

COUNTY GOVERNMENT OF TRANS-NZOIA

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P.O. BOX 4210/30200

KITALE

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

OFFICE OF SECRETARY/CEO
TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
22 NOV 2023
P.O. Box 4210/30200
TEL: 0713 635 352

27-11-23


VACANCIES

Trans Nzoia County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the county public service. Interested and qualified persons are requested to make their applications **ONLINE** through the County Public Service Board's website: www.cpsbtransnzoia.co.ke/vacancies.

Please Note:

- A. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- B. All applications **MUST** be received on or before 15th December, 2023 by 5.00 p.m(E.A.T.).
- C. Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: 0713635352 and **not any other**.
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates **MUST** present their original academic and professional certificates during the interview.
- G. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
 - ✓ Clearance from Higher Education Loans Board (HELB);
 - ✓ Clearance from Criminal Investigations Department;
 - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

No	Cadre	JG	No. Required	Advert No.
EXTERNAL ADVERT				
1	Livestock Production Officer [2]	K	4	TCPSB/13/2023
2	Assistant Livestock Production Officer [3]	H	4	TCPSB/14/2023
3	Livestock Production Assistant [2]	G	5	TCPSB/15/2023
4	Veterinary Officers	L	3	TCPSB/16/2023
5	Livestock Health Assistant [1]	H	4	TCPSB/17/2023
6	Animal Health Assistant [2]	G	7	TCPSB/18/2023
7	Leather Development Officer [2]	L	1	TCPSB/19/2023
8	Assistant Leather Development Officer [3]	H	1	TCPSB/20/2023
9	Assistant Co-Operative Officer [3]	H	5	TCPSB/21/2023
10	Co-Operative Auditor [3]	H	3	TCPSB/22/2023
11	Fisheries Officer [2]	K	4	TCPSB/23/2023
12	Assistant Fisheries Officer [3]	H	4	TCPSB/24/2023
13	Engineer [2] (Irrigation)	K	1	TCPSB/25/2023
14	Engineer [2] (Water Management)	K	1	TCPSB/26/2023
15	Engineer [2] (Scheme Licensing)	K	1	TCPSB/27/2023
16	Inspector (Agriculture- Irrigation)	H	2	TCPSB/28/2023
INTERNAL ADVERT				
1	Revenue Collection Officer [2]	J	5	TCPSB/29/2023
2	Revenue Collection Assistant [3]	H	15	TCPSB/30/2023
3	Clerical Officer [2]	F	35	TCPSB/31/2023


 THE SECRETARY
 TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
 P.O. BOX 4210 - 30200
 KITALE



1. LIVESTOCK PRODUCTION OFFICER [2], JOB GROUP 'K' (Four-4 Posts)

Salary Scale: Ksh.39,700 x1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m

Terms of service: Permanent and Pensionable

Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) Degree holders: Bachelor of Science degree in: Animal Production/Animal Science, Agriculture, Agricultural Economics, Agricultural Marketing/Agribusiness, Natural resource management, from a recognized University.
- (ii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for degree holders. Livestock Production Officer [2] will be treated as being on Job training and will work under the guidance and supervision of a senior officer. The officer may be deployed at County or Sub-County level in animal production, livestock marketing, to promote economic livestock farming.

2. ASSISTANT LIVESTOCK PRODUCTION OFFICER [3], JOB GROUP 'H' (Four-4 Posts)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Requirements for Appointment:

For appointment to this grade, an officer must have:

- (i) Diploma in any of the following disciplines: Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, or Natural Resource Management from a recognized institution. and
- (ii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for diploma holders. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve: assisting in delivering Livestock extension services including Preparing and conducting field

days and trainings; compiling Livestock statistical data; participating in Livestock development activities and help farmers promote economic livestock farming in the wards.

3. LIVESTOCK PRODUCTION ASSISTANT [2] JOB GROUP 'G' (Five -5 Posts)

Salary Scale Ksh. 23,700 x 1,040-24,740 x 1,070-25,810 x 1,090 -26,900 x 1,110 28,010 x 1,120 29,130 x 1,150 - 30,280 x 1,170 - 31,450 p.m.

Requirements for Appointment:

For appointment to this grade, an officer must have:

- (i) Certificate in any of following disciplines: Animal Health and production, Dairy Technology, Animal science or apiculture from a recognized institution and
- (ii) Certificate in computer application from a recognized institution

Duties and Responsibilities.

This is the entry and training grade for Certificate holders. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve: assisting in delivering Livestock extension services including conducting Demonstrations field days and trainings; collecting and compiling Livestock statistical data; participating in Livestock development activities and help farmers promote economic livestock farming in the wards.

4. VETERINARY OFFICERS, JOB GROUP 'L' (THREE-3 POSTS)

Salary Scale: Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m

Terms of service: Permanent and Pensionable

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: -

- ✓ 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 postmortem examination and other diagnostic tests.

Requirements for appointment

- (i) Must have a degree in Veterinary Medicine/Veterinary Medicine and Surgery from a recognized University.
- (ii) Must be registered by Kenya Veterinary Board (KVB) and retained in the registered for 2023.
- (iii) Membership to a professional body (e.g. Kenya Veterinary Association(KVA))

5. LIVESTOCK HEALTH ASSISTANT [1] JOB GROUP 'H' (FOUR-4 POSTS)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This will be 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: -

- ✓ Participating in Animal Health Field Demonstrations and Agricultural Shows;
- ✓ Participating in sample collection and dispatch.
- ✓ Inspecting livestock stock routes.
- ✓ Collecting data and writing technical reports.
- ✓ Demonstrating and training on milking techniques and external parasite' control techniques such as dipping,
- ✓ Spraying and dusting; carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming.
- ✓ Carrying out simple treatment of animals
- ✓ Participating in disease search and reporting
- ✓ Keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

Requirements for appointment

- (i) A certificate in Animal Health and /Or Production from a KVB accredited institution.
- (ii) Must be registered by Kenya Veterinary Board and retained for the year 2023.
- (iii) Membership to a professional body will be appreciated.

6. ANIMAL HEALTH ASSISTANT [2], JOB GROUP 'G' (SEVEN-7 POSTS)

Salary Scale: Ksh. 23,700 x 1,040 – 24,740 x 1,070 – 25,810 x 1,090 – 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This 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»

- ✓ Carrying out simple treatment of animals
- ✓ Participating in disease search and reporting
- ✓ Demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting
- ✓ Carrying out vaccination
- ✓ Undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

Requirements for appointment

- (i) Must have a Certificate from a KVB accredited Institution.
- (ii) Must be registered by Kenya Veterinary Board and retained in the register for 2023.
- (iii) Membership to a Professional Welfare Body (Kenya Association of Livestock Technicians (KALT) will be appreciated.
- (iv) A certificate in Meat Inspection/Abattoir Instructor will be an added advantage.

7. LEATHER DEVELOPMENT OFFICER [2], JOB GROUP 'L' (ONE-1 POST)

Salary Scale : Ksh. 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will be in charge of:

- ✓ The division at the Provincial headquarters to promote industrialization by establishment of small and large scale commercial tanneries.
- ✓ Co-ordinate hides and skins activities at the province.
- ✓ Initiate projects and activities related to hides and skins to alleviate poverty and create wealth.
- ✓ The officer at this level can be deployed at a training institution to teach leather technology subjects.

Requirements for Appointment

For appointment to the grade of Leather Development Officer I, an officer must have: -

- (i) Be in possession of at least KCE Division [2] or B mean grade or its equivalent with credits in relevant subjects, and
- (ii) Have a Degree in any of the following disciplines: - Leather Science, Leather Goods design and development and Footwear Science.
- (iii) Must be licensed by the Kenya Leather Board
- (iv) Must belong to Kenya Leather Association.

8. ASSISTANT LEATHER DEVELOPMENT OFFICER [3], JOB GROUP 'H' (ONE-1 POST)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for Assistant Leather Development Officers cadre. An officer will work under guidance and supervision of a Senior Officer. Officers may be deployed at the Division or in other specialized programme and their duties will include:

- ✓ Provision of advisory services on rural tannery projects
- ✓ Feasibility studies

- ✓ Tannery layout plans and to plot out effective effluent treatment plants, for small scale tanneries.
- ✓ An officer at this level may also be deployed as a Trainer/Instructor in a Training Institution.

Requirements for Appointment

For appointment to this grade of Assistant Leather Development Officer [2] an Officer must:

- (i) Be in possession of at least KCE Division [3] or C- mean grade or its equivalent with credits in relevant subjects, and
- (ii) Have a Diploma in any of the following disciplines: - Leather Technology, Leather Goods design and development and Footwear Technology.
- (iii) Must be licensed by the Kenya Leather Board
- (iv) Must belong to Kenya Leather Association.

9. ASSISTANT CO-OPERATIVE OFFICER [3], JOB GROUP H (FIVE-5 POSTS)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities.

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

- i. Promoting co-operative societies
- ii. Enforcing compliance with co-operative legislation; and
- iii. Any other lawful duties that may be assigned from time to time

Requirement for appointment

For appointment to this grade, a candidate must

- (i) Be a Kenyan citizen;
- (ii) Have diploma in any of the following disciplines; Cooperative Management, Marketing or Finance from a recognize institution; and
- (iii) Certificate in computer applications from a recognized institution.

10. CO-OPERATIVE AUDITOR [3], JOB GROUP H (THREE-3 POSTS)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities;

This is the entry and training grade for this cadre. An officer at this level will be required to work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: -carrying out audit inspections of societies records, collecting data on periodical financial returns, estimates of income and expenditure.

Requirements for Appointment

For appointment to this grade, a candidate must have

- (i) Diploma in any of the following disciplines Cooperative Management, Cooperative Auditing, Internal Auditing, Internal Auditing or Finance from a recognized institution;

Or

- (ii) Certified public accountants CPA Kenya part I or Certified Internal Auditors CIA part [2] from a recognized institution;
- (iii) Certificate in computer application from a recognized institution.

11. FISHERIES OFFICER [2], JOB GROUP 'K' (THREE-3 Posts)

Salary Scale: Ksh.39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m

Terms of service: Permanent and Pensionable

Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following fields; Fisheries, zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized Institution; and
- (ii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail: receiving and compiling fisheries related statistical data from field officers; analyzing fisheries data and preparing reports; assisting in monitoring, control and surveillance of the fisheries resources; undertaking fisheries extension activities; maintaining of ponds at fish farms and hatcheries; inspecting fish and fish handling facilities at fish landing sites; markets and farms; and assisting in the promotion of fish marketing and value addition.

12. ASSISTANT FISHERIES OFFICER [3], JOB GROUP 'H' (FOUR-4 Posts)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Requirements for Appointment:

For appointment to this grade, an officer must have:

- (i) Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for diploma holders. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve: assisting in delivering fisheries extension services including conducting field days and training fishers; collecting and compiling fisheries statistical data; participating in fish quality assurance activities and marketing; and value addition.

13. ENGINEER [2] (IRRIGATION)- JOB GROUP 'K' (CPSB 09) (ONE-1 POST)

Salary Scale: Ksh.39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m

Terms of service: Permanent and Pensionable

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 at this level will entail: - collecting and compiling data for irrigation scheme planning; mobilizing farmers for

participatory irrigation development; setting up of demonstration plots; identifying irrigation schemes for development; implementing irrigation action plans; carrying out repairs and maintenance of irrigation infrastructure; and undertaking preliminary investigations and feasibility studies for irrigation scheme development

Requirements for Appointment

For appointment to this grade a candidate must have: -

- (i) Bachelor's Degree in any of the following disciplines: - Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil and Water
- (ii) Engineering, Soil, Water and Environmental Engineering, Environmental and Bio-systems Engineering, Mechanical Engineering or its equivalent qualification from a recognized institution;
- (iii) Registration by the Engineers Board of Kenya (EBK); and
- (iv) Certificate in computer application skills

14. ENGINEER [2] (WATER MANAGEMENT), JOB GROUP 'K'/CPSB 09 (ONE-1 POST)

Salary Scale: Ksh.39,700 x1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m

Terms of service: *Permanent and Pensionable*

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: mobilizing farmers for irrigation scheme development; updating the irrigation water users' associations' inventory; collecting and compiling data for irrigation planning; identifying and compiling inventory on relevant stakeholders in irrigation scheme development and management; setting up demonstrations of on-farm irrigation technologies; preparing training materials; training of irrigation farmers, farmer organizations and irrigation water users' associations; and disseminating information on irrigation scheme management, supply and optimum use of water and management of irrigated enterprises at scheme level.

Requirements for Appointment

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

- (i) Bachelor's degree in any of the following disciplines: - Agriculture, Horticulture,

Agronomy, Agricultural Economics, Agribusiness Management, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture, Soil Environment and Land Use Management or any other equivalent qualification from a recognized institution; and

- (ii) Certificate in computer application skills.

15. ENGINEER [2] - SCHEME LICENSING JG 'K' (ONE- 1 POST)

Salary Scale: Ksh.39,700 x1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

- (i) Determine, process applications and make recommendations to the Director Irrigation Development for issuance of irrigation scheme licenses;
- (ii) Monitor compliance and enforce conditions attached to licenses for all irrigation schemes and projects in collaboration with other stakeholders;
- (iii) Establish and maintain a database and information management system on licensed irrigation schemes at the County level;
- (iv) Collaborate with other agencies to validate environmental and social impact assessment, environmental audit and environmental management in irrigation schemes;
- (v) Undertake periodic assessment and monitoring of on-farm water management in irrigation schemes;
- (vi) Provide capacity building to support licensing of irrigation schemes;
- (vii) liaise with other agencies and stakeholders to promote efficient irrigation water use and prevention of pollution to surface and ground water resources; and
- (viii) Coordinate data collection, collation, processing and storage on licensed small-scale irrigation schemes for inclusion in the master register of licensed irrigation schemes.

Requirement for appointment

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

- (i) Bachelor's degree in any of the following disciplines: - Agriculture, Horticulture,

Agronomy, Agricultural Economics, Agribusiness Management, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture, Soil Environment and Land Use Management or any other equivalent qualification from a recognized institution; and

(ii) Certificate in computer application skills.

16. INSPECTOR (AGRICULTURE- IRRIGATION), JOB GROUP 'H' (TWO- 2 POSTS)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail: inspecting development of irrigation infrastructure; collecting baseline data for irrigation planning; organizing farmers' meetings for irrigation participatory development; training irrigation farmers on sustainable scheme management and resource mobilization; identifying sites for irrigation technology demonstration plots; and identifying irrigation schemes for development.

Requirement for Appointment

Diploma in any of the following disciplines: - Irrigation, Irrigation and Drainage (Irrigation Technology), Irrigation and Drainage Engineering, Irrigation and Drainage Engineering (Irrigation Technology), Agricultural Irrigation and Drainage Engineering, Soil and Water, Engineering, Agricultural Engineering, Farm Power and Machinery or, any other equivalent qualification from a recognized institution;

INTERNAL ADVERT

Trans-Nzoia County Public Service Board invites applications from suitably qualified persons (*those serving as casuals /or on contract*) to fill the following positions

17. REVENUE COLLECTION OFFICER [2], JOB GROUP 'J' (FIVE-5 POSTS)

Salary Scale: Ksh.39,700 x1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for Revenue Collection Officers. An officer at this level will work under the guidance of a senior and experienced officer. Specific duties and responsibilities will entail collecting data for input in the development and review of policies, guidelines, procedures, strategies and standards on revenue collection; collecting revenue from designated revenue collection points and entering the revenue on cash register or on any other approved means; issuing customers with receipts, collecting data on revenue defaulters and debtors and preparing report; and preparing a list of revenue collection points in area of deployment.

Requirement for appointment

For appointment to this grade, a candidate must: -

- (i) Have a bachelor degree in any of the following disciplines: - Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other equivalent qualification from a recognized institution.
- (ii) Be a person of integrity.
- (iii) Have a certificate in computer application

18. REVENUE COLLECTION ASSISTANT [3], JOB GROUP 'H' (FIFTEEN-15 POSTS)

Salary Scale: Ksh. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for Revenue Collection Assistants. An officer at this level will work under the guidance and supervision of a senior officer. Specific duties and responsibilities will entail calculating parking, cess or market charges in the area of deployment; collecting revenue from parking/market vendors, business or land owners as assigned; entering the revenue collected on cash register or on any other approved means; issuing customers with receipts; checking customers

for validity of receipts or licenses from parked vehicles, market vendors and business premises; directing customers to available open parking spaces; placing barricades on designated or reserved area to prevent parking; collecting and collating data on revenue defaulters; and placing written notices of parking fees due on windscreen of vehicles before and after parking hours.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- (i) Have a diploma in any of the following disciplines: Business Administration, marketing or any other equivalent qualification from a recognized institution.
- (ii) Be a person of integrity.
- (iii) Have a certificate in computer applications

19. CLERICAL OFFICER [2], JOB GROUP "F" (THIRTY-FIVE-35 POSTS)

Salary Scale: Ksh. 19,220 x 680 – 19,900 x 700 – 20,600 x 780 -21,380 x 800 – 22,180 x 950 – 23,130 p.m

Terms of service: Permanent and Pensionable

Duties and Responsibility

This is the entry and training grade for Clerical cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM Unit, General registry, Supplies, Accounts office or general office services. Specific Duties will include Compiling Statistical records: Sorting, Filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in Human Resource Management; computation of financial or statistical records based on routine or special sources of information; preparing payment vouchers, compiling data and drafting simple letters.

Requirements for appointment

For appointment to this grade, a candidate must in possession of;

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of C- (minus) or its approved equivalent with at least 5 years of experience and;
- (ii) Proficiency in Computer applications.

