



**KENYA ORDNANCE FACTORIES CORPORATION (KOFC)**  
**VACANCIES 2017 (CIVILIAN EMPLOYEES)**

The Kenya Ordnance Factories Corporation is a Government Parastatal under the Ministry of Defence.

The Corporation seeks to fill the vacancies indicated below for its Food Processing Factories located at Gilgil, Nakuru County. Interested and qualified Persons are requested to make a written Job Application and submit the same together with clear photocopies of Academic and Professional Certificates and other relevant Testimonials.

Completed applications should reach the **Managing Director - Kenya Ordnance Factories Corporation, P.O. Box 40668 - 00100, NAIROBI** or hand delivered to **Ministry of Defence, Ulinzi House off Lenana Road, on or before 7<sup>th</sup> March, 2017.**

**Only shortlisted Applicants will be contacted.**

**1. SUPERVISOR – PROCESSING, JOB SCALE: BAND 5B - 1 POST**

**Basic Salary : Ksh. 35,632**

**House Allowance: Ksh. 20,000**

**Medical Allowance: Ksh. 6,500**

**Risk Allowance: Ksh. 2,800**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

(i) Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

- (ii) Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
- (iii) Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- (vi) Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
- (iv) Maintains quality service by establishing answering and enforcing standards.
- (v) Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
- (vi) Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; question and responding to requests.
- (vii) Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change.
- (viii) Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
- (ix) Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.
- (x) Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- (xi) Contributes to team effort by accomplishing related results as needed.
- (xii) Apply quality systems
- (xiii) Apply principles of occupational health and safety in the work environment
- (xiv) Organise and communicate information

**(b) Requirements for Appointment**

- (i) Higher National Diploma in Food Science and Technology or its equivalent from a recognized institution.
- (ii) At least three (3) years experience in food processing industry and 1 year on supervisory role.

- (iii) A certificate in Computer application.

## **2. PLANT SETTER, JOB SCALE: BAND 5B - 9 POSTS**

**Basic Salary : Ksh. 32,332**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Risk Allowance: Ksh. 2,500**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

### **(a) Duties and responsibilities**

- (i) Perform engineering measurements
- (ii) Perform computations
- (iii) Plan to undertake a routine task
- (iii) Work with others in a manufacturing, engineering or related environment
- (v) Interact with computing technology
- (vi) Assist in the delivery of on the job training
- (vii) Perform machine setting (routine)
- (viii) Perform machine setting (complex)
- (ix) Operate and monitor machine/process
- (x) Perform advanced machine/process operation
- (xi) Interpret technical drawing
- (xii) Undertake manual handling
- (xiii) Operate fixed /movable load shifting equipment
- (xiv) Use comparison and basic measuring devices
- (xv) Measure components using coordinate measuring devices
- (xvi) Work safely with industrial chemicals and materials
- (xvii) Perform basic statistical quality control
- (xviii) Set computer controlled machines/processes

- (xix) Perform inspection
- (xx) Write basic machining programs
- (xxi) Program machines
- (xxii) Use improvement processes in team environment

**(b) Requirements for Appointment**

- (i) Diploma in either Mechatronics , Electrical or Mechanical Engineering or its equivalent from a recognized institution.
- (ii) At least three (3) years experience in automated factory processing.
- (iii) A certificate in Computer application.

**3. PLANT OPERATORS, JOB SCALE: BAND 3 - 10 POSTS**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Operate computer controlled machines/processes
- (ii) Perform general machining
- (iii) Set and edit computer controlled machines/processes
- (iv) Perform routine sharpening/maintenance of production tools and cutters
- (v) Perform operational maintenance of machines/equipment
- (vi) Use hand tools
- (vii) Use power tools/hand held operations
- (viii) Work safely with industrial chemicals and materials

**(b) Requirements for appointment**

- (i) Diploma/Certificate in either Mechatronics, Electrical or Mechanical Engineering from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.

**4. BOILER OPERATOR, JOB SCALE: BAND 3 - 2 POSTS**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Operates automatically fired boilers to generate steam that supplies heat for industrial processes.
- (ii) Observes pressure, temperature, and meters on panel to verify specified operation of automatic combustion control systems, feed water regulators, and burners.
- (iii) Turns valves and adjusts controls to set specified fuel feed, draft openings, water level, and steam pressure of boiler.
- (iv) Observes boiler and auxiliary units to detect malfunctions and makes repairs, such as changing burners and tightening pipes and fittings.
- (v) May test and treat boiler feed water, using specified chemicals.
- (vi) Maintain log of meter and gauge readings and record data, such as water test results and quantity of fuel consumed.

**(b) Requirements for Appointment**

- (i) Diploma/Certificate in Mechanical Engineering or its equivalent from a recognized institution.
- (ii) Certification in boiler operations.

- (iii) 1 year experience in industrial boiler operation.

## **5. QUALITY CONTROL ASSISTANT, JOB SCALE: BAND 5B - 2 POSTS**

**Basic Salary : Ksh. 32,332**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Risk Allowance: Ksh. 2,500**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

### **(a) Duties and responsibilities**

- (i) Assist dealing with customer feedback and complaints.
- (ii) Assessing and rating suppliers.
- (iii) Designing, reviewing and updating quality control policies.
- (iv) Training new staff.
- (v) Producing QC reports.
- (vi) Finding and fixing faults at each stage of the production process.
- (vii) Testing samples in the laboratory.
- (viii) Making sure labelling is accurate.
- (ix) Checking that production methods meet legislation guidelines.
- (x) Inspecting materials for defects.

### **(b) Requirements for Appointment**

- (i) Diploma in Food Science and Technology/Analytical Chemistry/Biochemistry or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

## **6. LABORATORY ASSISTANT, JOB SCALE: 4B - 1 POST**

**Basic Salary : Ksh. 32,332**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Risk Allowance: Ksh. 2,500**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

### **(a) Duties and Responsibilities**

- (i) Perform laboratory tests including pre- and post-analytic phases.
- (ii) Prepare samples/specimens.
- (iii) Produce accurate and reliable data and interpret results.
- (iv) Follow methodologies in carrying routine tasks.
- (v) Research relevant topics and gather information/data.
- (vi) Adhere to correct procedures, policies and health/safety guidelines.
- (vii) Keep abreast of all industry developments and best practices.
- (viii) Document all activities, record results and insert/retrieve data.
- (ix) Maintain work area and equipment.
- (x) Provide administrative assistance.

### **(b) Requirements for Appointment**

- (i) Diploma in either Laboratory Technology, Food Science and Technology or Analytical Chemistry.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

## **7. CHEMICAL ENGINEERING TECHNICIAN, JOB SCALE: BAND 5B - 1 POST**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Develop safety procedures for those working with potentially dangerous chemicals.
- (ii) Troubleshoot problems with manufacturing processes.
- (iii) Evaluate equipment and processes to ensure compliance with safety and environmental regulations.
- (iv) Conduct research to develop new and improved manufacturing processes.
- (v) Design and plan the layout of equipment.
- (vi) Do tests and monitor performance of processes throughout production.
- (vii) Estimate production costs for management.
- (viii) Conduct research to develop new and improved manufacturing processes.
- (ix) Develop processes to separate components of liquids and gases or to generate electrical currents using controlled chemical processes.
- (x) Evaluate and estimate production costs for management.
- (xi) Ensure all chemical based material input is of correct specification, quality and concentration.

**(b) Requirements for Appointment**

- (i) Diploma/certificate in Chemical Engineering or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

**8. PLANT ENGINEERING TECHNICIAN, JOB SCALE: 5B - 2 POSTS**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**



**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Assist plan, direct and coordinate the manufacturing activities including the design, construction, modification, performance and maintenance of equipment and machinery.
- (ii) Determining standards and policies for installation, modification, quality control, testing, inspection and maintenance.
- (iii) Inspecting plant and machinery to ensure optimum performance.
- (iv) Assist in directing the maintenance of plant buildings and equipment, scheduling and planning production activities.

**(b) Requirements for Appointment**

- (i) Diploma/certificate in Mechanical Engineering or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

**9. HEATING, VENTILATION & AIR CONDITIONING TECHNICIAN, JOB SCALE: 5B - 1 POST**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Design, installation, maintenance, and repair of heating, ventilation, air conditioning, cooling, and refrigeration.

- (ii) Lead the HVAC Engineering Department via dynamic, results driven, hands-on management.
- (iii) Support the design, development, manufacture, test and troubleshooting through a solid working knowledge of HVAC systems and the ability to think outside of the conventional solutions.
- (iv) Apply a broad understanding of current state of the art HVAC advances and an eye to emerging technologies such as advances in thermal management science and power generation to support R&D efforts.
- (v) Manage achievement of required engineering designs.

**(b) Requirements for Appointment**

- (i) Diploma/certificate in Electrical Engineering or its equivalent from a recognized institution.
- (ii) Specialized training in Heating, Ventilation and Air Conditioning
- (iii) At least one (1) year experience in factory environment.
- (iv) A certificate in Computer application.

**10. MECHATRONIC ENGINEERING TECHNICIAN, JOB SCALE: BAND 5B - 1 POST**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Design engineering systems for the automation of industrial tasks.
- (ii) Create mechanical design documents for parts, assemblies, or finished products.
- (iii) Design advanced electronic control systems for mechanical systems.
- (iv) Maintain technical project files.
- (v) Create embedded software design programs.
- (vi) Analyze existing development or manufacturing procedures and suggest improvements.

- (vii) Implement or test design solutions.
- (viii) Identify and select materials appropriate for mechatronic system designs.
- (ix) Upgrade the design of existing devices by adding mechatronic elements.
- (x) Design advanced precision equipment for accurate or controlled applications.
- (xi) Publish engineering reports documenting design details or qualification test results.
- (xii) Provide consultation or training on topics such as mechatronics or automated control.
- (xiii) Research, select, or apply sensors, communication technologies, or control devices for motion control, position sensing, pressure sensing, or electronic communication.
- (xiv) Design, develop, or implement control circuits or algorithms for electromechanical or pneumatic devices or systems.
- (xv) Conduct studies to determine the feasibility, costs, or performance benefits of new mechatronic equipment.
- (xvi) Monitor or calibrate automated systems, industrial control systems, or system components to maximize efficiency of production.

**(b) Requirements for Appointment**

- (i) Diploma/certificate in Mechatronic Engineering or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

**11. ELECTRICAL ENGINEERING TECHNICIAN, JOB SCALE: BAND 5B - 2 POSTS**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Confer with engineers, customers, and others to discuss existing or potential engineering projects and products.
- (ii) Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes.
- (iii) Operate computer-assisted engineering and design software and equipment to perform engineering tasks.
- (iv) Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements.
- (v) Perform detailed calculations to compute and establish manufacturing, construction, and installation standards and specifications.
- (vi) Inspect completed installations and observe operations, to ensure conformance to design and equipment specifications and compliance with operational and safety standards.
- (vii) Plan and implement research methodology and procedures to apply principles of electrical theory to engineering projects.
- (viii) Prepare specifications for purchase of materials and equipment.
- (ix) Supervise and train project team members as necessary.
- (x) Oversee project production efforts to assure projects are completed satisfactorily, on time and within budget.
- (xi) Prepare and study technical drawings, specifications of electrical systems, and topographical maps to ensure that installation and operations conform to standards and customer requirements.
- (xii) Investigate customer or public complaints, determine nature and extent of problem, and recommend remedial measures.
- (xiii) Plan layout of electric power generating plants and distribution lines and stations.
- (xiv) Assist in developing capital project programs for new equipment and major repairs.
- (xv) Develop budgets, estimating labour, material, and construction costs.
- (xvi) Compile data and write reports regarding existing and potential engineering studies and projects.
- (xvii) Collect data relating to commercial and residential development, population, and power system interconnection to determine operating efficiency of electrical systems.
- (xviii) Conduct field surveys and study maps, graphs, diagrams, and other data to identify and correct power system problems.

**(b) Requirements for Appointment**

- (i) Certificate/Craft in Electrical Engineering or its equivalent from a recognized institution.
- (ii) 1 year experience in automated factory processing.
- (iii) A certificate in Computer application.

**12. ELECTRONICS ENGINEERING TECHNICIAN, JOB SCALE: BAND 5B - 2 POSTS**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Fabricate parts, such as coils, terminal boards, and chassis, using bench lathes, drills, or other machine tools.
- (ii) Research equipment and component needs, sources, competitive prices, delivery times and ongoing operational costs.
- (iii) Write computer or microprocessor software programs.
- (iv) Test electronics units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment.
- (v) Perform preventative maintenance and calibration of equipment and systems.
- (vi) Read blueprints, wiring diagrams, schematic drawings, and engineering instructions for assembling electronics units, applying knowledge of electronic theory and components.
- (vii) Identify and resolve equipment malfunctions, working with manufacturers and field representatives as necessary to procure replacement parts.
- (viii) Maintain system logs and manuals to document testing and operation of equipment.
- (ix) Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and equipment.
- (x) Maintain working knowledge of state-of-the-art tools, software, etc., through reading and/or attending conferences, workshops or other training.

- (xi) Provide user applications and engineering support and recommendations for new and existing equipment with regard to installation, upgrades and enhancement.
- (xii) Write reports and record data on testing techniques and specifications to assist engineers.
- (xiii) Design basic circuitry and draft sketches for clarification of details and design documentation under engineers' direction, using drafting instruments and computer aided design equipment.
- (xiv) Build prototypes from rough sketches or plans.
- (xv) Develop and upgrade preventative maintenance procedures for components, equipment, parts and systems.

**(b) Requirements for Appointment**

- (i) Certificate/craft in Electronics or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

**13. MECHANICAL ENGINEERING TECHNICIAN, JOB SCALE: BAND 5B - 2 POSTS**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Read and interpret blueprints, technical drawings, schematics, and computer-generated reports.
- (ii) Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information.
- (iii) Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications.
- (iv) Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications.

- (v) Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles.
- (vi) Investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew.
- (vii) Assist drafters in developing the structural design of products, using drafting tools or computer-assisted design/drafting equipment and software.
- (viii) Provide feedback to design engineers on customer problems and needs.
- (ix) Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications.
- (x) Recommend design modifications to eliminate machine or system malfunctions.
- (xi) Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- (xii) Develop, coordinate, and monitor all aspects of production, including selection of manufacturing methods, fabrication, and operation of product designs.
- (xiii) Estimate costs for engineering, construction, or extraction projects, and prepare contract documents.
- (xiv) Perform personnel functions, such as supervision of production workers, technicians, technologists and other engineers, and design of evaluation programs.
- (xv) Establish and coordinate the maintenance and safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition.
- (xvi) Study industrial processes to determine where and how application of equipment can be made.
- (xvii) Write performance requirements for product development or engineering projects.
- (xviii) Design test control apparatus and equipment and develop procedures for testing products.

**(b) Requirements for Appointment**

- (i) Certificate/craft in Mechanical Engineering or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

**14. PROGRAMMABLE LOGIC CONTROL TECHNICIAN, JOB SCALE: 5B - 1 POST**

**Basic Salary : Ksh. 25,832**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Risk Allowance: Ksh. 2,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Electrical design and hardware specification.
- (ii) Design and program sophisticated control systems.
- (iii) Simulate, test, and debug control systems in-house.
- (iv) Start-up and shut down of systems.
- (v) System monitoring, debugging and troubleshooting operational problems.
- (vi) Making repairs and performing preventive maintenance activities.
- (vii) Specifying, designing and building programs to be installed on equipment.
- (viii) Wiring controllers to the equipment, labelling the wiring for safety, and documenting the programs designed for the equipment.

**(b) Requirements for Appointment**

- (i) Certificate/craft in PLC or in Electronics with certificate of competence in PLC or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.
- (iii) A certificate in Computer application.

**15. ARTISAN III (CARPENTER), JOB SCALE: BAND 3 - I POST**

**Basic Salary : Ksh. 24,432**

**House Allowance: Ksh. 8,000**

**Medical Allowance: Ksh. 3,000**

**Risk Allowance: Ksh. 1,800**



**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Prepare and interpret drawings for carpentry on-site.
- (ii) Interpret requests and provide mock-ups to approve prior to commencing work.
- (iii) Build and repair carpentry requirements based on demand
- (iv) Select and evaluate materials for defects.
- (v) Operation of power carpentry tools.
- (vi) Identification of lumber and grades.

**(b) Requirements for Appointment**

- (i) Craft in carpentry or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in processing factory.

**16. ARTISAN III (PLUMBER), JOB SCALE: BAND 3 - I POST**

**Basic Salary : Ksh. 24,432**

**House Allowance: Ksh. 8,000**

**Medical Allowance: Ksh. 3,000**

**Risk Allowance: Ksh. 1,800**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Read blueprints and drawings to understand or plan the layout of plumbing, waste disposal, and water and steam supply systems
- (ii) Cut, assemble and install pipes and tubes with attention to existing infrastructure (e.g. electrical wiring)
- (iii) Install and maintain water supply systems
- (iv) Locate and repair issues with water and steam supply lines (e.g. leaks)

- (v) Repair or replace broken drainage lines, clogged drains, faucets etc.
- (vi) Repair appliances (e.g. washing machines) and fixtures (e.g. sinks) etc.
- (vii) Install and maintain gas and liquid heating systems (air-conditioning units, radiators etc.)

**(b) Requirements for Appointment**

- (i) Craft certificate in Plumbing or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.

**17. ARTISAN III (FITTER), JOB SCALE: BAND 3 - 1 POST**

**Basic Salary : Ksh. 24,432**

**House Allowance: Ksh. 8,000**

**Medical Allowance: Ksh. 3,000**

**Risk Allowance: Ksh. 1,800**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Examine detailed drawings or specifications to find out job, material and equipment requirements.
- (ii) Set up and adjust working machines and equipment.
- (iii) Operate machines to produce parts or tools by turning, boring, milling, planing, shaping, slotting, grinding or drilling stock or components.
- (iv) Fit and assemble parts, tools or sub-assemblies, including welding or brazing parts.
- (v) Cut, thread, bend and install hydraulic and pneumatic pipes and lines.
- (vi) Dismantle faulty tools and assemblies and repair or replace defective parts.
- (vii) Set up and/or operate hand and machine tools, welding equipment or computer controlled machines.
- (viii) Check accuracy and quality of finished parts, tools or sub-assemblies.

**(b) Requirements for Appointment**

- (i) Craft certificate in Fitter General or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in automated factory processing.

**18. AGRICULTURAL EXTENSION OFFICER, JOB SCALE: BAND 5B - 1 POST**

**Basic Salary : Ksh. 35,632**

**House Allowance: Ksh. 20,000**

**Medical Allowance: Ksh. 6,500**

**Risk Allowance: Ksh. 1,800**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Visit and encourage farm managers to adopt best practice techniques by providing exposure to new knowledge, information, skills, inputs and processes.
- (ii) Assess individual properties and making technical recommendations for improved production and sustainability.
- (iii) Collaborate with County Agriculture authorities, Ministry of Agriculture and Fisheries and other relevant agencies/organizations in development and research trials.
- (iv) Identify and interpret current research needs for regional communities and enterprises.
- (v) Organize and manage field days, speak at grower groups, write fact sheets and give reports.
- (vi) Collaborate with production staff to ensure traceability of finished products.

**(b) Requirements for Appointment**

- (i) Higher National Diploma in Agriculture/Horticulture or its equivalent from a recognized institution.
- (ii) 2 years experience in extension services.
- (iii) Driver class G/F an added advantage.
- (iv) A certificate in Computer application.

**19. DRIVER III, JOB SCALE: BAND 3 - 2 POSTS**

**Basic Salary : Ksh. 19,154**

**House Allowance: Ksh. 3,500**

**Medical Allowance: Ksh. 6,500**

**Risk Allowance: Ksh. 1,500**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Ensure proper loading and unloading of merchandize.
- (ii) Precisely finish all paper work connected with conveyance of merchandize.
- (iii) Transport products, materials, and staff safely and securely to areas where they are needed.
- (iv) Guarantee that products and staff are protected and secured.
- (v) Ensure timely vehicle conveyance of staff and materials to and from places as instructed by supervisor or the manager.
- (vi) Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle.
- (vii) Carry out routine checks on vehicles and ensure they are sound.
- (viii) Recognize electrical and mechanical faults and report for repair.
- (ix) Report any instance of mishap or accident to the supervisor.
- (x) Perform periodic maintenance on vehicles, such as changing batteries and motor oil at appropriate time, as well as refuelling.
- (xi) Report any case of accident, injury or damage of vehicles to the supervisor or manager.
- (xii) Keep all records, including receipts for vehicle maintenance.
- (xiii) Keep up a travel log to record areas travelled to, travel time, and work hours.
- (xiv) Perform some other administrative undertakings.
- (xv) Pay tolls and other fundamental vehicle demands as required.

**(b) Requirements for Appointment**

- (i) KCSE D+ (Plus) and above .
- (ii) At least three (3) years experience in institution driving.
- (iii) Valid Driving License Class A,B,C,D,E
- (iv) Suitability test for Driver Grade III.

**20. VEHICLE MECHANIC III, JOB SCALE: BAND 3 - 1 POST**

**Basic Salary : Ksh. 25,093**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Keeps equipment available for use by inspecting and testing vehicles.
- (ii) Completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- (iii) Maintains vehicle functional condition by listening to operator complaints.
- (iv) Conducting inspections.
- (v) Repairing engine failures.
- (vi) Repairing mechanical and electrical systems malfunctions.
- (vii) Replacing parts and components.
- (viii) Repairing body damage where possible.
- (ix) Verifies vehicle serviceability by conducting test drives, adjusting controls and systems.
- (x) Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- (xi) Maintains vehicle records by recording services and repairs.
- (xii) Keeps shop equipment operating by following operating instructions.
- (xiii) Troubleshooting breakdowns.

- (xiv) Maintaining repair, maintenance and servicing supplies.
- (xv) Performing preventive maintenance.
- (xvi) Calling for repairs.

**(b) Requirements for Appointment**

- (i) Certificate in Automotive Engineering or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in institution vehicle maintenance.
- (iii) Possession of driving licence.

**21. RECEPTIONIST, JOB SCALE: BAND 5A - 1 POST**

**Basic Salary : Ksh. 31,593**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Serving visitors by greeting, welcoming, directing and announcing them appropriately
- (ii) Booking meetings.
- (iii) Dispatching mail and couriers.
- (iv) Receiving and sorting daily mail/deliveries/couriers.
- (v) Keeping the reception area tidy.
- (vi) Answering, screening and forwarding phone calls
- (vii) Answering, screening and forwarding any incoming phone calls while providing basic information when needed
- (viii) Maintains security by following procedures; monitoring logbook; issuing visitor badges.

**(b) Requirements for Appointment**

- (i) Diploma/Certificate in front office operations.

- (ii) KCSE C- (Minus) with C (Plain) in English or Kiswahili
- (iii) At least one (1) year experience.
- (iv) A certificate in Computer application.

**22. ASSISTANT OFFICE ADMINISTRATOR (SECRETARY), JOB SCALE: BAND 5A - 1 POST**

**Basic Salary : Ksh. 25,093**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- (ii) Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- (iii) Maintains factory schedule by maintaining calendars/diary for departments, arranging meetings, conferences, teleconferences, and travel.
- (iv) Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- (v) Maintains customer confidence and protects operations by keeping information confidential.
- (vi) Prepares factory reports by collecting and compiling information.
- (vii) Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- (viii) Secures information by completing database backups.
- (ix) Provides historical reference by utilizing filing and retrieval systems.
- (x) Contributes to team effort by accomplishing related results as needed.

**(b) Requirements for Appointment**

- (i) KCSE C- (Minus) with at least C (Plain) in English or Kiswahili.
- (ii) Certificate/craft certificate in Secretarial Studies in the relevant subjects from KNEC.
- (iii) At least one (1) year experience in an institution.
- (iv) A certificate in Computer application.

**23. SALES ASSISTANT, JOB SCALE: BAND 5A - 1 POST**

**Basic Salary : Ksh. 31,593**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Ensure high levels of customer satisfaction through excellent sales service.
- (ii) Maintain outstanding visual merchandising standards.
- (iii) Advice on production schedule to ensure stock levels are maintained.
- (iv) Ascertain customers' needs and wants.
- (v) Recommend and display items.
- (vi) Welcome and greet customers.
- (vii) Manage point-of-sale processes.
- (viii) Actively involve in the receiving of new inputs.
- (ix) Keep up to date with product information.
- (x) Accurately describe product features and benefits.
- (xi) Follow all companies policies and procedures.
- (xii) Processing payments.
- (xiii) Assisting customers in order to help them find what they need.
- (xiv) Providing customers with information on pricing and product availability.
- (xv) Handling customer complaints or handing customers on to management.



**(b) Requirements for appointment**

- (i) Diploma in Sales and Marketing or its equivalent from a recognized institution.
- (ii) 1 year experience in an institution.
- (iii) A certificate in Computer application.

**24. PLANT/MACHINE MAINTENANCE STOREMAN, JOB SCALE: BAND 5A - 1 POST**

**Basic Salary : Ksh. 31,593**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Responsible for receiving, storing, maintaining, issuing, packing and/or unpacking of stores
- (ii) Marking and labeling stocks
- (iii) Planning and Organizing stock.
- (iv) Organizing and maintaining inventory
- (v) Conduct and assist on inventory audit
- (vi) Safety and Security of stores

**(b) Requirements for Appointment**

- (i) KCSE C- (Minus)
- (ii) Diploma in Supply Chain Management or its equivalent from a recognized institution.
- (iii) At least one (1) year experience in an institution.
- (iv) A certificate in Computer application.

**25. SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB SCALE: BAND 5A - 1 POST**

**Basic Salary : Ksh. 25,093**

**House Allowance: Ksh. 15,000**

**Medical Allowance: Ksh. 5,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Prepare purchase orders and send copies to suppliers and to departments originating requests.
- (ii) Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- (iii) Respond to supplier inquiries about order status, changes, or cancellations.
- (iv) Perform buying duties when necessary.
- (v) Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- (vi) Review requisition orders in order to verify accuracy, terminology, and specifications.
- (vii) Prepare, maintain, and review purchasing files, reports and price lists.
- (viii) Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- (ix) Track the status of requisitions, contracts, and orders.
- (x) Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- (xi) Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- (xii) Recommend bills for payment.
- (xiii) Locate suppliers, using sources such as catalogues and the internet, and interview them to gather information about products to be ordered.
- (xiv) Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- (xv) Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- (xvi) Monitor contractor performance, recommending contract modifications when necessary.

(xvii) Prepare invitation-of-bid forms and mail forms to supplier firms or distribute forms for public posting.

**(b) Requirements for Appointment**

- (i) KCSE C- (Minus)
- (ii) Certificate in Procurement or its equivalent from a recognized institution.
- (iii) At least one (1) year experience in an institution.
- (iv) A certificate in Computer application.

**26. AUDIT ASSISTANT, JOB SCALE: BAND 5A - 1 POST**

**Basic Salary : Ksh. 31,593**

**House Allowance: Ksh. 17,000**

**Medical Allowance: Ksh. 6,000**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

- (i) Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- (ii) Review, assess and recommend changes in accounting systems.
- (iii) Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- (iv) Check, inspect and reconcile bank deposits and payments.
- (v) Inspect, test and assess software and hardware systems for failure.
- (vi) Check all accounting and clients' databases are updated and functioning properly.
- (vii) Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
- (viii) Review and recommend changes in internal audit controls.
- (ix) Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- (x) Ensure compliance of regulatory guidelines and generally accepted auditing standards.

- (xi) Assist in reporting of the financial reports on daily/monthly/yearly basis in the security audits, information system audits, environmental audits, etc.
- (xii) The assistant auditor helps the auditor to make reports which confirm with the company standards, corporate policies, acknowledged by laid down standards.
- (xiii) Coordinate the activities with the staff and the senior auditor concerned.
- (xiv) Prepare balance sheets in the interest of the organization.
- (xv) Inspect and correlate the overall audit report with the balance sheets provided and report it to the seniors for approval detect frauds and bring it to the notice of the senior auditors.

**(b) Requirements for Appointment**

- (i) Diploma in Audit or its equivalent from a recognized institution.
- (ii) At least one (1) year experience in an institution.
- (iii) A certificate in Computer application.

**27. SUPPORT STAFF, JOB SCALE: BAND 1 - 2 POSTS**

**Basic Salary : Ksh. 10,107.10**

**House Allowance: Ksh. 3,500**

**Medical Allowance: Ksh. 2,500**

**Leave Allowance: Equivalent to Basic Salary (Paid yearly)**

**Terms of Service: Permanent**

**(a) Duties and Responsibilities**

Duties at this level will include: Cleaning, messengerial duties, grounds maintenance and sanitary duties

**(b) Requirements for Appointment**

- (i). Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent from a recognized institution.
- (ii). Certificate in computer applications