

COUNTY GOVERNMENT OF BOMET



COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT (PROMOTIONAL POSTS)

ADVERT NO. 01/09/2025

SEPTEMBER 2025

The County Government of Bomet through the County Public Service Board wishes to INTERNALLY fill the underlisted posts within the various County Departments: -

S/N	Position	Job Ref No.	Available Post(s)	Job Group
1	Assistant Director, Administrative Services/Deputy Sub - County Administrator	01/2025	12	CPSB 05
2	Assistant Director Agriculture	02/2025	4	CPSB 05
3	Chief Superintending Engineer – (Water and Sewerage)	03/2025	1	CPSB 05
4	Deputy Director Livestock Production	04/2025	2	CPSB 04
5	Deputy Director Quality Assurance and Standards	05/2025	2	CPSB 04
6	Deputy Director Education	06/2025	1	CPSB 04
7	Deputy Director, Physical Planning	07/2025	1	CPSB 04
8	Deputy Director Administrative Services/Sub-County Administrator	08/2025	1	CPSB 04

1. Job Ref. No. 01/2025 - Assistant Director, Administrative Services/Deputy Sub - County Administrator - CPSB 05 (12 Posts)

Duties and responsibilities

An officer at this level may be deployed at the Headquarter or in the field office.

Duties and Responsibilities in the field office will entail: -

- (i). Coordinating the distribution of financial, human and material resources to support service delivery and project execution in the area of jurisdiction;
- (ii). Disseminating information and County government policies to the public in his/her area of jurisdiction;
- (iii). Overseeing service delivery in the area of jurisdiction;
- (iv). Developing programs and projects to empower the community;
- (v). Coordinating and facilitating citizen participations in the development of policies,

- plans and delivering of services;
- (vi). Facilitating inter-governmental relations and conflict resolutions;
 - (vii). Coordinating and liaising with other directorate and departments in the area of jurisdiction;
 - (viii). Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
 - (ix). Liaising with relevant stake holders to organize public for an on development and review policies, strategies and guidelines;
 - (x). Ensuring compliance with national values and principles of good governance;
 - (xi). Enhancing administrative capacity for effective functions and governance at local level;
 - (xii). Identifying developments projects;
 - (xiii). Providing linkage between the office and the community.; and
 - (xiv). Any other lawful duty as may be assigned by the Supervisor/Authorized Officer.

Duties and Responsibilities at the Headquarter will entail: -

- (i) Initiating and implementing administrative, policies, strategies procedures and programs;
- (ii) Managing and supervising the general administrative functions;
- (iii) Implementing public service reforms;
- (iv) Managing and supervising the general administrative functions;
- (v) Facilitating maintenance of infrastructure and facilities;
- (vi) Overseeing transport management;
- (vii) Planning and coordinating office accommodations;
- (viii) Managing assets and insurance policies; and
- (ix) Any other lawful duty as may be assigned by the Supervisor/Authorized Officer.

Requirements for appointment

For appointments to this grade, an officer must have;

- (i) Served in the grade of Principal Administrative Officer /Principal Ward Administrator in the County Public Service for minimum period of (3) years;

- (ii) Bachelor's degree in any of the following disciplines: Public Administrations, Business Administrations /Management, Community Development or any other Social Science from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administrations /Management, Community Development or any other Social Science from a recognized institution is an added advantage;
- (iv) Certificate in management course, lasting not less than 4 weeks from a recognized institution;
- (v) Certificate in computer applications skills from a recognized institution; and
- (vi) Demonstrated managerial, administrative and professional competence in work performance and results.

2. Job Ref. No. 02/2025 - Assistant Director Agriculture - CPSB 05 (4 Posts)

Duties and responsibilities

An officer at this level will be deployed at the Department Headquarters to assist the Director of Agriculture. In addition, the officer will be the Subject Matter Specialist responsible for Extension, Research, Liaison and Training and will also coordinate and oversee activities of the departmental units.

Requirement for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Principal Agricultural Officer in the County Public Service for at least three [3] years;
- ii. A Bachelors 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 institution;
- iii. A Masters 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 institution is an

- added advantage;
- iv. Certificate in management course, lasting not less than 4 weeks from a recognized institution;
 - v. Certificate in computer applications skills from a recognized institution; and
 - vi. Demonstrated a high degree of professional and technical competence as reflected in work performance and results.

3. Job Ref. No. 03/2025 - Chief Superintending Engineer (Water & Sewerage) - CPSB 05 (1 Post)

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i. carrying out feasibility studies;
- ii. planning and designing water supply and sewerage infrastructures; carrying out activities in various aspects of water, sewerage and hydraulic systems;
- iii. ensuring professional standards and undertaking quality control during construction of water supply and sewerage infrastructure; supervising the construction of water and sewerage works undertaken directly or by contract;
- iv. maintaining water supply and sewerage systems; monitoring and evaluation of physical and financial progress of development projects and programmes;
- v. being a Resident Engineer of project; and preparing technical tender documents on water supply and sewerage infrastructure.

Requirements for Appointment

For appointment to this grade, an officer must :-

- i) Have served in the grade of Senior Superintending Engineer (Water and Sewerage) for a minimum period of three (3) years;
- ii) Have Bachelors Degree in Civil Engineering from a recognized institution;
- iii) Masters Degree in Civil Engineering from a recognized institution is an added advantage;
- iv) Registered by Engineers Board of Kenya as a Professional Engineer;
- v) Have certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- vi) Be a Corporate Member of the Institution of Engineers of Kenya (IEK);
- vii) Have a certificate in computer applications from recognized institution, and
- viii) shown outstanding administrative capability and professional

4. Job Ref. No. 04/2025 - Deputy Director Livestock Production - CPSB 04 (2 Posts)

Duties and responsibilities

- Formulation of County policies and programs and implementation of specific national policies, programs and agreements;
- Enforcing national standards and promote development of County livestock production standards in line with national guidelines;
- Supervise the provision of extension services in livestock production;
- Collaborate and liaise with mandated research centres and set county research agenda;
- Develop and implement relevant guidelines on animal and forage genetic resource, improvement and conservation;
- Collect and manage livestock production data and information;
- Enforce national and county legislation on land use planning for livestock production;
- Implement regional and international agreements;
- Monitoring and evaluation of livestock production based programmes and projects;
- Capacity building of the sub-counties and other devolved levels;
- Implementing climate change and adaptation strategies;
- Take charge of coordinating specific programmes in the county; mainly in breeding, product quality; and
- Develop county feed plan, breeding plan and marketing policy.

For appointment to this grade, an officer must:-

- i. have served in the grade of Assistant Director of Livestock Production for a minimum period of three (3) years;
- ii. have Bachelors degree in any of the following disciplines:- Livestock Production, Animal Production, Animal Production and Health Management, Livestock Economics or Health Extension from a recognised institution;
- iii. Masters degree in any of the following disciplines:- Animal Production, Animal Breeding, Animal Nutrition and Feed Sciences, Environmental Science, Veterinary Public Health, Veterinary Epidemiology and Economics, Poultry Science, Apiary

Science, Aquatic Science or Wildlife Health and Management from a recognized institution is an added advantage;

- iv. have a Certificate in Strategic Leadership Development Programme lasting not less than (6) six weeks from a recognised institution;
- v. have Certificate in computer applications from a recognised institution; and
- vi. shown outstanding administrative capability and professional competence required in managing livestock production services.

5. Job Ref. No. 05/2025 - Deputy Director, Quality Assurance & Standards - CPSB 04 (2 Posts)

Duties and Responsibilities

Duties and responsibilities entail:

- i. Curriculum supervision;
- ii. Resource management;
- iii. participating in the preparation, implementation and review of the ECDE and Vocational Training policy;
- iv. developing and implementing the strategic plan of the ECDE and Vocational Training sector;
- v. monitoring and evaluation of the ECDE and Vocational Training programmes in the County;
- vi. coordinating professional development and capacity-building for early childhood teachers and other stakeholders;
- vii. coordinate planning and implementation of ECDE and Vocational Training programmes; and
- viii. Participating in the preparation and costing of annual County ECDE and Vocational Training Work plans.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. served in the grade of Assistant Director Education in the County Public Service for a minimum period three (3) years;

- ii. Bachelors Degree in Education, Technical Education or Early Childhood Development and Education from a recognized institution;
- iii. Masters of Education degree in Education, Technical Education, Early Childhood Development and Education or any other equivalent qualification from a recognized institution is an added advantage;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Registered by the Teachers Service Commission;
- vi. Certificate in Computer applications skills; and
- vii. Shown merit and ability as reflected in work performance and results.

6. Job Ref. No. 06/2025 - Deputy Director, Education - CPSB 04 (1 Post)

Duties and Responsibilities

Duties and responsibilities will entail:-

- i. coordinating all functions in the education (VTI & ECDE) section;
- ii. reviewing and developing of curriculum and training manuals in the section; supervising the academic staff under the training section;
- iii. coordinating research and training activities;
- iv. providing highly specialized inputs in teaching, designing, developing and preparing of syllabuses, training course materials;
- v. conducting seminars/workshops and symposia;
- vi. providing research related consultancy work;
- vii. preparing trainees' progress reports and keeping other relevant records related to the trainees' performance;
- viii. guiding the management on technical instruction training policy formulations and implementation;
- ix. coordinating identification and acquisition of technical specifications and equipment in the deployed department; and
- x. co-coordinating technical training curriculum development and review.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Assistant Director Education (ECDE or Vocational Training) for a minimum period of three (3) years.
- (ii) Bachelor of Education degree in any of the following specializations: Business Studies, Applied Science, Home Science and Technology, Information and Communication Technology or equivalent qualifications from a recognized institution.

OR

Bachelors degree in any of the following: Education, Business Administration, Applied Science, Technology, Medical laboratory, Pharmacy, Nutrition Dietetics, General Agriculture, Agriculture Engineering, Agronomy, Building and Civil Engineering, Entrepreneurship, Petroleum, Geophysical/Sciences, Performing Arts, Counseling Psychology, Survey, Marine Engineering, Engineering, Architecture, Communication, Mechatronics, Education, Information and Communication Technology, Textiles/Clothing Technology, Chemical Engineering, Catering or Hospitality Management, Business Studies/Administration, Applied Science, or equivalent qualification plus a Training of Trainers course lasting not less than six (6) weeks from a recognized institution;

- (iii) Master's degree in any of the following fields:- Engineering, Architecture, Information and Communication Technology, Textiles/Clothing Technology, Chemical Engineering, Catering or Hospitality Management, Business Administration, Entrepreneurship, Business Administration, Technology, Education Administration, Planning and Policy; Curriculum Development; Applied Science Applied Sciences, Medical laboratory, Pharmacy, Nutrition Dietetics, General Agriculture, Agriculture Engineering, Agronomy, Building and Civil Engineering, Entrepreneurship, Petroleum, Geophysical/Sciences, Performing Arts, Counselling Psychology, Survey, Marine Engineering, or equivalent qualifications from a recognized institution is an added advantage.
- (iv) Strategic Leadership Development Program Course lasting not less than six (6) weeks from a recognized Institution;

- (v) Knowledge of relevant legislation and policies governing the management and development of Technical and Vocational Education in Kenya;
- (vi) Knowledge of international trends and issues affecting Technical and Vocational Education;
- (vii) Certificate in Computer proficiency; and
- (viii) Demonstrated exemplary capacity in the planning, implementation and control of training programs, activities and standards.

7. Job Ref. No. 07/2025 - Deputy Director, Physical Planning - CPSB 04 (1 Post)

Duties and Responsibilities:-

- i. developing plans for strategic projects and programmes;
- ii. interpreting national policies, and formulation of strategies, standards and programmes;
- iii. conducting thematic research on matters relating to strategic county and/or national projects and programmes;
- iv. supervising preparation of county, metropolitan, regional, urban and rural spatial plans;
- v. implementing strategies for public education, participation and engagement;
- vi. preparing annual state of physical planning reports on Strategic County projects/programmes; and
- vii. providing guidance to liaison committees and secretariats.

Requirements for Appointment

For appointment to this grade, an officer must: -

- (i) have served in the grade of Assistant Director of Physical Planning for a minimum period of three (3) years;
- (ii) have a Bachelors degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;

- (iii) a Masters degree in Urban and Regional Planning, Urban Planning, Regional Planning, Town Planning from a recognized institution is an added advantage;
- (iv) be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) be registered by the Physical Planners Registration Board;
- (vi) have a certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution;
- (vii) have a certificate in computer application skills from a recognized institution; and
- (viii) have demonstrated technical and professional competence as reflected in work performance and results.

8. Job Ref. No. 08/2025 - Deputy Director, Administrative Services / Sub County Administrator - CPSB 04 (1 Post)

Duties and responsibilities

An officer at this level may be deployed at the headquarters or in the field office

Duties and responsibilities in the field office will entail;

- (i) Coordination of the distribution of financial, human and material resources to support service delivery and project execution in the area of jurisdiction;
- (ii) Disseminating information and County government policies to the public in his/her area of jurisdiction;
- (iii) Ensuring service delivering in the area of jurisdiction;
- (iv) Facilitating mobilizations and ensuring prudent utilizations of resources;
- (v) Facilitating citizen participations in the development of policies, plans and delivery of services in the area of jurisdiction;
- (vi) Facilitating intra and inter-governmental relations and conflict resolutions;
- (vii) Overseeing safe custody of government assets in the area of jurisdiction;
- (viii) Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- (ix) Ensuring compliance with national values and principles of good governance;
- (x) Identifying development projects; and

- (xi) Providing linkage between the office and the community.

Duties and responsibilities at the headquarter will entails;

- (i) Implementing, reviewing and interpreting policies, strategies procedure and programs.
- (ii) Managing and supervising the general administration services.
- (iii) Implementing public service reforms.
- (iv) Facilitating maintenance of infrastructure and facilities.
- (v) Planning and coordinating office accommodations.
- (vi) Managing county governments assets.

(b) Requirements for Appointment

For Appointment to this grade, an officer must have:

- (i). Served in the grade of Assistant Director Administrative Services/Deputy Sub-County Administrator, for a minimum period of three (3) years.
- (ii). Bachelor's degree in any of the following disciplines: Public Administration: Business Administration/Management, Community Development or any other Social Sciences from a recognized institution;
- (iii). Master's degree in any of the following disciplines: Public Administration: Business Administration/Management, Community Development or any other social science from recognized institution is an added advantage;
- (iv). Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks or equivalent qualification from recognized institution;
- (v). Certificate in computer application skills from a recognized institution; and
- (vi). Demonstrated managerial, administrative and professional competence in work performance and results.

HOW TO APPLY:

NOTE:

1. Job Description and Specifications can be found on the County Government website www.bomet.go.ke or Public Service Board recruitment portal, www.cpsbbomet.net

2. Applications can only be **submitted online** on or before **10th September 2025** through the County Public Service Board recruitment portal, **www.cpsbbomet.net** or from the link in Bomet County website, **www.bomet.go.ke**. Manual applications will NOT be accepted.
3. Only the shortlisted and successful candidates will be contacted.

The County Government of Bomet is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply.

The Ag. CEO/Board Secretary Public Service Board

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