

## INTERNAL ADVERT



4<sup>TH</sup> AUGUST, 2020

### ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act 2012, the County Public Service Board of Elgeyo Marakwet invites applications from suitable qualified serving officers in the County Public Service to be promoted to the below position.

#### DEPARTMENT OF AGRICULTURE & IRRIGATION

#### VACANCY NO 1/2020

#### SENIOR ASSISTANT DIRECTOR OF AGRICULTURE; JOB GROUP 'CPSB 04'-ONE (1) POST

Salary Scale:Ksh.99,900x5,010-104,910x5,240-110,150x5,50-115,650x5,780-121,430x6,070-127,500x6,370-133,870p.m

#### REQUIREMENTS FOR APPOINTMENT:-

For appointment to this grade an officer must have:

- Served in the grade of principal Agricultural Officer ,or in a comparable an relevant position in the Public Service for at least three(3)years;
- A Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture ,Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualification from a recognized qualification; and
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.

#### DUTIES AND RESPONSIBILITIES:-

Developing, implementing and evaluating the unit strategic plans, programmes and projects in collaboration with other departments and stakeholders; planning and supervision of the unit's programmes and activities; organizing, directing and coordinating the functions of the unit; interpreting and applying national and county laws and other related statutes in the unit in line with county goals and objectives; developing appropriate county unit/ departmental policies, legal and international frameworks for implementation of the mandate of the unit; handling administrative, human resources and assets management issues; member to various relevant Boards and Committees operating at



County levels; provision and improvement of administrative links between the county headquarters and the field services; Coordinating production, documentation and dissemination of unit information ;Providing advice and guidance in recruiting, hiring and staff development; Coordination of the preparation of work plans and budgets; ensuring strict compliance with all financial, budgetary and procurement procedures; Promotion of collaboration of stakeholder participation in extension delivery in the county; Preparation and implementation of performance contract for the County; Oversee the operations of ATC; mainstreaming Integrity Assurance in projects and programmes; Appraising staff; and Coordination of compilation of periodic reports.

Details of the job description, job requirements, terms of service and application procedure can be obtained by logging onto [www.elgeyomarakwet.go.ke/EMC](http://www.elgeyomarakwet.go.ke/EMC) ONLINE RECRUITMENT or by the link [http://recruitment.elgeyomarakwet.go.ke/hr/syspro\\_marakwet/index.php/site/allJobs](http://recruitment.elgeyomarakwet.go.ke/hr/syspro_marakwet/index.php/site/allJobs). Download the **APPLICATION FOR EMPLOYMENT FORM** from our County Website and fill as required.

#### **IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES**

- i. All applications to be submitted on or before **MONDAY 10<sup>TH</sup> AUGUST, 2020.**
- ii. Applicants should meet requirements of chapter six of the constitution of Kenya 2010.
- iii. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, and HELB and obtain a certificate of good conduct from the police.
- iv. Only shortlisted candidates will be contacted.
- v. Note that it is a criminal offence to submit fake/forged papers.
- vi. Elgeyo Marakwet County is an equal opportunity employer.

**THE SECRETARY  
ELGEYO MARAKWET COUNTY  
PUBLIC SERVICE BOARD.**

