

COUNTY GOVERNMENT OF MIGORI



MIGORI COUNTY PUBLIC SERVICE BOARD

VACANCY

Migori County Public Service Board (CPSB) is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59(1)(b) of the County Governments Act 2012 outlines the functions of the CPSB among them being “*appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments*”

Pursuant to the above provisions, Migori County Public Service Board invites applications from suitably qualified persons who wish to be considered for the positions listed below:

1. DEPARTMENT OF ROADS, TRANSPORT AND PUBLIC WORKS

1. CHIEF OFFICER, PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT - JG S, CPSB 02 (1 POST). REF/MCPSB/464/2024

Term: Contract

Duties and Responsibilities

The Chief Officer shall be the authorized officer in the department and shall be responsible to the respective County Executive Committee Member. He shall perform the following duties at the department:

- i. The administration of a County department.
- ii. Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- iii. Development and implementation of strategic plans and sector development plans.
- iv. Implementation of policies and regulations.
- v. Providing strategic policy direction for effective service delivery.
- vi. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- vii. Performing 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 Kenya citizen.
- ii. Have a Bachelor’s degree the relevant field from a university recognized in Kenya
- iii. Possession of a Master’s degree in a relevant field will be an added advantage.
- iv. Must be a member of a professional body relevant to the position applied for and in good standing
- v. Have vast knowledge and experience of not less than 7 years in the relevant field, five of which should be in a managerial position

- vi. Be conversant with the Constitution of Kenya and all the devolution laws
- vii. Demonstrate through understanding of county development objectives and vision 2030
- viii. Be a strategic thinker and result oriented
- ix. Have excellent communication, organizational and interpersonal skills
 - x. Have capacity to work under pressure to meet timelines
 - xi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- xii. Satisfies the requirement of Chapter Six of the Constitution
- xiii. Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- xiv. Be computer literate.

2. DEPARTMENT OF TRADE, TOURISM, INDUSTRIALIZATION AND COOPERTIVE DEVELOPMENT

1. CHIEF OFFICER, COOPERATIVE DEVELOPMENT AND MARKETING - JG S, CPSB 02 (1 POST). REF/MCPSB/465/2024

Term: Contract

Duties and Responsibilities

The Chief Officer shall be the authorized officer in the department and shall be responsible to the respective County Executive Committee Member. He shall perform the following duties at the department:

- i. The administration of a County department.
- ii. Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- iii. Development and implementation of strategic plans and sector development plans.
- iv. Implementation of policies and regulations.
- v. Providing strategic policy direction for effective service delivery.
- vi. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- vii. Performing 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 Kenya citizen.
- ii. Have a Bachelor's degree the relevant field from a university recognized in Kenya
- iii. Possession of a Master's degree in a relevant field will be an added advantage.
- iv. Must be a member of a professional body relevant to the position applied for and in good standing
- v. Have vast knowledge and experience of not less than 7 years in the relevant field, five of which should be in a managerial position
- vi. Be conversant with the Constitution of Kenya and all the devolution laws
- vii. Demonstrate through understanding of county development objectives and vision 2030
- viii. Be a strategic thinker and result oriented
- ix. Have excellent communication, organizational and interpersonal skills

- x. Have capacity to work under pressure to meet timelines
- xi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- xii. Satisfies the requirement of Chapter Six of the Constitution
- xiii. Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- xiv. Be computer literate.

3. DEPARTMENT OF PUBLIC HEALTH AND MEDICAL SERVICES

1. PHARMACIST - JG M, CPSB 07 (1 POST). REF/MCPSB/466/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Screening prescription for legal validity, drug contraindications, drug interactions, and appropriateness of dosage, frequency and duration of dosing and patient convenience.
- ii. Preparing and dispensing medicines according to Good Dispensing Practices
- iii. Counseling patients on the use of medicines
- iv. Making extemporaneous preparations
- v. Participating in ward rounds
- vi. Identifying medicinal gaps and challenges
- vii. Recommending Over The Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals
- viii. Making entries into the relevant inventory management records and registers

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen.
- ii. Bachelors of Pharmacy Degree (B.Pharm) from an institution recognized by the Pharmacy and Poisons Board.
- iii. Successfully completed one (1) year Internship from a recognized institution
- iv. Registration Certificate by the Pharmacy & Poisons Board
- v. Certificate in computer application skills from a recognized institution is an added advantage.

2. KENYA REGISTERED COMMUNITY HEALTH NURSE III - JG H, CPSB 11 (14 POSTS). REF/MCPSB/467/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Assessing, Planning, Implementing nursing intervention and evaluating patient's outcome.
- ii. Providing appropriate healthcare service including integrated management of childhood illness (IMCI), immunization, PMTCT, Antenatal care and delivery.
- iii. Providing health needs and referring patients and clients appropriately.
- iv. Facilitating patient's admission and initiating discharges plans.
- v. Maintaining records on patients/clients health condition and care.

- vi. Ensuring a tidy and safe clinical environment and collecting and compiling data.
- vii. Collecting and compiling data.
- viii. To work under guidance of a more senior officer.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen.
- 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 practicing license from Nursing Council of Kenya.
- v. Certificate in computer application skills from a recognized institution is an added advantage.

3. REGISTERED CLINICAL OFFICER - JG H, CPSB 11 (2 POSTS). REF/MCPSB/468/2024

Term: Permanent/Contract

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 liason with other health workers
- iii. Guiding and counseling patients, client and staff on health issues
- iv. Sensitizing patients and clients on preventive and promote health; referring patients and clients to appropriate health facilities.
- v. Providing clinical outreach and school health services
- vi. Carrying out minor surgical procedures as per training and skill; collecting and compiling clinical data assessing, preparing and presenting medico- legal reports.
- vii. Support clinical management of opportunistic infections.
- viii. Offer integrated prevention of mother to child transmission of HIV (PMTCT)
- ix. 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.
- x. Support integrated TB/HIV service including a TB active case finding and ICF, TB Preventive treatment
- xi. Appropriate and timely initiation of TB and ART treatment and TB patient follow up and accurately documentation of treatment outcomes.
- xii. Support integration of the following services in routine HIV Care-family planning cervical cancer screening, GBV screening and referral, PEP and PrEP services.
- xiii. Monitor facility ART cohort growth by ensuring program retention strategies are implemented with fidelity.
- xiv. Support facility rational use of ART and TB commodities through good dispensing practices, stock monitoring, reporting, placing order and pharmacovigilance.
- xv. 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.

- xvi. Collecting and compiling clinical data
- xvii. Referring patients and clients to appropriate health facilities
- xviii. Actively participate in other service delivery areas and joint facility activities.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. 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 license.
- iv. Certificate in Computer Application Skills from a recognized institution is an added advantage.

4. MEDICAL LABORATORY TECHNOLOGIST III - JG H, CPSB 11 (2 POSTS). REF/MCPSB/469/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Decontaminating working benches
- ii. Receiving and scrutinizing laboratory requisition forms and specimens
- iii. Preparing Clients for collection of specimens
- iv. Disaggregating Specimens for processing and analyses
- v. Preparing reagents
- vi. Examining specimens
- vii. Writing and recording of results
- viii. Dispatching the results for use in Clinical Management
- ix. Preparing stains, performing blood grouping, issuing blood and blood products to peripheral health facilities and
- x. Storing Blood products according to their requirements
- xi. To work under guidance of a more senior officer

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen.
- ii. Diploma in Medical Laboratory Science or any other equivalent qualification recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- iii. Valid practicing Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board.
- v. Certificate in computer Application Skills from a recognized institution is an added advantage.

5. ASSISTANT PUBLIC HEALTH OFFICER - JG H, CPSB 11 (3 POSTS). REF/MCPSB/470/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health
- ii. Referring health cases to relevant health facilities
- iii. Coordinating immunization
- iv. Identifying environmental health issues at community level
- v. Organizing community health days to advise and sensitize communities on common public health issues
- vi. Collecting and maintaining up to date records of services rendered
- vii. Assessing health needs of the community
- viii. Implementing vector, vermin and rodent control measures, and
- ix. Implementing integrated mosquito control strategies.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Diploma in Environmental Health Science or Public Health Technology from a recognized institution
- iii. Certificate in computer application skills from a recognized institution is an added advantage.

4. DEPARTMENT OF EDUCATION, GENDER YOUTH, SPORTS, CULTURE AND SOCIAL SERVICES

1. CHIEF OFFICER, GENDER INCLUSIVITY, CULTURE AND SOCIAL SERVICES - JG S, CPSB 02 (1 POST). REF/MCPSB/471/2024

Term: Contract

Duties and Responsibilities

The Chief Officer shall be the authorized officer in the department and shall be responsible to the respective County Executive Committee Member. He shall perform the following duties at the department:

- i. The administration of a County department.
- ii. Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- iii. Development and implementation of strategic plans and sector development plans.
- iv. Implementation of policies and regulations.
- v. Providing strategic policy direction for effective service delivery.
- vi. Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- vii. Performing 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 Kenya citizen.
- ii. Have a Bachelor's degree in the relevant field from a university recognized in Kenya
- iii. Possession of a Master's degree in a relevant field will be an added advantage.
- iv. Must be a member of a professional body relevant to the position applied for and in good standing
- v. Have vast knowledge and experience of not less than 7 years in the relevant field, five of which should be in a managerial position
- vi. Be conversant with the Constitution of Kenya and all the devolution laws
- vii. Demonstrate through understanding of county development objectives and vision 2030
- viii. Be a strategic thinker and result oriented
- ix. Have excellent communication, organizational and interpersonal skills
- x. Have capacity to work under pressure to meet timelines
- xi. Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity
- xii. Satisfies the requirement of Chapter Six of the Constitution
- xiii. Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.
- xiv. Be computer literate.

**2. YOUTH POLYTECHNIC INSTRUCTOR III - JG H, CPSB 11 (1 POST).
REF/MCPSB/472/2024**

Term: Permanent/Contract

Duties and Responsibilities

Duties and responsibilities will involve:

- i. Theoretical and practical instruction in the area of specialization.
- ii. Prepare and maintain schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials.
- iii. Carry out trainee assessment.
- iv. Ensuring proper care and maintenance of tools and equipment.
- v. Conducting co-curricular activities.
- vi. Maintaining trainees' discipline; and guiding and counseling trainees.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen.
- ii. Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology, Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/ Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology; Food Technology; Institutional Management; Catering and Housekeeping; carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution.
- iii. Certificate in computer applications from a recognized institution.

3. ECDE TEACHER III - JG H, CPSB 11 (1 POST) REF/MCPSB/473/2024

Term: Permanent/Contract

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
- v. Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play.
- vi. Developing relevant play/learning materials for all learners.
- vii. 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

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen.
 - ii. Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain), or its approved equivalent.
- OR**
- iii. Kenya Certificate of Secondary Education (KCSE) minimum grade (Plus), or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC or Ministry of Education or its approved equivalent
 - iv. Diploma in Early Childhood Development and Education offered by KN EC or its approved equivalent
 - v. Registered by the Teachers Service Commission
 - vi. A certificate in Computer applications
 - vii. Certificate of Good Conduct from the National Police Service
 - viii. Valid medical report from a recognized government health facility.

4. ASSISTANT ECDE TEACHER III - JG F, CPSB 13 (2 POSTS). REF/MCPSB/474/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Class teaching
- ii. Role modeling, guidance and counseling, mentoring and motivation of the learner
- iii. Preparing reports
- iv. Ensuring safety and security of the learners
- v. Assist in designing, organizing and facilitating play learning activities for learners
- vi. Caring and nurturing spiritual, moral, social, mental, physical aesthetic and emotional growth of the learner (holistic development)
- vii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.)
- viii. Preparing and developing play/learning materials.

Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must be in possession of:

- i. Be a Kenyan citizen.
- ii. Kenya Certificate of Secondary Education (KCSE) with a minimum grade C (Plain) from KNEC or its recognized equivalent
- iii. Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- iv. A Certificate in Computer Applications
- v. Registered by the Teachers Service Commission
- vi. Certificate of Good Conduct from National Police Service.
- vii. Valid medical report from a recognized government health facility.

5. DEPARTMENT OF WATER AND ENERGY

1. INSPECTOR ELECTRICAL - JG H, CPSB 11 (1 POST). REF/MCPSB/475/2024

Term: Permanent/Contract

Duties and Responsibilities

An officer at this level will work under minimal supervision and duties will include;

- i. Improvement works, more complex repairs and maintenance works and routine checks in line with their area of specialization (Electrical checks, repairs and assigned routine works).

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Diploma in Electrical Engineering or Technician Certificate part III in Electrical Engineering or its approved equivalent and relevant qualification from a recognized institution
- iii. Served in the grade of Artisan II-Electrical or in a comparable and relevant position in the Public Service for at least three (3) years; and
- iv. Shown merit and ability in work performance and results.

2. ARTISAN I - JG G, CPSB 12 (2 POSTS) REF/MCPSB/476/2024

Term: Permanent/Contract

Duties and Responsibilities

An officer at this level will work under minimal supervision and duties will include improvement works, more complex repairs and maintenance works and routine checks in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing.)

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Government Trade Test Certificate Grade III in the respective craft
- iii. served in the grade of Artisan II or in a comparable and relevant position in the Public Service for at least three (3) years; and
- iv. Shown merit and ability in work performance and results.

3. ARTISAN III - JG E, CPSB 14 (2 POSTS) REF/MCPSB/477/2024

Term: Permanent/Contract

Duties and Responsibilities

This will be the entry grade for this cadre. An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing).

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenya citizen.
- ii. Government Trade Test Certificate Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing.)

4. CLEANING SUPERVISOR 2b - JG E, CPSB 14 (2 POSTS) REF/MCPSB/478/2024

Term: Permanent/Contract

Duties and Responsibilities

An officer at this level will be responsible to the head of Administration services. Duties and responsibilities will entail: -

- i. Overall management and supervision of the support staff;
- ii. Planning and implementation of effective support services
- iii. Liaising with other of department/sections on matters pertaining to Support staff services
- iv. Supervising other staff under the officer
- v. Assigning work to other support staff personnel
- vi. Developing duty roaster; and supervising cleanliness of offices and office environment.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Served in the grade of Cleaning Supervisor III/Senior Support Staff or Senior sanitary Cleaner for a minimum period of three (3) years
- iii. Kenya Certificate of Secondary Education (KCSE) mean grade D(Plain) or equivalent qualification from a recognized institution
- iv. Certificate in computer application skills
- v. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution shall be an added advantage
- vi. Shown merit and ability as reflected in work performance and results.

6. AGRICULTURE, LIVESTOCK, VETERINARY SERVICES, FISHERIES AND BLUE ECONOMY

1. AGRICULTURE

1. AGRICULTURAL OFFICER - JG K, CPSB 09 (2 POSTS) REF/MCPSB/479/2024

Term: 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 and supervision of a senior officer. Duties and responsibilities will entail: -

- i. Collecting, collating agriculture information and inputting into the database
- ii. Collecting and packaging of new and existing agricultural technologies for dissemination

- iii. Preparing draft crop production and national food security reports.
- iv. Any other duty as assigned from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- 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 or institution if applicable and
- iv. Certificate in computer application skills.

2. ASSISTANT AGRICULTURAL OFFICER III - JG H, CPSB 11 (5 POSTS) REF/MCPSB/480/2024

Term: Permanent/Contract

Duties and Responsibilities

This will be the entry and training grade for Assistant Agricultural Officer I cadre. An officer at this level will be deployed at the Ward or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized qualification
- iii. Professional competence in work performance and exhibited a thorough understanding of National goals, policies, objectives and ability to relate them to proper management.

3. AGRICULTURAL ASSISTANT III - JG G, CPSB 12 (4 POSTS) REF/MCPSB/481/2024

Term: Permanent/Contract

Duties and Responsibilities

This will be the entry and training grade for Assistant Agricultural Officer I cadre. The officer will be placed under the supervision of a more senior officer. An officer at this level will be deployed at the Ward or in an Agricultural Training Centre. Duties and responsibilities will involve training

and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. A Certificate 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 qualification
- iii. Professional competence in work performance and exhibited a thorough understanding of National goals, policies, objectives and ability to relate them to proper management.

4. CLERICAL OFFICER II - JG F, CPSB 13 (2 POSTS) REF/MCPSB/482/2024

Term: Permanent/Contract

Duties and Responsibilities

This is the entry and training grade for the 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:

- i. Compiling statistical records; sorting, filing and dispatching letters
- ii. Maintaining an efficient filing system
- iii. 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
- iv. Preparing payment vouchers; compiling data and drafting simple letters.
- v. Any other duty as assigned from time to time

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- iii. Proficiency in computer applications.

5. INTERN-AGRICULTURAL OFFICER DEGREE (6 POSTS) REF/MCPSB/483/2024

Term: One Year Non-Renewable Contract.

Duties and Responsibilities

The officer at this level will be responsible to the Sub County Agricultural Officer. An officer at this level will be deployed at the Ward or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. A bachelor degree in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education and Extension, Horticulture or any other relevant and equivalent qualification from a recognized institution.
- iii. Computer literate and skills in data analysis is an added advantage
- iv. Professional competence in work performance and exhibited a thorough understanding of National goals, policies, objectives and ability to relate them to proper management.

6. INTERN-ASSISTANT AGRICULTURAL OFFICER-DIPLOMA (13 POSTS) REF/MCPSB/484/2024

Term: One Year Non-Renewable Contract.

Duties and Responsibilities

The officer at this level will be responsible to the Ward Agricultural Officer. An officer at this level will be deployed at the Ward or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Diploma in any of the following fields: Agriculture, Food Technology, Horticulture
- iii. Professional competence in work performance and exhibited a thorough understanding of policies, objectives and ability to relate them to proper management.

2. FISHERIES

1. FISHERIES OFFICER - JG K, CPSB 09 (3 POSTS) REF/MCPSB/485/2024

Term: Permanent/Contract

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:

- i. Receiving and compiling fisheries related statistical data from field officers, analyzing fisheries data and preparing reports
- ii. Assisting in monitoring, control and surveillance of the fisheries resources
- iii. Undertaking fisheries extension activities
- iv. Maintaining of ponds at fish farms and hatcheries
- v. Inspecting fish and fish handling facilities at fish landing sites, markets and farms and
- vi. Assisting in the promotion of fish marketing and value addition

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen

- ii. Bachelor's degree in any of the following disciplines: - 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
- iii. Certificate of membership to a professional body from a recognized institution; and
- iv. Certificate in computer application skills.

2. FISHERIES ASSISTANT II - JG G, CPSB 12 (4 POSTS) REF/MCPSB/486/2024

Term: Permanent/Contract

Duties and Responsibilities

This is the entry and initial grade for certificate holders. An officer at this level will work under the supervision of an experienced officer. Duties and responsibilities will entail:

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

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Certificate in either fisheries and aquaculture management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

3. CLERICAL OFFICER II - JG F, CPSB 13 (1 POST) REF/MCPSB/487/2024

Term: Permanent/Contract

Duties and Responsibilities

This is the entry and training grade for the 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:

- i. Compiling statistical records; sorting, filing and dispatching letters
- ii. Maintaining an efficient filing system
- iii. 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
- iv. Preparing payment vouchers; compiling data and drafting simple letters.
- v. Any other duty as assigned from time to time

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- iii. Proficiency in computer applications.

3. VETERINARY SERVICES AND LIVESTOCK PRODUCTION

1. LIVESTOCK PRODUCTION OFFICER - JG K, CPSB 09 (1 POST)

REF/MCPSB/488/2024

Term: Permanent/Contract

Duties and Responsibilities

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

- i. Preparing livestock technical information,
- ii. Providing technical advice in animal production, livestock marketing and apiculture
- iii. Promoting economic livestock farming,
- iv. Participating in organizing extension activities,
- v. Implementing livestock production programs/projects.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Have a Bachelors degree in any of the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management, natural resource management, livestock/agricultural economics, dairy technology or agricultural education and extension from a recognized institution; and
- iii. Certificate in computer applications from a recognized institution.

2. ANIMAL HEALTH ASSISTANT III - JG G, CPSB 12 (4 POST) REF/MCPSB/489/2024

Term: Permanent/Contract

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:

- i. Participating in animal health field demonstrations and agricultural shows
- ii. Participating in sample collection and dispatch; inspecting livestock stock routes
- iii. collecting data and writing technical reports
- iv. Demonstrating and training on milking techniques and external parasite' control techniques such as dipping, spraying and dusting
- v. Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming
- vi. Carrying out simple treatment of animals participating in disease search and reporting

- vii. Keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. A Diploma in any of the following disciplines; Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution
- iii. Certificate in meat inspection from Kenya Meat Training Institute
- iv. Be registered by the Kenya Veterinary Board
- v. Have a certificate in computer applications from a recognized institution; and
- vi. Have shown ability and demonstrated merit in work performance and results.

3. ASSISTANT ANIMAL HEALTH OFFICER III JOB GROUP 'H' CPSB 11 (1 POST) REF/MCPSB/490/2024

Term: Permanent/Contract

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: -

- i. Participating in animal health field demonstrations and agricultural shows participating in sample collection and dispatch; inspecting livestock stock routes; and
- ii. Collecting data and writing technical reports
- iii. Demonstrating and training on milking techniques and external parasite' control techniques such as dipping, spraying and dusting
- iv. Carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming
- v. Carrying out simple treatment of animals
- vi. Participating in disease search and reporting
- vii. Keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

Requirements for Appointment

For appointment to this grade an officer must-

- i. Be a Kenyan citizen
- ii. Have a Diploma in any of the following disciplines.- Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution
- iii. Be registered by the Kenya Veterinary Board

- iv. Have a certificate in computer applications from a recognized institution; and
- v. Have shown ability and demonstrated merit in work performance and results.

7. DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND DEVOLUTION

1. SUB COUNTY ADMINISTRATOR, AWENDO SUB-COUNTY – JG Q, CPSB 04 (1 POST) REF/MCPSB/491/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Co-coordinating the management and supervision of the general administration functions
- ii. Ensuring effective service delivery
- iii. Facilitating and coordinating citizen participation in the development of policies, plans and delivery of services.
- iv. Managing County Public Service.
- v. Providing and maintaining infrastructure and facilities of Public Services.
- vi. Developing policies and plans
- vii. Coordinating development activities to empower the community.
- viii. Performing any other duty as may be delegate from time to time.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Bachelor of degree from a recognized university
- iii. Must satisfy the requirement of chapter six of the constitution of Kenya 2010
- iv. Master's degree is an added advantage.
- v. Senior management course from a recognized institution may be preferred.

2. ASSISTANT DIRECTOR OF HUMAN RESOURCE MANAGEMENT – JG P, CPSB 05 (1 POST) REF/MCPSB/492/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Ensure payroll is processed in an accurate, compliant and timely manner
- ii. Effect statutory deductions and to maintain an updated record of the same
- iii. Prepare relevant weekly, monthly, quarterly and year-end reports
- iv. Ensure timely preparation of statutory reports including P9 forms for submission of annual returns
- v. Support all internal and external audits related to payroll
- vi. Process payroll and administer benefit plans for executive staff
- vii. Prepare and review payroll account reconciliations
- viii. Update staff employment data in alignment with change including transfers to other jurisdictions
- ix. Monitor and compile data for accurate processing of staff appointments, transfers, promotions and terminations
- x. Attend to queries related to personnel or payroll data with a view to resolving the same; advise senior officers and CPSB on relevant matters arising.
- xi. Compile accurate pay slips and ensure accurate distribution of the same (including upload to Government HR Information system (UHR)
- xii. Carry out periodic system data-cleaning.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Bachelor's degree in Human Resource Management or related field
- iii. Membership of relevant professional body such as ICPAK or IHRM
- iv. Five (5) years' experience in the HR field three (3) of which must be in payroll management.

3. WARD ADMINISTRATOR, NYAMOSENSE/KOMOSOKO – JG N, CPSB 06 (1 POST) REF/MCPSB/493/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Coordinating managing and supervising the general administrative functions in the ward.
- ii. Developing policies and plans.
- iii. Ensuring effective service delivery.
- iv. Coordinating development activities to empower the community in the ward.
- v. Providing and maintaining infrastructure and facilities of public service in the ward.
- vi. Facilitating and coordinating citizen participation in the development of policies and plans and delivery of services in the ward.
- vii. Executing any other function and powers delegated by the Sub County Administration.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Hold a degree from a recognized university
- iii. Must satisfy the requirement of chapter six of the constitution of Kenya 2010.
- iv. Masters' degree will be an added advantage.

4. CLERICAL OFFICER 1 – JG F, CPSB 13 (3 POSTS) REF/MCPSB/494/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Compiling Statistical records
- ii. Sorting out letters and filling them
- iii. Dispatching letters and maintaining an efficient filling system
- iv. Processing appointment, promotions, discipline cases, transfers and other related duties in HRM
- v. Preparing payment vouchers
- vi. Computation of financial or statistical records based on routine or special sources of information and compiling of data.
- vii. Drafting simple letters.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. KCSE Mean grade C Plain or its approved equivalent
- iii. Proficiency in Computer Applications

5. DRIVER 1 – JG F, CPSB 13 (2 POSTS) REF/MCPSB/495/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Driving a Motor vehicle as authorized
- ii. Carrying Routine checks on the vehicles cooling, oil, electrical and brakes system, tyre pressure, etc
- iii. Detecting and reporting malfunctioning of vehicles system.
- iv. Maintenance of work tickets for the vehicle assigned
- v. Maintaining cleanliness of the vehicle.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. A Valid driving licence free from any current endorsement for class (es) of vehicle(s) and officer is required to drive.
- iii. Attended a First Aid Certificate course lasting not less than one week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- iv. Defensive driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution.
- v. Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology or any other recognized institution.

6. SECURITY WARDEN II – JG E, CPSB 14 (5 POSTS) REF/MCPSB/496/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Guarding County Government property;
- ii. Reporting Security incidences/breaches;
- iii. Carrying out and reporting security risks;
- iv. Managing the operations of the contracted service providers;
- v. Managing access control systems, employee and visitors.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen
- ii. Kenya Certificate of Secondary Education at least D+,
- iii. Must be physically and mentally fit
- iv. Must be not less than 36 years of age

8. DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

1. PHYSICAL PLANNER - JG K, CPSB 09 (1 POST) REF/MCPSB/497/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Preparing Physical development plans
- ii. Undertaking feasibility studies on physical, social, economic and environmental characteristics
- iii. Implementing Physical Plans for Counties, Urban Areas and Cities
- iv. Processing development applications.
- v. Maintaining Physical Planning records

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Bachelors' degree in Urban and Regional Planning or related discipline from a recognized university
- ii. Be a Citizen of Kenya
- iii. Be a proficient in computer applications
- iv. Is not otherwise disqualified under the provision of Chapter Six of the Constitution or any other written law.

2. LAND VALUER – JG K, CPSB 09 (1 POST) REF/MCPSB/498/2024

Term: Permanent/Contract

Duties and Responsibilities

- i. Analyzing data for the development and revue of the County land Value Index
- ii. Undertaking Valuation for stamp duty, undertaking valuation of assets for the County Government of Migori
- iii. Preparing main and supplementary valuation roles
- iv. Analyzing market data for valuation purposes
- v. Developing Valuation database

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Degree in Land Economics, Real Estate or its equivalent from a recognized university
- ii. Be a Kenyan Citizen
- iii. Be a proficient in computer applications
- iv. Is not otherwise disqualified under the provision of Chapter Six of the Constitution or any other written law.

9. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. DIRECTOR, SUPPLY CHAIN MANAGEMENT, – JG R, CPSB 03 (1 POST) REF/MCPSB/499/2024

Terms: Permanent/contract

Duties and Responsibilities

The Director will be responsible for: -

- i. Overseeing implementation of procurement and asset disposal policies, guidelines and procedures
- ii. Providing technical advice to the county and other procurement entities on procurement matters
- iii. Advising procuring entities on the implementation of the public procurement and asset disposal act and its attendant regulations and other statutes that impact on supply chain management function
- iv. Overseeing implementation of the e-procurement system
- v. Providing secretariat services to the tender opening and evaluation committees
- vi. Facilitating research, market surveys and benchmarking on best practices;
- vii. Overseeing analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; and
- viii. Preparing reports on implementation of the preference and reservation scheme.
- ix. In addition, the officer will also be responsible for: overseeing development and review of county specific draft policy on management of assets in line with laid down regulations
- x. Overseeing implementation of development projects
- xi. Overseeing prequalification of suppliers, review of tenders, prequalification and evaluation of bids
- xii. Overseeing preparation of procurement plans
- xiii. providing secretariat services to the tender opening and evaluation committees
- xiv. Providing guidance and support to target groups on the procurement process and
- xv. Liaising with the user departments, disposal committee and the accounting officer on disposal of unserviceable obsolete, obsolescent or surplus stores, equipment and assets; and managing performance, building capacity of staff.

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Served in the grade of Deputy Director, Supply Chain Management for a minimum period of three (3) years or cumulative working experience of at least ten (10) years from the public or private sector.
- iii. Bachelor's degree in any of the following disciplines: - Supply Chain Management; Procurement and Logistics; Purchasing and Supplies; Procurement and Contract Management; Supply Chain Management and Logistics; Transport and Logistics; Commerce (Purchasing and Supplies option) from a recognized institution
- iv. Must be registered with the Kenya Institute of Supplies Management or any approved equivalent registration and

- v. Valid practicing certificate from Kenya Institute of Supplies Management

OR

- vi. Bachelor's degree in any of the following disciplines: - Commerce, Marketing, Economics, Business Management or Law with a Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution
- vii. Master's degree in any of the following disciplines: - Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution
- viii. Certified Procurement and Supply Professional of Kenya (CPSP-K) or Advanced Diploma in Supplies Management Final Stage (FIS) or Chartered Institute of Purchasing and Supply (CIPS)
- ix. Valid practicing certificate from Kenya Institute of Supplies Management
- x. Membership of the Kenya Institute of Supplies Management (KISM)
- xi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- xii. Certificate in computer application skills; and
- xiii. demonstrated high degree of professional competence, administrative capability in the general organization and management of the Supply Chain Management Function.

2. ACCOUNTANT II – JG J, CPSB 10 (1 POST) REF/MCPSB/500/2024

Terms: Permanent/contract

Duties and Responsibilities

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

- i. Receiving and compiling financial reports from public sector entities
- ii. Collecting and maintaining a data base of the public-sector entities
- iii. Preparing payment and receipt vouchers; capturing data
- iv. Maintaining primary records such as cashbooks, ledgers and vote books
- v. Receiving duly processed payments and receipt vouchers
- vi. Writing cheques and posting payments and receipt vouchers in the cash books
- vii. Balancing and ruling of the cash books on daily basis
- viii. Capturing authority to incur expenditure (AIE) in the system and filing returns
- ix. Preparing appropriation in aid (AIA) returns
- x. Preparing payment advice (PA) forms
- xi. Raising accounting debt entries
- xii. Processing payments, reimbursements and disbursements
- xiii. Preparing annual final accounts
- xiv. Verifying invoices and preparing accounting reports
- xv. Defining employee and supplier details
- xvi. uploading and capturing accounting data into the system; and providing user support and help desk management.

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting Option) from a recognized institution or any other relevant equivalent qualification; and
- iii. Certificate in computer applications skills.

3. ASSISTANT REVENUE CLERK III/CLERICAL OFFICER ACCOUNTS II – JG J, CPSB 13 (2 POST) REF/MCPSB/501/2024

Term: Permanent/Contract

Duties and Responsibilities

This is the entry and training grade for the 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:

- i. Compiling statistical records; sorting, filing and dispatching letters
- ii. Maintaining an efficient filing system
- iii. 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
- iv. Preparing payment vouchers; compiling data and drafting simple letters.
- v. Any other duty as assigned from time to time

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- iii. Proficiency in computer applications.

4. LICENCING OFFICER II/ADMINISTRATIVE OFFICER II– JG J, CPSB 10 (1 POST) REF/MCPSB/502/2024

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. monitoring motor vehicle movement
- ii. assigning vehicles to drivers on daily basis
- iii. organizing replacement and maintenance of office equipment
- iv. ensuring general cleanliness
- v. supervising security activities and
- vi. processing and follow-up of payments of all bills for common services.

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills.

**5. MARKET ATTENDANT/SUPPORT STAFF SUPERVISOR– JG J, CPSB 14 (2 POST)
REF/MCPSB/503/2024**

Terms: Permanent/contract

Duties and responsibilities

This is the highest grade in this cadre. An officer at this level will be responsible to the head of Administration services. Duties and responsibilities will entail: -

- i. Overall management and supervision of the support staff;
- ii. Planning and implementation of effective support services in the market
- iii. Liaising with other of department/sections on matters pertaining to support staff services
- iv. Supervising other staff under the officer
- v. Assigning work to other support staff personnel
- vi. Developing duty roaster; and supervising cleanliness of offices and market environment.

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Served in the grade of Cleaning Supervisor III/Senior Support Staff or Senior sanitary Cleaner for a minimum period of three (3) years
- iii. Kenya Certificate of Secondary Education (KCSE) mean grade D(Plain) or equivalent qualification from a recognized institution
- iv. Certificate in computer application skills
- v. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution shall be an added advantage
- vi. Shown merit and ability as reflected in work performance and results.

**6. REVENUE CLERK/ CLERICAL OFFICER I -REVENUE– JG J, CPSB 12 (2 POST)
REF/MCPSB/504/2024**

Terms: Permanent/contract

Duties and Responsibilities

Duties and responsibilities at this level will entail

- i. Compiling statistical records
- ii. Sorting out letters and filing them
- iii. Dispatching letters and maintaining an efficient filing system
- iv. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management; preparing payment vouchers
- v. Computation of financial or statistical records based on routine or special sources of information

- vi. Compiling data and drafting simple letters.

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. have served in the grade of Clerical Officer II for a minimum period of three (3) years;
- iii. have passed the Proficiency Examination for Clerical Officers; and
- iv. be proficient in computer applications

HOW TO APPLY:

1. Applicants are advised to use PSC 2 application form, attach resume, All academic and professional certificates and all other relevant documents as a single pdf file. All applications **MUST** be submitted online using our website www.migoricountypsb.go.ke
2. For job details please visit our website www.migoricountypsb.go.ke
3. Deadline for application submissions shall be on or before Monday 17th June, 2024 at 5:00pm.
4. Shortlisted candidates will be required to produce their original and certified copies of; identity cards, academic& professional certificates, testimonials and applicable professional regulatory requirements
5. For candidates to meet the requirements of chapter six of the Constitution of Kenya 2010, Successful candidates must obtain the following clearances:
 - Tax compliance certificate from Kenya Revenue Authority (KRA)
 - Clearance certificate from Higher Education Loans Board (HELB)
 - Clearance certificate from Ethics and Anticorruption Commission (EACC)
 - Certificate of good conduct from Criminal Investigation Department
 - Certificate of compliance from Credit Reference Bureau (CRB)