

COUNTY GOVERNMENT OF WAJIR



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Wajir invites applications from suitably qualified persons to fill the following vacant positions.

OFFICE OF THE GOVERNOR – LEGAL SERVICES

WCPSB/001/2021: COUNTY ATTORNEY J/G T (1 POST)

Terms of Service: Six (6) years contract.

Salaries as per the Salaries and Remuneration Commission (SRC) guidelines

Duties and Responsibilities

The County Attorney shall report to the Governor: -

- a. Shall be the principal legal adviser to the County Government;
- b. Shall attend the meetings of the county executive committee as an ex-officio member of the executive committee;
- c. Shall on the instructions of the county government, represent the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
- d. Shall advise departments in the county executive on legislative and other legal matters;
- e. Shall negotiate, draft, vet and interpret documents and agreements for and on behalf of the county executive and its agencies;
- f. Shall be responsible for the revision of county laws;
- g. May liaise with the Office of the Attorney General when need arises
- h. Be responsible for the revision of county laws, policies and coordinate the publication in the relevant Gazette of all Policies, Regulations and Acts of the County Assembly; and
- i. Shall perform any other, function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney.

Requirements for Appointment

For appointment to this grade, one must;

- a. Be a citizen of Kenya;
- b. Be a holder of LLB degree from a reputable and recognised university;
- c. Have a postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current Practising Certificate;

- d. Masters degree from a reputable University will be an added advantage.
- e. Be an Advocate of the High Court of Kenya of at least five years standing;
- f. Have experience of not less than 10 years in legal field.
- g. Meets the requirements of Chapter Six of the Constitution on leadership and integrity.

Skills and Competencies:

1. Excellent communication and leadership skills.
2. Highly developed negotiation and inter-personal skills.
3. Effective legal research and report writing.
4. High level of integrity and professionalism.
5. ICT proficient.

DEPARTMENT OF PUBLIC SERVICE AND COUNTY ADMINISTRATION

WCPSB/002/2021: PAYROLL MANAGER J/G Q (I POST)

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- a. Responsible for the management of integrated personnel and county payroll data system
- b. Shall be responsible for the Processing of monthly payroll
- c. Ensuring inputs of third party deduction into the payroll
- d. Ensuring the correct interpretation and implementation of human resource regulations including pensions, salary administration, labor laws and other statutes that impact on human resource.
- e. Conducting regular Payroll Audits
- f. Assist in the preparation of annual staff enrollment budgets.
- g. Performing any Human Resource duties

REQUIREMENTS FOR APPOINTMENT

- a. Be a Kenyan citizen
- b. Have a bachelor of commerce/business Administration (Finance accounting/HRM) or Equivalent from recognized institution in Kenya
- c. Master in Business Administration (Finance/Accounting/HRM) will be an added advantage.
- d. Must be a member of a professional body such as ICPAK or IHRM and be in good standing.
- e. Have knowledge, experience of not less than ten (10) years in the Public Service with at least five (years) in payroll management.
- f. Have knowledge of ICT.
- g. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

WCPSB/003/2021: LIVESTOCK PRODUCTION OFFICER J/G K (5POSTS)

Requirements for appointment

- i. Be a Kenyan citizen
- ii. Bachelor of Science in Animal production/Livestock production or equivalent from a recognized institution.
- iii. Professionals registered with the Kenya Veterinary Board
- iv. At least three (3) years of relevant work experience
- v. Any other relevant and equivalent qualification from a recognized institution

Duties and responsibilities

- i. Training and advising farmers on matters relating to animal production, livestock marketing, range management, apiculture and ranching
- ii. Identify training needs for farmers and farmer groups;
- iii. Promote livestock farming in the county
- iv. Organizing and executing agricultural extension programs and demonstrate farm visits
- v. Perform any other livestock production activities as they emerge
- vi. Possess ICT Knowledge

WCPSB/004/2021: ASSISTANT LIVESTOCK PRODUCTION OFFICER III J/G H (5 POSTS)

Duties and responsibilities

- i. Communicate to farmers livestock information and encourage farmers to adopt new, improved methods of livestock keeping
- ii. Establish and organize field days, demonstration forums, workshops and training forums for farmers
- iii. Liaising with stakeholders in training on specialized areas.
- iv. Train famers, selected groups and community members on the various recommended livestock practices for improved livestock breeds
- v. Act as a link between the farmers and Research Institutions and stakeholders on information exchange and technology development and transfer
- vi. Facilitate and participate in undertakings of on-farm research
- vii. Link farmers with sources of credit facilities
- viii. Monitor livestock production activities in the extension unit
- ix. Take part in the collection and documentation of data on livestock farmers

Requirements for appointment

- i. Diploma in Animal Production, Livestock Production, Veterinary, Dairy Science, or any related field
- ii. Registered by the Kenya Veterinary Board
- iii. Experience in community based livestock programs

- iv. Outstanding administrative capability and professional competence in managing livestock production services.
- v. At least one (1) year work experience in a related field

WCPSB/005/2021: ANIMAL HEALTH ASSISTANT II J/G “G” (4 POSTS)

Duties and responsibilities

- i. Carrying out simple treatment of animals
- ii. Participating in diseases search and reporting
- iii. Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting
- iv. Carrying out vaccination; and
- v. Undertaking closed castration, dehorning, de-worming, disbudding, docking and hoof trimming

Requirements for appointment

- i. Certificate lasting not less than two (2) in any of the following disciplines in Animal Production, Livestock Production, Veterinary, Dairy Science, Agriculture or any related field
- ii. Registered by the Kenya Veterinary Board; and
- iii. Certificate in computer application from a recognized institution

WCPSB/006/2021: AGRICULTURAL OFFICER I JOB GROUP K (3 POSTS)

Duties and responsibilities

- i. Coordinate activities in one of the following areas at the sub-county level; crop production, Agricultural land development, agricultural extension and project management and information desk management.
- ii. The officer will also be required to monitor and advise on adoption of agricultural technologies
- iii. Take part in developing work plans for the agricultural department
- iv. Organizing Agricultural shows
- v. Collecting, analyzing and documenting Agricultural data.

Requirements for appointment

- i. Be a Kenyan citizen
- ii. A Bachelor of science in any of the following fields; home economics, general agriculture, horticulture, agriculture economics, agribusiness, agricultural extension and education
- iii. At least three (3) years of relevant work experience
- iv. Possess ICT Knowledge

WCPSB/007/2021: ASSISTANT AGRICULTURAL OFFICER III J/G “H” (5 POSTS)

Duties and responsibilities

- i. Training and advising farmers on matters relating to agricultural extension services in a working unit
- ii. Organizing and executing agricultural extension programs
- iii. Good knowledge of innovation in agricultural productivity
- iv. Compile data and field reports on Agriculture.

Requirements for appointment

- i. Attended a two (2) year diploma course in any of the following field; Agriculture, Food Technology, Agriculture & home economics or
- ii. Any other relevant and equivalent qualification from a recognized institution
- iii. At least one (1) year of relevant work experience

WCPSB/008/2021: AGRICULTURAL ASSISTANT II J/G “G” (4 POSTS)

Duties and responsibilities

- i. Training and advising farmers on matters relating to agricultural extension services in a working unit
- ii. Organizing and executing agricultural extension programs
- iii. Good knowledge of innovation in agricultural productivity

Requirements for appointment

- i. Attended a two (2) year Certificate course in any of the following field; Agriculture, Food Technology, Agriculture & home economics or
- ii. Any other relevant and equivalent qualification from a recognized institution

WCPSB/009/2021: IRRIGATION ENGINEER J/G “K” (1 POST)

Duties and Responsibilities

- i. updating the irrigation water users’ associations inventory;
- ii. collecting and compiling data for irrigation planning;
- iii. identifying and compiling inventory on relevant stakeholders in irrigation water management;
- iv. promoting appropriate irrigation water management technologies; and
- v. Preparing training materials and disseminating information on irrigation water management.
- vi. Organizing farmers meetings for irrigation participatory development
- vii. Implementing irrigation action plans
- viii. Undertaking feasibility studies and preliminary investigations
- ix. Training farmers on irrigation development technologies and environmental management
- x. Designing and supervising construction of irrigation infrastructure

- xi. Preparing irrigation schemes operation and maintenance schedules
- xii. Preparation of work plans and budgets
- xiii. Compilation of periodic reports

Requirements for appointment

- i. Must have Bachelor's Degree in a field of Agricultural Engineering or any other relevant and equivalent qualification from a recognized institution.
- ii. Must be registered as a graduate Engineer with Engineers Board of Kenya (EBK)
- iii. Must be in possession of current certificate of good standing from Engineers Board of Kenya
- iv. At least two (2) years of relevant work experience
- v. Must have certification in CAD applications.
- vi. Certificate in computer applications.
- vii. Meet requirement of Chapter Six (6) of the Constitution of Kenya 2010.

WCPSB/010/2021: MEAT INSPECTORS J/G "G" (3 POSTS)

Duties and Responsibilities

- I. Undertake regular animal meat inspection.
- II. Provide Livestock extension services
- III. Take part in disease control and surveillance
- IV. Inspects establishments engaged in slaughtering livestock and processing meat
- V. Examines animal and carcass before and after slaughtering to detect evidence of disease or other abnormal
- VI. Determines that ingredients used in processing and marketing meat and meat products comply with standards of purity and grading, and that products are not adulterated or misbranded
- VII. Inspects processing areas to ensure sanitary conditions are maintained

Requirements for appointment

- Certificate in animal health and production or its equivalent and relevant qualification from a recognized institution.
- At least Six months training in meat inspection form a recognized institution.

WCPSB/011/2021: FISHERIES ASSISTANTS II JOB GROUP "G" (2 POSTS)

Duties and Responsibilities

- i. Maintaining fish farms and hatchery
- ii. Assisting in ensuring hygiene at fish landing sites, markets and farms
- iii. Collecting fisheries statistical data,
- iv. Any other duties as may be assigned by the Supervisor

Requirements for appointment

- I. Attended a two (2) year Certificate course in any of the following field; Fisheries, Biological Sciences, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Fisheries Planning and Management, or approved equivalent qualification from a recognized institution;
- II. Certificate in computer applications from a recognized institution;

Duties and Responsibilities

- v. Collecting fisheries statistical data,
- vi. Maintaining fish farms and hatchery
- vii. Assisting in ensuring hygiene at fish landing sites, markets and farms
- viii. Any other duties as may be assigned by the Supervisor

How to apply:-

Applications shall include a detailed Curriculum Vitae (CV), Copies of academic and professional certificates, Testimonials, National Identification Card, Statutory clearance documents and other supporting documents to be sent in a sealed envelope clearly marked with the Position Title and Advert Number to:-

**The Secretary/CEO
Wajir County Public Service Board
P O BOX 45 – 70200
WAJIR**

OR

Hand delivered applications should be submitted at the County Public Service Board's offices at Wajir County Headquarters. No online applications.

Applications should reach us on or before **Wednesday, 29th September 2021**. No online applications

Please note that:

- Only shortlisted candidates will be contacted.
- Wajir County is an equal opportunity employer
- Women, Youth and persons with disability are encouraged to apply.

THE SECRETARY/CEO

WAJIR COUNTY PUBLIC SERVICE BOARD