87,360 p.m.

**Duties and Responsibilities**

Duties and responsibilities at this level will entail: -collecting and analyzing agriculture crop data for the development and review of county agricultural policies, strategies and standards; packaging and dissemination of new and existing agricultural technologies; undertaking surveillance and control of trans-boundary and emerging crop pests, diseases and invasive species; monitoring crop, food and nutritional security situation; training agricultural stakeholders; and preparing reports.

**Requirements for Appointment**

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

- (i) Served in the grade of Chief Agricultural Officer for a minimum period Of three (3) years;
- (ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent Qualification from a recognized institution;
- (iii) Certificate of membership to a professional body from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution;
- (v) Certificate in computer application skills; and
- (vi) Shown merit and ability as reflected in work performance and results

### **VETERINARY OFFICER I, JOB GRADE CPSB 08- ONE (1) POSTS V/NO.NCPSB/005**

**Terms of service: - permanent and pensionable**

**Salary Scale: CPSB 08:** Ksh. 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 x 2,580 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m

#### **Duties and Responsibilities**

Duties and responsibilities at this level will involve:- Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; Participating in the training of stakeholders in vector control programmes; 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 post-mortem examination and other diagnostic tests.

#### **Requirement for appointment**

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

- i. Be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- ii. Be registered by the Kenya Veterinary Board; and
- iii. Have a Certificate in computer applications from a recognized institution.

### **AGRICULTURAL OFFICER II, JOB GRADE CPSB 09- ONE (1) POSTS V/NO.NCPSB/006**

**Terms of service: - permanent and pensionable**

**Salary Scale: CPSB 09:** Ksh. 38,270 x 1,470 – 39,740 x 1,520 – 41,260 x 1,710 – 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 p.m

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:- collecting, collating agriculture information and inputting into the database; collecting and packaging of new and existing agricultural technologies for dissemination; and preparing draft crop production and national food security reports.

**Requirements for Appointment** For appointment to this grade, a candidate must have: -

- (i) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;
- (ii) Certificate of membership to a professional body from a recognized institution
- (iii) Certificate in computer application skills.

### **EDUCATION OFFICER, JOB GRADE CPSB 08- FOUR (4) POSTS V/NO.NCPSB/007**

**Terms of service: - permanent and pensionable**

**Salary Scale: CPSB 08:** Ksh. 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 x 2,580 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m

#### **Duties and Responsibilities**

Duties and responsibilities at this level will involve:- monitoring education institutions, programmes and projects generating and compiling education data; Monitoring ICT integration in education; Promoting education standards, culture and environmental sustainability; Implementing education policies. Innovations in emerging issues; Coordinating implementation of curriculum; Coordinating the auditing of education financial resources; Planning and administering national examinations; Implementing capacity building programmes for education managers, committees and boards; and Guiding advising and appraising officers under their supervision.

#### **Requirements for Appointment**

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

- i. Served as a teacher for a minimum period of three (3) years;
- ii. Bachelor's Degree in Education from a recognized institution;

**Or**

Bachelor Degree in Arts or science with Education from a Recognize institution

**Or**

Bachelor's Degree in Arts or science from a recognized institution and a postgraduate Diploma in Education from a recognized Institution

III. Proficiency in computer applications from a recognized institution.

IV. Certificate of good conduct.

### **ADMINISTRATION OFFICER II, JOB GRADE CPSB 10 - TWO (2) POST V/NO.NCPSB/008**

**Terms of service: - permanent and pensionable**

**Salary Scale: CPSB 10 JG CPSB 10:** Ksh. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m

#### **Duties and Responsibilities**

This will be the entry and training grade for the Administrative Officers Cadre. An officer at this level will be deployed either at the Ministry Headquarters or in the field administration. Work at this level will be limited in scope and complexity and will be carried out under the guidance and supervision of a more senior officer. It will entail allocation of administrative duties including general office administration, assets management and inventory. In addition, the officers will be exposed to assignments such as planning and maintaining security; coordination and organization of Government functions; mitigating disaster; countering terrorism; peace building initiatives; and overseeing implementation of Government development projects.

#### **Requirements for Appointment**

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

- i. A Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution; and
- ii. Proficiency in computer applications from a recognized institution.
- iii. Certificate of good conduct.

### **NUTRITION & DIETETIC OFFICER JOB GROUP CPSB 11 –ONE (1) POST V/NO.NCPSB/009**

**Terms of service: - permanent and pensionable**

**Salary Scale: CPSB 11:** Ksh. 25,470 x 1,110 - 26,580 x 1,110 27,700 x 1,150 - 28,850 x 1,170 -30,020 x 31,270 x 1,300 – 32,570-x 1,380 – 33,950 p.m.

### **Duties and Responsibilities**

Duties and responsibilities at this level will involve:- Planning, Monitoring, implementing and evaluating specific nutrition projects in the community; Sensitizing and working with community workers particularly in Agriculture, Social Services, Education and other agencies to help them understand more the nutrition problems in the community and advocate actions for improvement; Implementing nutrition program; Providing nutrition services in the healthcare facilities; Conducting nutrition services; Collecting and compiling nutrition data; Providing nutrition health education and demonstration; Counseling patients with specific nutrition needs; Monitoring and preparation of therapeutic feeds; Implementing outpatient and inpatient supplementary and therapeutic feeding program; Promoting maternal, infant and young children feeding programs; Providing micronutrient supplementation; Supervising and guiding staff working under the officer; Any other duties as may be assigned from time to time

### **Requirements for Appointment**

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

- i. Be a holder of a Diploma in Nutrition from a recognized medical Training College;
- ii. Be a holder of KCSE mean grade 'C' or its equivalent;
- iii. Be registered by the Kenya Nutrition Dietetics Institute (KNDI);
- iv. Have certificate in Computer Application Skills from a recognized institution

### **DRIVER III, JOB GRADE CPSB 15- FOUR (4) POSTS V/NO.NCPSB/010**

**Terms of service: - permanent and pensionable**

**Salary Scale: CPSB 15: Ksh. 14,610 x 550 – 15,120 x 550 – 15,670 x 580 – 16,250 p.m**

### **Duties and Responsibilities**

Duties and responsibilities at this level will involve:- driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure; carrying out minor repairs including oiling and greasing; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; ensuring safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

### **Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;
- (ii) Valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution; 261
- (iv) Passed a Suitability test for Driver Grade III; (v) Passed Practical Test for Drivers; (vi) Certificate in computer application skills;
- (v) A valid Certificate of Good Conduct from the Kenya Police; and
- (vi) At least two (2) years driving experience.

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Interested and qualified persons are requested to make their applications in written by completing  
(1) Application for employment form serial number **NRK-CPSB (2)2016 (REV. 2021)**. The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>.

**Please note:** Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

- . Only qualified and shortlisted candidates will be contacted.
- . Canvassing in any form will lead to automatic disqualification.

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans.

**Persons with Disabilities, the marginalized and the minorities are encouraged to apply.**

**Shortlisted candidates** shall be required to produce **original and copies** of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.

Applications should reach the Board on or before **20<sup>th</sup> February 2023** addressed to:

**The Board Secretary/CEO**  
**Narok County Public Service Board**  
NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN  
P.O Box 545-20500  
NAROK