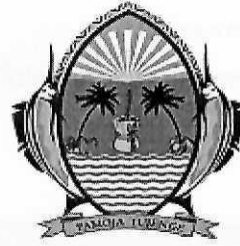


THE COUNTY GOVERNMENT OF KILIFI



COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

DEPARTMENT OF PUBLIC SERVICE ADMINISTRATION, COMMUNICATION AND PARTICIPATORY DEVELOPMENT

S/NO	POSITION	CPSB	NO. OF VACANCIES
1	Senior Ward Administrator	08	7

1. SENIOR WARD ADMINISTRATOR - (CPSB '08') - 7 Posts - CG/KLF/CPSB/ADVERTS/3/14

Duties and responsibilities at this level will entail:

- Overseeing transport management;
- Planning and coordinating office arrangements;
- Facilitating meetings, Conferences and other special events;
- Supervising provision of security and special services;
- Supervising records management and messengerial services with various departments;
- Handling public concerns and issues;
- Managing utilities and office accommodation;
- Managing premises, assets and insurance policies;
- Facilitating citizen participation in development activities;
- Handling occupational health and safety issues;
- Facilitating mobilization of resources at the local level;
- Collecting and collating data on development activities;
- Disseminating information to the public; and
- Any other duty assigned.

Requirements for Appointment

For appointment to this grade, an officer must:

- Be Kenyan Citizen;

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- Bachelor's degree in any of the following disciplines; Public Administration; Business Management/Administration, Community Development or any other social science from a recognised institution/University;
- Possess good oral and written communication skills in both English and Kiswahili;
- Computer Certificate.

DEPARTMENT OF EDUCATION & ICT

S/NO	POSITION	JG	NO. OF VACANCIES
1.	ECDE Teacher III	H	26
2.	Assistant ECDE Teacher III	F	34

1. ECDE TEACHER III - (CPSB '11') - 26 Posts - CG/KLF/CPSB/ADVERTS/3/15

Duties and responsibilities

- Teaching learners;
- Assessment of learners;
- Designing, organizing and facilitating play/learning activities and fostering children's exploration, creativity, self-expression and discovery in order to cope with primary school life;
- Caring and nurturing spiritual, moral, mental, physical growth and developing their understanding and appreciation of culture and environment;
- Providing opportunities for fostering hands on learning exploration, creativity, self-expression, discovery, making choices, self-control and the development of motor skills;
- Enhancement of communication, re-writing, pre-reading, and number skills and experimentation;
- Preparing and developing play/learning materials schemes of work lesson plans and daily programme of activities, children's progress records of work, health records and other records; and
- Any other duty assigned.


Requirements for appointment:

- For appointment to this grade, a teacher must have: -
- Minimum grade of C (plain) in KCSE OR Certificate in ECDE from the Kenya National Examination Council;
- Diploma in early childhood education from the Kenya National Examination Council or equivalent from a recognized institution;
- Must be registered by the Teachers Service Commission;
- Certificate of Good Conduct.

2. ASSISTANT ECDE TEACHER III - (CPSB '13') - 34 Posts - CG/KLF/CPSB/ADVERTS/3/15

Duties and Responsibilities

- Teaching learners;
- Assessment of Learners;


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- Organizing and facilitating play/learning activities and fostering children's exploration, creativity, self-expression and discovery in order to cope with primary school life;
- Caring and nurturing spiritual, moral, social, mental, physical growth and developing their understanding and appreciation of culture and environment;
- Managing of ECDE center records, ensuring children's safety and security and mobilizing the community on ECDE matters;
- Preparing and developing play/learning materials, keeping professional records (schemes of work, lesson plans, daily programme of activities, etc.); and
- Any other duty assigned.

Requirements for appointment

For appointment to this grade, a teacher must have;

- Minimum grade of D+ (plus) in the Kenya Secondary Certificate of Education or any other equivalent qualification from a recognized examining body;
- A Certificate in Early Childhood Development Education offered by the Kenya National Examination Council, or its equivalent from a recognized institution;
- Must be registered by the Teachers Service Commission;
- Certificate of Good Conduct.

DEPARTMENT OF WATER, ENVIRONMENT, FORESTRY, NATURAL RESOURCES, CLIMATE CHANGE & SOLID WASTE MANAEGEMENT

1. ENGINEERING SURVEYOR- (CPSB '09') - 2 Posts - CG/KLF/CPSB/ADVERTS/3/16

Duties and responsibilities

- General survey tasks (establish and maintain control, monitoring, set-outs, as-built, service locations);
- Performing surveys, field works, calculations, data reduction and manipulation;
- Preparing models for set out and machine guidance;
- Completing as-constructed reports and plans;
- Managing survey equipment and software;
- Liaising with clients on site to ensure works are carried out as expected; and
- Any other duty assigned.

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Requirements for appointment

- Bachelor's Degree in Engineering Survey/Land surveying or equivalent and relevant qualification from a recognized institution.
- Registration with relevant professional body.

2. DRILLING ASSISTANTS - (CPSB '12') - 2 Posts - CG/KLF/CPSB/ADVERTS/3/17

Duties and responsibilities

- Keeping records and planning supplies of fuel and lubricants for drilling equipment;
- Operating drilling rig machines and pumps as well as recording and reporting the use of drilling bits;
- Assist the drilling inspector in inspection of the rigs, borehole pumps, welding, and cementing operations and preparing detailed drilling inspection reports.

- Reporting any hitches or problems noticed while carrying out assigned duties for appropriate action;
- Maintaining a safe working environment for self and others and ensures the work station is kept to the highest standards of cleanliness;
- Adhere to the County Government rules and regulations while maintaining a high sense of discipline;
- Assisting in the maintenance of drilling equipment, engines, and gears;
- Recording all data required for both the drill hole and sampling;
- Handling over all the works and assignments to the supervisor or any other person in charge while leaving for off or leave and
- Any other duty assigned.

Requirements for appointments

- Diploma of ground water (drilling option) from a recognized institution, Kenya Water Institute or any other approved equivalent qualifications.
- At least three (3) years relevant experience in a busy water drilling and installation work shop and working with drilling machines.
- Must be in a possession of a valid drilling license.
- Past the departmental occupational test III.
- Minimum secondary level education.
- Ability to work under minimum supervision with a high sense of personal initiative, keen & fast learner, good communicator, a good team player.

3. RIGMAN - (CPSB '12') - 2 Posts - CG/KLF/CPSB/ADVERTS/3/18

Duties and responsibilities

- He/she will assist drilling assistant I to work in shift in all activities, which they have been detailed to do but not limited to setting up the ridge as specified by the supervisor;
- Drilling borehole, maintain and controlling the speed of the drilling machine.
- Instalment of price;
- Test pumping;
- Undertaking drilling works; and
- Any other duty assigned.

Requirements for appointment

- Certificate in civil/water engineering from a recognized institution.
- Proficiency in computer applications.
- Kenya certificate of secondary education (KCSE) with minimum grade of D (Plain).
- Fulfills the requirements of chapter six of the constitution.

4. GEOLOGIST - (CPSB '09') - 1 Post - CG/KLF/CPSB/ADVERTS/3/19

Duties and responsibilities

- Implementation of hydro geological, geophysical, borehole drilling and ground water development programmes;
- Site investigations;
- Advise on the relevant regulations and laws in line with ground water;
- Planning and designing field projects;
- Evaluating and administration of field projects; and
- Any other duty assigned.



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COUNTY GOVERNMENT
PUBLIC SERVICE BOARD
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SECRETARY

Requirements for appointment

- Bachelor's degree in Geology, Engineering Geology, Geophysics, Geo-chemistry, Earth Sciences or its equivalent from a recognized institute.
- Member of Geological society of Kenya.

Terms of Service: Permanent and Pensionable.

DEPARTMENT OF GENDER, YOUTH & SPORTS AND SOCIAL SERVICES

S/NO	POSITION	CPSB	NO. OF VACANCIES
1	CEO - Kilifi County Board for Persons with Disabilities	04	1

1. CEO - KILIFI COUNTY BOARD FOR PERSONS WITH DISABILITIES (CPSB '04') - 1 Post - CG/KLF/CPSB/ADVERTS/3/20

Duties and responsibilities

The Chief Executive Officer shall —

- Be the secretary to the Board;
- Subject to the direction of the Board, be responsible for day-to-day management of the affairs of the Board;
- In consultation with the Board, be responsible for the direction of the affairs and transactions of the Board, the exercise, discharge and performance of its objectives, functions and duties and the general administration of the Board; and
- Any other duty assigned.

Requirements for appointment

- Possess a degree in a relevant field from a recognized university;
- Have had experience in management for a period of not less than three-years.

Terms of Service: three (3) years contract and shall be eligible for re-appointment for a further and final term of three-years.

Remuneration: Salaries and allowances as determined by the Salaries & Remuneration Commission (SRC).

Interested candidates who meet the set criteria **MUST** use the Application for **Employment Form (KCPSB 001)** and **attach copies of ID, CV, academic/ professional certificates and testimonials.**

The form can be;

- Downloaded from the Kilifi County website www.kilifi.go.ke

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at **Kilifi Plaza, along Charo Wa Mae Road next to Equity Bank (Kilifi Branch).**

OR

- Address it to:-

**THE SECRETARY/CEO,
COUNTY PUBLIC SERVICE BOARD,
KILIFI COUNTY GOVERNMENT,
P.O BOX 491-80108,
KILIFI.**

All applications in **HARD COPY** stating the post applied for should be received not later than **5.00pm** on **26th day of May, 2026.**

Note:

- Only shortlisted and successful candidates will be contacted;
- Canvassing will lead to automatic disqualification;
- It is a criminal offence to present fake certificates/documents;
- Candidates with foreign qualifications are asked to obtain certificate of recognition from the Commission of University Education (CUE);
- Successful candidates shall be required to produce statutory clearance certificates from: **EACC, KRA, HELB, CRB and DCI; and**
- Kilifi County is an equal opportunity employer hence women, youth and people with disabilities are encouraged to apply.


Chief Executive Officer/Secretary
County Public Service Board

4TH MAY 2026.

