

REPUBLIC OF KENYA
MIGORI COUNTY GOVERNMENT



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

VACANCY

Migori County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 under Article 176 and the County Government Act No. 17 of 2012 Section 59(1)(b).

**1. KENYA REGISTERED COMMUNITY HEALTH NURSE JG CPSB 11 (6 POSTS).
REF/MCPSB/396/2022**

Terms: Per Terms: Permanent/Contract

(a) Duties and Responsibilities

- i. Assessing, planning and implementing nursing interventions and evaluating patient's outcomes.
- ii. Providing appropriate healthcare services including integrated management of childhood illness (IMCI),
- iii. Immunization, PMTCT, ante-natal care delivery
- iv. Providing health education and Counselling to patients/clients and community on identified health needs
- v. Referring patients and clients appropriately
- vi. Facilitating patients admission and initiating discharge plans
- vii. Maintaining records on patients/clients health condition and care
- viii. Ensuring a tidy and safe clinical environment and collecting and compiling data.

(b) Requirements for Appointment

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

- ii. Diploma in any of the following disciplines: -Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution.
- iii. Registration Certificate issued by the Nursing Council of Kenya
- iv. Valid Practising Licence from Nursing Council of Kenya; and
- v. Certificate in Computer application skills from a recognized institution.

**2. KENYA ENROLLED COMMUNITY HEALTH NURSE III JG CPSB 11 (3 POSTS).
REF/MCPSB/397/2022**

Terms: Permanent/Contract

Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i. assessing patients and clients and establishing health care needs;
- ii. planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- iii. evaluating healthcare outcomes on patients/clients preparing individualized reports;
- iv. making appropriate discharge plan for patients; conducting assessment of school health needs;
- v. planning, implementing interventions and preparing periodic reports; maintaining records on patients/clients personal and health condition/care;
- vi. ensuring a tidy and safe clinical environment;
- vii. ensuring safe custody for in-patients belongings;
- viii. conducting home visits, following up discharged patients/clients and providing continuity of care; and
- ix. treating minor ailments.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. A Kenyan Citizen
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

3. PUBLIC HEALTH OFFICER JG CPSB 09 (2 POSTS). REF/MCPSB/398/2022

Terms: Permanent/Contract

Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will: provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- i. identifying environmental health issues at community level;
- ii. compiling and maintaining up to date records of services rendered;
- iii. assessing health needs of the community;
- iv. implementing sanitation and hygiene standards in the community;
- v. compiling and maintaining up to date records of services rendered;
- vi. assessing health needs of the community; implementing sanitation and hygiene standards in the community;
- vii. Sensitizing communities on food and water safety measures; and compiling data on disease trends.

Requirements for appointment

For appointment to this grade a candidate must have:

- i. Must be a Kenyan Citizen
- ii. Bachelor's Degree in Environmental Health or Public Health from recognized Institution;
- iii. A member of APHOK
- iv. Certificate of Competence from the Association of Public Health Officers; and
- v. Certificate in Computer Application Skills from a recognized institution.

4. REGISTERED CLINICAL OFFICER III JG CPSB 11 (3 POSTS). REF/MCPSB/399/2022

Terms: Permanent/Contract

(a) Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patients' common ailment at an outpatient or inpatient health facility.
- ii. Implementing community health care activities in vision with other health workers
- iii. Guiding and counselling patients, client and staff on health issues
- iv. Sensitizing patients and clients on preventive and promote health;
- v. Referring patients and clients to appropriate health facilities.
- vi. Providing clinical outreach and school health services
- vii. Carrying out minor surgical procedures as per training and skill; collecting and compiling clinical data assessing, preparing and presenting medico- legal reports.
- viii. Provide quality clinical services to HIV patients at HIV clinic and any other department (TB, MCH, and inpatient including patient counselling, ART treatment preparation, initiation and follow up.
- ix. Undertake comprehensive clinical evaluation of PLHIV for ART eligibility and ongoing care as per national guidelines including requisitions for baseline and follow up laboratory tests.
- x. Support clinical management of opportunistic infections.
- xi. Offer integrated prevention of mother to child transmission of HIV (PMTCT)
- xii. Screening for HIV exposure in children, ART initiation and follow up during ANC and PMC and appropriate follow up on HIV infected children as per National guidelines.

- xiii. Support integrated TB/HIV service including a TB active case finding and ICF, TB Preventive treatment for PLHIV
- xiv. Appropriate and timely initiation of TB and ART treatment and TB patient follow up and accurately documentation of treatment outcomes.
- xv. Support integration of the following services in routine HIV Care-family planning cervical cancer screening, GBV screening and referral, PEP and PrEP services.
- xvi. Monitor facility ART cohort growth by ensuring program retention strategies are implemented with fidelity.
- xvii. Support facility rational use of ART and TB commodities through good dispensing practices, stock monitoring, reporting, placing order and pharmacovigilance.
- xviii. As a technical member of facility service delivery team, participate in implementation of QI project, preparation review and submission of report, multi-disciplinary team meetings and trainings, ECHO/Zoom meetings and trainings.
- xix. Actively participate in other service delivery areas and joint facility activities.

b) Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. Diploma in clinical Medicine and surgery from a recognized medical training institution.
- iii. Registered with the clinical officers Council and possess a valid practicing licence.
- iv. over two year's relevant experience in implementing ART and TB Programs.

Competencies

- i. Competencies in PMTCT, Adult and Pediatric ART, Counselling and Testing programs and integrated TB and HIV services are essential. And
- ii. A-team player, motivator with excellent interpersonal and communication skill.

5. DIRECTOR-VETERINARY SERVICES JG CPSB 03 (1 POST). REF/MCPSB/400/2022

Terms: Permanent/Contract

Duties and Responsibilities

The Director of Veterinary Services will be answerable to the Chief Officer Livestock, Fisheries and Veterinary Services for overall strategic policy direction, development, formulation, review and implementation of veterinary service functions. Specific duties will entail:-

- i. providing technical advice on veterinary services function to the government;
- ii. directing animal disease and pest control, veterinary diagnostic services, bio-safety and quality assurance of inputs and products, zoological services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs;
- iii. guiding the setting of animal research agenda and development; approving slaughterhouse designs and export/import request documents in respect to live animals, animal products, by-products and inputs;
- iv. participating and collaborating with approved local, regional and international bodies in the field of animal health and trade;
- v. ratifying trade protocols in food and feed stuffs;
- vi. recommending for registration' of veterinary drugs, vaccines and acaricides;

- vii. regulating the production, importation, distribution and export of animal genetic materials; and overseeing the management of Animal Health and industry, veterinary public health and Meat Technology training institutions; and
- viii. reporting to *OIE* on animal disease outbreaks and response.
- ix. coordinating the implementation of the Department's strategic plans and realization of its objectives;
- x. overseeing the preparation and implementation of the performance appraisal systems and contracts of the department; and
- xi. ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. have served in the grade of Senior Deputy Director of Veterinary Services for a minimum period of three (3) years;
- iii. be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iv. have Master of Science Degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production or Aquatic Sciences from a recognized institution;
- v. Be registered by Kenya Veterinary Board;
- vi. have a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. have a Certificate in computer applications from a recognized institution; and
- viii. demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of County and national goals, policies, objectives and ability to relate them to proper management of the Veterinary Services.

6. VETERINARY OFFICER JG CPSB 08 (1 POST). REF/MCPSB/401/2022

Terms: Permanent/Contract

Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

- i. undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii. participating in the training of stakeholders in vector control programmes;
- iii. treating sick animals;
- iv. advising on good veterinary practices;
- v. collecting' data and preparing reports on animal health, products and markets;
- vi. providing advise on animal breeding and welfare; and
- vii. undertaking postmortem examination and other diagnostic tests.

Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. be in possession of a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iii. be registered by the Kenya Veterinary Board;
- iv. Annually be in good professional standing in the Board's register and
- v. have a Certificate in computer applications from a recognized institution.

7. ANIMAL HEALTH ASSISTANT II JG CPSB 12 (4 POSTS). REF/MCPSB/402/2022

Terms: Permanent/Contract

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail:-

- i. carrying out simple treatment of animals; participating in disease search and reporting;
- ii. demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- iii. carrying out vaccination; and
- iv. undertaking closed castration, dehorning, de-worming, disbudding, docking, de-beaking and hoof trimming.

Requirement for Appointment

- i. Must be a Kenyan Citizen
- ii. Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health Environmental Health, Animal Health and Production and any other equivalent qualification from a recognized institution;
- iii. Must be registered by the Kenya Veterinary Board;
- iv. Must be an annual member in good professional standing in the Board's register and
- v. Certificate in computer applications from a recognized institution.

8. FISHERIES OFFICER JG CPSB 09 (2 POSTS). REF/MCPSB/403/2022

Terms: Permanent/Contract

(a) Job description

This is an entry and training grade for fresh graduates. The officer in this position will initially work under guidance and supervision.

Duties and responsibilities will entail:

- i. Receiving and compiling fisheries related statistics at the sub county,
- ii. Analyzing data and compiling reports,
- iii. Disseminating technical information to farmers and extension staff,

- iv. Assisting in implementing directorates policies,
- v. Projects and programmes; preparing sub county budgets and work plans,
- vi. Coordinating extension services, enforcing fisheries legislation.

(b) Experience required

Direct entry. Candidates with field exposure on fisheries activities will have added advantage.

(c) Qualification

- i. Must be a Kenyan Citizen
- ii. For appointment to this post a candidate must have; A bachelor's degree in any of the following; Fisheries, Aquatic Sciences, Zoology and a postgraduate qualification in Fisheries, Aquaculture/Aquatic biology from a recognized University/Institution.
- iii. Certificate of computer application from recognized institution

9. ASSISTANT FISHERIES OFFICER III JG CPSB 11 (3 POSTS). REF/MCPSB/404/2022

Terms: Permanent/Contract

Officers in this cadre will be deployed at the wards.

(a) Duties and Responsibilities

- i. Promote fish farming at the ward level
- ii. Carry out aquaculture extension services
- iii. Collect and compile capture and aquaculture data
- iv. Promote fish safety, and good handling practices in the farms , markets and landing sites
- v. Enforcement of fisheries legislation in the wards
- vi. Compile fisheries monthly reports
- vii. Assist in implementation of directorate's projects and programmes.

(b) Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. A diploma in Fisheries or related field from a recognized institution
- iii. A certificate of computer application from a recognized institution

10. SENIOR COXSWAIN JG CPSB 12 (3 POSTS). REF/MCPSB/405/2022

TERMS: Permanent/ Contract

(a) Job Description

Navigate motorized boats in Lake Victoria during patrols and while carrying out other water activities

(b) Experience

At least 5 years of hands-on experience in seamanship.

(c) Qualifications

i. Must be a Kenyan

- ii. Have Kenya Certificate of Secondary Education mean grade D+
- iii. Possess Coxswain Certificate from Kenya Maritime Authority or any other recognized Institution
- iv. Posses a medical report from a certified medical officer

(i) Competences

- i. Good command in English and Swahili
- ii. Physically and medically fit.
- iii. Good interpersonal skills

**11. ASSISTANT LIVESTOCK PRODUCTION OFFICER JG CPSB 11 (7 POSTS).
REF/MCPSB/406/2022**

Terms: Permanent

Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will entail:

- i. Carrying out practical demonstrations relating to Livestock Production;
- ii. Accompanying extension teams during farm visits and farmer trainings;
- iii. Participating in Field Days and Agricultural shows to disseminate Livestock Production Technologies and Information;
- iv. Collecting and collating Livestock data and information for gross margins, market access, and planning; participating in collaborative research activities;
- v. Collecting Livestock inputs and product samples for analysis;
- vi. Advising Farmers on group formation, construction of farm structures and requirements; and
- vii. Any other relevant function that may be assigned by the supervisors.

Requirements for Appointment

- i. Kenyan Citizen
- 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; and
- iii. Certificate in computer Applications from a recognized institution.

12. LIVESTOCK PRODUCTION ASSISTANT II JG CPSB 12 (6 POSTS). REF/MCPSB/407/2022

Terms: Permanent/Contract

Duties and responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:-

- i. Collecting Livestock Data and information.
- ii. Accompanying extension teams during farm visits and farmer training;
- iii. Participating in field days and Agricultural shows to disseminate livestock production technologies;
- iv. Carrying out practical demonstrations on livestock production technologies and techniques.

Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. Certificate in any of the following disciplines:- Animal Health and Production, Dairy Technology, Animal Science, Apiculture or range management, and any other equivalent qualification from a recognized institution and
- iii. A certificate in computer applications from a recognized institution.

13. ASSISTANT AGRICULTURAL OFFICER III JG CPSB 11 (6 POSTS). REF/MCPSB/408/2022

Terms: Permanent/Contract

Duties and responsibilities

- (i) An officer at this level will be deployed in a ward to be in charge of an agricultural project implementation area or as a training coordinator / Farm manager in an agricultural training center (ATC).
- (ii) Specific duties will entail overseeing the implementation of project work plans and preparation and execution of training programmes.
- (iii) As a farm manager, the officer will be required to prepare and execute farm plans to ensure efficient running of the farm.

Requirements for Appointments to this grade, an officer must have: -

- (i) 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 a recognized institution.
- (ii) Certificate in computer applications from a recognized institution
- (iii) Shown merit and ability as reflected in work performance and results.

14. COUNTY SOLICITOR JG CPSB 02 (1 POST). REF/MCPSB/409/2022

Terms: Contract

Duties and Responsibilities:

- i. Be the principal assistant to the County Attorney;
- ii. Represent or coordinate representation of the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
- iii. Advise departments in the County Executive on legislative and other legal matters;
- iv. Negotiate, draft, vet and interpret documents and agreements for and on behalf of the county executive and its agencies;
- v. Formulation and revision of county laws;
- vi. Supervise litigation, drafting and conveyancing;
- vii. Preparation of cabinet memoranda;
- viii. Overseeing the finances and asset management of the office of the County Attorney, instituting operational accountability;
- ix. Overall supervision, control, discipline, staff training and development;
- x. 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.
- xi. Overseeing the operations of the legal units and shall be answerable to the County Attorney;
- xii. Reviewing periodic reports, ensuring compliance with national, regional and international legal instruments, identifying and acting on impediments and constraints to the implementation of laws and policies;
- xiii. Facilitating the setting up of structures and institutions for consolidating the administration of the office of the county attorney; and
- xiv. Facilitating and coordinating financial support for development plans, facilitating the design and implementation of prioritized programs, setting long-term's goal for the development of the office, preparing cabinet briefs, papers and memoranda and advising departments on legal policy issues.
- xv. In addition, the County Solicitor will be responsible for supervision of the heads of divisions/legal units, the implementation and the realization of the strategic plans and objectives in respect of the legal function, coordinating and implementing work plans for the division/legal unit, preparing and implementing performance appraisal tools, preparing division/legal unit budget, managing resources, overall supervision, staff training and development and ensuring accountability and prudent management of the resources and assets and ensuring compliance to the values of good governance, human rights, transparency, accountability, ethics and integrity.

Requirements and competencies for appointment: –

- i. Be a Kenyan Citizen;
- ii. Bachelor of Laws (LLB) degree from a recognized University;
- iii. Be an Advocate of the High Court of Kenya with at least five (5) years post-admission experience
- iv. A master's in law will be an added advantage.
- v. Knowledge in records of relevant laws and professional standards.
- vi. Published refereed legal journals.
- vii. Post graduate diploma from the Kenya School of Law
- viii. Admission to the roll of advocates
- ix. Shown outstanding merit and ability in the legal profession
- x. Demonstrated managerial, administrative and professional competence, work performance and exhibited a thorough understanding of national and county goals, policies, objectives and ability to relate them to proper management of the legal unit.
- xi. Ensuring Compliance with principles and values of governance, human rights, transparency, accountability, ethics and integrity.

15. STADIUM MANAGER JG CPSB 09 (1 POSTS). REF/MCPSB/410/2022

Terms: Permanent/Contract

Duties and Responsibilities

- i. Ensuring general maintenance and cleanliness of the facility/facilities
- ii. Ensuring security and safety at the facility
- iii. Controlling facility diary – bookings and correspondences
- iv. Making follow ups on correspondences
- v. Making adverts on the games
- vi. Ensuring gate collections, payments of facilities/venues hire fees and rents to the county government whenever there are commercial games/events or tenants.
- vii. In charge of all the office personnel/stadium attendants taking attendance register, deployment and duty allocation
- viii. Ensuring marking fields and track for matches and athletic events and national holiday parades.
- ix. Preparing monthly / Quarterly/ Annual reports of the facilities
- x. Secretary to pre-event meeting in high profile matches
- xi. Responsible for cancellation of games /meets citing security threats
- xii. Implementing any other duty assigned by the Directorate of sports.
- xiii. Any other duties as may be assigned by the Supervisor

Requirements for Appointment

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

- i. A Kenyan Citizenship
- ii. Bachelor's Degree in Sports Management; Hospitality; Leisure and Recreation; Estates Management; Facilities Management; Physical Education; Sports Science. from any other relevant and equivalent qualification forms a recognized institution of Higher Learning.

OR

- i. Diploma in Sports Management; Leisure and Recreation; Estates Management; Facilities Management; Physical Education; Sports Science with a minimum three (3) year experience in sports facilities management as a Senior Stadium Assistant in public service or equivalent comparable position in the private sector
- ii. A management course from a recognized institution
- iii. A Certificate in Computer Applications from a recognized institution.
- iv. Meet requirement of Chapter Six (6) of the Constitution of Kenya 2010

16. ASSISTANT STADIUM MANAGER JG CPSB 11 (1 POSTS). REF/MCPSB/411/202

Terms: Permanent/Contract

- i. Ensuring general maintenance and cleanliness of the facility/facilitie
- ii. Ensuring security and safety at the facility
- iii. Assisting the Manager in Controlling facility diary – bookings and correspondences
- iv. Making follow ups on correspondences
- v. Assisting the Manager in Making adverts on the games
- vi. Ensuring gate collections, payments of facilities/venues hire fees and rents to the county government whenever there are commercial games/events or tenants.
- vii. Assisting the Manager in Ensuring marking fields and track for matches and athletic events and national holiday parades.
- viii. Any other duties as may be assigned by the Supervisor

Requirements for Appointment

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

i.A Kenyan Citizenship

ii.Diploma Certificate in Sports Management; Hospitality; Leisure and Recreation; Estates Management; Facilities Management; Physical Education; Sports Science. or any other relevant and equivalent qualification forms a recognized institution of Higher Learning.

OR

- i. Diploma in Sports Management; Leisure and Recreation; Estates Management; Facilities Management; Physical Education; Sports Science with a minimum three (3) year experience in sports facilities management as a Senior Stadium Assistant in public service or equivalent comparable position in the private sector
- ii. A management course from a recognized institution
- iii. A Certificate in Computer Applications from a recognized institution.
- iv. Meet requirement of Chapter Six (6) of the Constitution of Kenya 2010

17. ASSISTANT DIRECTOR-LIQUOR LICENSING AND CONTROL JG CPSB 05 (1 POST). REF/MCPSB/412/2022

Terms: Permanent/Contract

Duties and responsibilities

The Director will be reporting to the Chief Officer, Trade, Tourism and Cooperative Development and will be responsible for the following:

- i) Ex-Official Member and Secretary to the County Alcoholics Drinks Regulation Committee in the absence of the Director.
- ii) Assisting the Director in administration of the alcoholics Drinks Control and Management Fund.
- iii) Assisting the Director by Supporting and facilitating County and Sub- County Alcoholic Drinks Regulation Committee in carrying out their functions.
- iv) Facilitate and ensure Public Education on Alcoholics Drinks Control in

the County directly and in collaboration with other public or private bodies and institutions in the absence of the Director.

v) Assisting the Director in Facilitating citizen participation in matters related to Alcoholic Drinks Control in accordance with established laws.

vi) Facilitating and promoting in collaboration with other county and National Government institutions and establishment of treatment and Rehabilitation facilities and programmes in the absence of the Director

viii. Carrying out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to Alcoholics Drinks Control in consultation with the Director.

viii) Developing in collaboration with other relevant County and National Government departments strategies and plans for implementation of the County Alcoholics Drinks and Management Act.

ix) Consulting with the Director in Advising the Executive Member on the exercise on County Policy and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.

x) In collaboration with other relevant county departments, prepare and submit reports as per requirements of applicable laws.

xi) Monitoring and evaluating the implementation of this County Alcoholic, Drinks and Management Act.

xii) Any other duties as may be assigned by the supervisor.

Requirement for Appointment

i. Be a Kenyan Citizen.

ii. Be a holder of a Bachelor's degree in Management, Administration or any other Social Science in a relevant field from a University recognized in Kenya.

iii. Have relevant experience of not less than five (5) years in Public/ Private/ Senior Administration and Management.

iv. A post graduate qualification in a relevant field and proven experience in a regulatory framework will be an added advantage.

18. SUB COUNTY EDUCATION OFFICER/EDUCATION OFFICER II JG CPSB 09 (1 POST). REF/MCPSB/413/2022

Terms: Contract

Duties and Responsibilities

i. Classroom Teaching coordination

ii. Ensuring the Preparation and Maintenance of lesson notes, schemes of work, student assessment reports, and records of work and other records within the sub county.

iii. Ensuring that all teachers within the sub county Develop and organize relevant teaching and learning materials

iv. Initiating and organizing curricula and co-curricular activities

v. Assessing and evaluating student's performance and provision of remedial action within the sub county

vi. Making sure that there is Maintenance and improvement of discipline in the class and in the institutions of the sub county- and

vii. Providing guidance and counselling to students

Requirements for Appointment

- i. Must be a Kenyan Citizen
- ii. Bachelor's Degree or a post graduate diploma in Education from a recognized University/institution
- iii. A certificate in computer applications from a recognized institution

19. YOUTH POLYTECHNIC INSTRUCTOR III JG CPSB 11 (1 POST) REF/MCPSB/414/2022

Terms: Permanent/Contract

Duties and Responsibilities

As a **Youth Polytechnic Instructor III**, you will be responsible to for:

- i. Theoretical and practical instruction in the area of specialization.
- ii. Preparing scheme of work lesson plans, lesson plans and lesson notes.
- iii. Ensuring trainee discipline.
- iv. Preparing, teaching and learning materials and trainee reports.
- v. Carrying out trainee assessment and compiling progress reports
- vi. Ensuring proper care and maintenance of tools and equipments
- vii. Monitoring trainees on field work and industrial attachment and compiling progress report.
- viii. Setting and marking examinations.
- ix. Any other duty that may be assigned by your supervisor

Requirements for appointment

- i. A Kenyan citizen
- ii. A Diploma in Carpentry and Joinery from a recognized institution
- iii. Good communication skills and a team player
- iv. Ability to impart life skills to the students
- v. Certificate in computer applications from a recognized institution
- vi. Physically and medically fit.

20. EARLY CHILDHOOD DEVELOPMENT TEACHER III JG CPSB 12 (3 POSTS) REF/MCPSB/415/2022

Terms: Permanent/Contract

REPLACEMENT

NO	WORK-STATION	DESIGNATION	SUB COUNTY
1	Wachara ECDE Centre	ASSISTANT ECDE TEACHER III	Nyatike
2	Alara Dago ECDE Centre	ASSISTANT ECDE TEACHER III	Suna East
3	Got Ogwamrondo ECDE Centre	ASSISTANT ECDE TEACHER III	Awendo

Duties and Responsibilities

- i. Class teaching;
- ii. Role modelling, guidance and counselling, mentoring and motivation of the learners;
- iii. preparing reports;
- iv. Ensuring the safety and security of the learners; Identifying, initiating, developing, and facilitating play learning activities that will enable learners enjoy living and learning through play;
- v. Developing relevant play/learning materials for all learners;
- vi. Preparing and developing schemes of work, lesson plans and daily programmes of activities, assessment and evaluation of learners' progress and keeping professional records.

Requirements for Appointment:

- i. Must be a Kenyan Citizen
- ii. Kenya Certificate of Secondary Education mean grade (KCSE C plain) or its approved equivalent from a recognized institution.
OR
- iii. Kenya Certificate of Secondary Education mean grade (KCSE D+ plus) or its approved equivalent from a recognized institution plus Certificate of Early Childhood Development and Education offered by the Kenya National Examinations Council (KNEC) or Ministry of Education of Kenya or its approved equivalent.
- iv. Diploma in Early Childhood Development and Education offered by the Kenya National Examinations Council (KNEC) or Ministry of Education of Kenya or its approved equivalent.
- v. Registered by the Teacher's Service Commission
- vi. A certificate in computer applications.
- vii. Valid Medical Report from a recognized Government Medical Health facility.

Personal Qualities

- a. Creative and innovative
- b. Professionalism and integrity
- c. Relate well with children, parents and members of the society
- d. Modest and of sound mind

Core Competencies

- a. A team player
- b. Ability to think creatively and constructively
- c. Excellent communication Skills

**21. ASSISTANT DIRECTOR OF WEIGHTS AND MEASURES JG CPSB 11 (1 POST)
REF/MCPSB/416/2022**

Terms: Permanent/Contract

Duties and Responsibilities

- i. An advisor on issues relating to Weights and Measures Act Cap 513, Trade Description Act Cap 505 and all subsidiary legislation made under them
- ii. Co-coordinating of verification of weighing and measuring equipment activities in office and field;
- iii. Supervising sampling of pre-packaging of goods for control and manufacture of weighing and measuring equipment; ensuring comparison of working standards against Secondary Reference Standards and calibration of testing equipment, standards and equipment used by manufacturers and repairers
- iv. Overseeing installation of underground storage tanks and fuel dispensers for sale of petroleum products and related products in liaison with relevant institutions; and licensing and monitoring performance of Weights and Measures technicians.
- v. Conducting inspection and investigation on mis-descriptions of goods, services, facilities and on the use of weighing and measuring equipment for trade; and coordinating on-job training for in-service trainees, mentoring, guiding and counselling of staff working under him/her
- vi. Monitoring registration of cases in courts of law and prosecuting and initiating appeals in liaison with the Director of Public Prosecutions;
- vii. Handling administrative, human resource, budgetary and asset management issues in liaison with relevant departments/divisions.
- viii. Preparing the department's draft estimates and overseeing collection and accounting of Appropriation-in-Aid (A.I.A); identify impediments and constraints to the implementation of policies and programmes in the County.

Requirements for appointment

- i. Serving in the grade of Senior Weights and Measures OR a minimum of 12 years' cumulative service as a Legal Metrologist.
- ii. Bachelor's degree in any of the following disciplines: Physics, Mathematics, Statistics, Law, Legal Metrology, Chemistry, Computer Science, Information Communication Technology, Instrumentation, Engineering (Mechanical/ Electrical/ Electronics), Micro-processors or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Instrumentation, Computer Science, Physics, Mathematics, Statistics, Chemistry, Law, Engineering (Mechanical/ Electrical/ Electronics), Micro-processors, Business Administration or equivalent qualification from a recognized institution is an **added advantage**;
- iv. Holder of Post Graduate Diploma in Legal Metrology or Advanced Certificate offered by the Institute of Trade Standards Administration (Kenya);
- v. Certificate of membership of the Institute of Trade Standards Administration (Kenya)
- vi. Must be an appointed inspector of Weights and Measures, under section 54 of The Weights and measures **Act Cap 513**
- vii. Certificate in computer applications from a recognized institution; and
- viii. Demonstrated professional competence in administration and management of Weights and Measures activities.
- ix. Requirements of Chapter Six of the Constitution

HOW TO APPLY:

1. Applicants are advised to use PSC 2 application form and attach the necessary documents. All applications should be submitted in a sealed A4 envelope clearly marked on the top left side indicating the reference number for position applied for and addressed to:

The Secretary/CEO

Migori County Public Service Board

P.O Box 365- 40400, Suna

2. Hand delivered applications should be dropped at the offices of the Migori County Public Service Board located at Nyamome along Namba – Masara road adjacent to Nyamome SDA church.
3. All applications should reach the Secretary/CEO Migori County Public Service Board on or before **Tuesday 18th July, 2022 at 5:00pm.**
4. Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates and testimonials.
5. For successful candidates to meet the requirements of chapter six of the Constitution of Kenya 2010, applicants must obtain the following clearance:
 - ♣ Tax compliance certificate from KRA
 - ♣ Clearance certificate from HELB
 - ♣ Clearance certificate from Ethics and Anticorruption Commission (EACC)
 - ♣ Certificate of good conduct from Criminal Investigation Department

NB:

- ♣ Women, People Living with Disabilities and Marginalized Groups are encouraged to apply;
- ♣ Only shortlisted and successful candidate will be contacted;
- ♣ Canvassing in any form will lead to automatic disqualification.

*MIGORI COUNTY PUBLIC SERVICE BOARD IS AN **EQUAL OPPORTUNITY EMPLOYEE***

