REPUBLIC OF KENYA

GOVERNMENT OF MAKUENI COUNTY

MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751
Email: cpsb@makueni.go.ke
web: www.makuenipsb.go.ke

INTERNAL VACANCY ADVERTISEMENT

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

DEPARTMENT OF WATER, SANITATION AND IRRIGATION

1. PRINCIPAL SUPERINTENDENT (WATER AND SEWERAGE); JOB GROUP 'N' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail: - preparing bills of quantities for water projects; checking the adherence to specification and standards; ensuring that work is progressing on schedule; supervising complex water works; preparing water supply and sewerage programmes; and evaluating and advising on technical reports.

Requirements for Appointment

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

i) Served in the grade of Chief Superintendent (Water and Sewerage) Job Group 'M' for a minimum period of three (3) years;
ii) Three (3) years Certificate in Technical Training from a recognized institution;

OR

iii) Diploma in either Water Supply Technology or Water Engineering from a recognized institution;
iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
v) Demonstrated merit and shown ability as reflected in work performance and results. (An evaluated Staff Performance Appraisal SPA)).

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2. SUPERINTENDING ENGINEER (WATER AND SEWERAGE); JOB GROUP 'M' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will include:- carrying out feasibility studies; planning and designing water supply and sewerage infrastructures; carrying out research activities in various aspects of water, sewerage and hydraulic systems; 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; and maintaining water supply and sewerage systems.

Requirements for Appointment

For appointment to this grade, an officer must: -

i) Have served in the grade of Assistant Engineer I (Water and Sewerage) Job Group 'L' for a minimum period of three (3) years;
ii) Bachelor's Degree in Civil Engineering from a recognized institution;
iii) Registered by the Engineers Registration Board of Kenya as an Engineer;
iv) Be a member of the Institution of Engineers of Kenya (IEK);
v) Certificate in Project Planning/Development and Management Course lasting not less than four (4) weeks from a recognized institution; and
vi) Demonstrated merit and shown ability as reflected in work performance and results. (An evaluated Staff Performance Appraisal SPA)).

3. SUPERINTENDENT (WATER AND SEWERAGE); JOB GROUP 'K' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail: - coordinating water supply sewerage works and pollution control; ensuring availability of water supply and provision of sewerage services; and collecting, analyzing data and preparing technical reports.

Requirements for Appointment

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

i) Served in the grade of Senior Inspector (Water and Sewerage) Job Group 'J' for a minimum period of three (3) years;
ii) Three (3) years certificate in Technical Training from a recognized institution;

OR

iii) Diploma in either Water Supply Technology or Water Engineering from a recognized institution; and

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iv) Demonstrated merit and shown ability as reflected in work performance and results (An evaluated Staff Performance Appraisal SPA)).

4. CHIEF LAND SURVEY ASSISTANT; JOB GROUP 'M' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level entail: - carrying out large area cadastral, geodetic and mapping control surveys, gravity and magnetic control observations and computations; supervising small, medium and large area cadastral, adjudication; supervising small, medium and high density topographical, sub-divisional schemes, photo control, site and general engineering surveys; carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; and maintaining,' testing and calibrating survey equipment.

Requirements for Appointment

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

i) Served in the grade of Land Survey Assistant Il Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
ii) Diploma in Land Surveying from a recognized institution;
iii) Supervisory Course lasting not less than two (2) weeks from a recognized institution; and
iv) Demonstrated merit and shown ability as reflected in work performance and results. (An evaluated Staff Performance Appraisal SPA).

5. DEPUTY DIRECTOR, GOVERNANCE & COMPLIANCE JOB GROUP 'Q' (1 POST)

Duties/ Responsibilities.

An officer at this level will be responsible to the Director, Water Governance & Compliance for the strategic management of governance and compliance programmes within the department. Duties and responsibilities will include:

i) Coordinating the development and implementation of departmental governance and compliance strategies;
ii) Providing strategic leadership in governance, ethics, compliance and institutional risk management;
iii) Coordinating the formulation, review and implementation of governance policies, standards and operational frameworks;
iv) Monitoring departmental compliance with constitutional, legal, regulatory and policy requirements;
v) Coordinating governance and compliance audits, investigations and institutional risk assessments;

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vi) Overseeing implementation of audit recommendations and compliance improvement initiatives;
vii) Coordinating preparation of departmental governance and compliance reports for senior management;
viii) Managing performance, capacity building and professional development of staff within the division;
ix) Advising senior management on emerging governance, compliance and risk management issues;
x) Representing the department in governance and compliance forums, committees and stakeholder engagements; and
xi) Performing any other lawful duties as may be assigned by the Director.

Requirements for Appointments

For appointment to this grade, a candidate must have:

i) Served satisfactorily as an Assistant Director, Governance & Compliance or in a comparable and relevant position for a minimum period of three (3) years
ii) A Bachelor's Degree in any of the following Disciplines: Water Resource Management, Hydrology or Hydrogeology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Water and Environmental Sciences, Soil and Water Engineering, Geology or Geoinformatics, Veterinary Medicine, Environmental Science, Civil Engineering, Environmental Studies, Natural Resource Management, Anthropology, Sociology, Public Administration, Public Policy, Business Administration, Commerce, Economics, Law, Project Management, International Relations, Peace and Conflict Studies, Community Development, Social Work, Statistics, Demography, Governance and Leadership, Criminology and Security Studies, Communication and Public Relations, Environmental Law, Water Law or its equivalent from a recognized institution;
iii) Master's Degree in any of the following Disciplines: Water Resource Management, Hydrology or Hydrogeology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Water and Environmental Sciences, Soil and Water Engineering, Geology or Geo informatics, Veterinary Medicine, Environmental Science, Civil Engineering, Environmental Studies, Natural Resource Management, Anthropology, Sociology, Public Administration, Public Policy, Business Administration, Commerce, Economics, Law, Project Management, International Relations, Peace and Conflict Studies, Community Development, Social Work, Statistics, Demography, Governance and Leadership, Criminology and Security Studies, Communication and Public Relations, Environmental Law, Water Law or its equivalent from a recognized institution;
iv) Successfully completed a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
v) Successfully completed a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
vi) Membership to a relevant professional body, where applicable;
vii) Competence in Computer Application Skills
viii) Demonstrated distinguished professional competence, strategic leadership and managerial capability.

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DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVE DEVELOPMENT

1. DIRECTOR OF LIVESTOCK AND FISHERIES DEVELOPMENT; JOB GROUP 'R' (1 POST)

Duties and responsibilities

Coordinating extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits; Participating in development of public/private initiatives and overall policy formulation; preparation of technical information in animal production, livestock marketing, range management, apiculture, and ranching; promoting economic livestock farming; Resourcing in technical workshops and seminars; Researching, inventing and advising on livestock production technologies and techniques; developing livestock production programmes/projects; Preparing agribusiness, ranch and farm plans establishing linkages with research institutions and other stakeholders on livestock production matters; Coordinating conservation and utilization of range resources. In addition, duties and responsibilities will involve; overseeing extension activities; Overseeing the implementation of livestock information management systems; Coordinating monitoring and evaluation of livestock programmes; Preparing technical papers and reports for professional forums and symposia and participating in formulation of livestock bi-lateral/multilateral arguments.

Requirements for appointment

For appointment to this grade, a candidate to this grade must have: -

i) Served in the grade of Senior Assistant Director of Livestock Production Job Group 'Q' for a minimum period of three (3) years.
ii) Bachelor's 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.
iii) Masters' degree in any of the following disciplines: - Animal Science. Animal Production; Apiculture/Apiary Science, Food Science and Technology, Range Management, Agribusiness, Livestock/Agricultural economics, Dairy Technology, Livestock Production Systems, Poultry Science, Natural Resource Management, Animal Breeding and Genetics, Animal Nutrition and feed sciences, Hydroponics; Agricultural Education and Extension, Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Project Planning and Management; Soil Environment and Land Use Management; Soil Science, Farm Management/ Management, Economics, Public Policy and Administration, Project Planning and Management or any other relevant and equivalent qualification from a recognized institution or any other equivalent qualification from a recognized institution.

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iv) Certificate in Strategic Leadership Development Programme lasting not less than six weeks from a recognized institution; and
v) Shown outstanding administrative capability and professional competence required in managing livestock production services.

2. DIRECTOR VETERINARY SERVICES; JOB GROUP 'R' (1 POST)

Duties and responsibilities

Duties and responsibilities at this level will entail: -participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the animal health sector. Specific duties and responsibilities will entail: - planning and coordinating programmes on the control and eradication of epizootic diseases and pests; and compiling and interpreting technical reports.

In addition, duties will include:- evaluating slaughterhouse designs and making recommendations for approval; enforcing food safety and quality assurance regulations in local and exports/imports requests documents in respect to live animals, animal products, by-products and inputs and making appropriate recommendations; planning field efficacy trials for drugs, vaccines and acaricides; disseminating information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; coordinating veterinary services at parts of entry; organizing disease search, investigations, monitoring, mapping and outbreak responses; carrying out investigations on antimicrobial and acaricidal resistance; liaising with training institutions on training and development of staff, students and interns; planning collaborative activities with relevant stakeholders in the animal health sector; and coordinating inspection of private veterinary practices and input outlets in collaboration with Kenya Veterinary Board

An officer at this level will also perform the following duties: - preparing project proposals for resource mobilization; planning and coordinating staff management and development; and preparing and implementing work plans and budgets.

Requirements for appointment;

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

i) Served in the grade of Assistant Director of Veterinary Services Job Group 'Q' for a minimum period of three (3) years;
ii) Have master of science Degree in any of the following disciplines; -Veterinary medicine, veterinary surgery, livestock economics, forensic science animal nutrition and feed sciences, animal genetics and breeding, clinical studies, Veterinary public health, livestock production systems, poultry science, veterinary anatomy, clinical pathology and laboratory diagnosis, fish science, Apiary science, master of public health, applied veterinary parasitology, applied microbiology, comparative mammalian physiology, pharmacology and toxicology, wildlife health and management, veterinary epidemiology and economics, animal production or aquatic science from a recognized institution.
iii) Registered by Kenya Veterinary Board
iv) Have a certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution,
v) Have shown outstanding administrative capacity and professional competence required in

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managing veterinary services

3. ASSISTANT DIRECTOR LIVESTOCK PRODUCTION OFFICER; JOB GROUP 'P (1 POST)

Duties and responsibilities

Duties and responsibilities at this level will entail; organizing technical workshops, seminars and agricultural shows; guiding the preparation of technical papers and reports for professional forums; providing technical advice and information in animal production, livestock marketing, range management , apiculture and ranching; promoting economic livestock farming; organizing extension activities which include field days, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; analyzing livestock inputs and products samples and disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis and on farm feed formulation. implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys, breeding, fodder production and conservation, value addition to livestock products, apiculture, livestock breeding, nutrition, emerging livestock and other husbandry interventions; advising farmers on group formations, construction of farm structures and equipment; in addition, duties and responsibilities will involve; overseeing effective and efficient management and preparing work plans and budgets for either sheep and a goat station, livestock farm, mobile pastoral training unit pastoral training Centre or livestock improvement and multiplication farm; and maintaining inventory of assets in a livestock production station/farm. Collaborating with research institutions and other stakeholders on livestock production matters; and planning for conservation and utilization of range resources.

Requirements for appointment

For appointment to this grade, a candidate to this grade must have: -

i) Served in the grade of Principal Livestock Production Officer Job Group 'N' for a minimum period of three 3 years.
ii) Bachelor's 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.
iii) Master's degree in any of the following disciplines; Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Technology, Agricultural Extension, Animal Breeding and Genetics Or Animal Nutrition, Integrated Soil Fertility Management; Land and Environmental Management, Land and Water Management; Project Planning and Management; Soil Environment and Land Use Management; Soil Science or Equivalent Qualification From a recognized Institution.
iv) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution; and
v) Demonstrated a higher degree of professional competence, administrative capabilities in initiating and Implementing livestock production policies (Evaluated Staff Performance

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Appraisal)

4. CHIEF AGRICULTURAL OFFICER, JOB GROUP 'M' (1 POST)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

providing technical input for the implementing various agricultural policies and strategies; collecting and compiling agriculture crop data; maintaining and updating agriculture crops database; collecting, collating and packaging of new and existing agricultural technologies; undertaking surveillance of trans-boundary and emerging crop pests, diseases and invasive species; undertaking raining of agricultural stakeholders; monitoring crops, food and nutritional security situation; undertaking training of agricultural stakeholders; and drafting reports.

Requirements for appointment

For appointment to this grade, a candidate to this grade must have: -

i) served in the grade of Senior Agricultural Officer Job Group 'L' for a minimum period of three (3) years;
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 institution; and
iv) Shown merit and ability as reflected in work performance and results (Evaluated Staff Performance Appraisal)

OFFICE OF THE GOVERNOR

1. SENIOR ASSISTANT OFFICE ADMINISTRATOR; JOB GROUP 'L' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office, word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings; ensuring security of office records, equipment and documents, including classified

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materials; maintaining an up-to-date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

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

i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant Job Group 'K' for a minimum period of three (3) years;
ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: -

a) Shorthand III (minimum 110 w.p.m.);
b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
c) Business English III/Communications II;
d) Office Practice II;
e) Commerce II;
f) Office Management III/Office Administration and Management III;
g) Secretarial Duties II;

iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution; and
vi) Shown merit and ability as reflected in work performance and results (Evaluated Staff Performance Appraisal)

DEPARTMENT OF ICT, EDUCATION AND INTERNSHIP

1. SENIOR ASSISTANT OFFICE ADMINISTRATOR JOB GROUP 'L' (1 POST)

Duties and responsibilities

Duties and responsibilities at this level will entail: - Taking oral dictation; managing e-office word and data processing; operating office equipment; maintaining office diary; appointments and travel itineraries; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings; ensuring security of office records, equipment and documents including classified materials; maintaining an up-to-date filling system in the office; establishing and monitoring procedures for record keeping or correspondences and file movements; preparing responses to simple routine correspondences; managing office protocol and etiquette; supervising office

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cleanliness; ensuring security, integrity and confidentiality of data, and undertaking any other office administrative duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant Job Group 'K' for a minimum period of three (3) years;
(ii) Diploma in Secretarial Studies from Kenya National Examination Council;

OR

Business Education Single and Group Certificates (BES & GC) stages I, II and III from The Kenya National Examinations Council in The Following Subjects; -

a) Shorthand III (minimum 100 W.P.M)
b) Typewriting III (50 W.P.M)/Computerized Document Processing III;
c) Office Management III/Office Administration and Management III;
d) Business English III/Communication II;
e) Office Practice II;
f) Secretarial Duties II;
g) Commerce II;

(iii) Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution; and
vii) Shown merit and ability as reflected in work performance and results (Evaluated Staff Performance Appraisal)

OFFICE OF THE COUNTY SECRETARY

1. DEPUTY DIRECTOR, ADMINISTRATION (FLEET MANAGEMENT) JOB GROUP 'Q' (1 POST)

Duties and Responsibilities

Specific duties and responsibilities will be as follows: Initiating, interpreting, implementing and reviewing of administrative policies, strategies, procedures and programme; managing and supervising the general administration services; implementing public service reforms; facilitating maintenance of infrastructure and facilities; planning and coordinating office space; managing of county government assets; co-coordinating Public Service Reforms; co-coordinating and drafting of briefs, speeches, policy, memoranda, cabinet position and concept papers; overseeing implementation of County Government policies; following-up on actions on Cabinet decisions and directives specific to the department; co-coordinating administrative matters; training, development, deployment and promotion of administrative staff; co-coordinating performance

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appraisal for staff in the department; co-coordinating of activities regarding sagas under the department; co-coordinating County Assembly business; promoting integrity and ethical conduct within the department; managing and securing Government assets; and co-coordinating various meetings.

Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served in the grade of Assistant Director Administration Services/Sub-County Administrator II, Job Group 'P' for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
ii. Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other social science 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 a recognized institution;
iv. Diploma in advanced Public Administration or equivalent qualification from a recognized institution;
v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
viii) Demonstrated managerial, administrative and professional competence in work performance and results (Evaluated Staff Performance Appraisal)
vii. Meet the requirements of chapter 6 of the Constitution of Kenya, 2010.

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2. DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, JOB GROUP 'Q' (1 POST)

Duties and Responsibilities

Duties and responsibilities will entail:-interpreting and advising on Human Resource Management and Development Policies and regulations; monitoring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on staff; ensuring that professional human resource management and development standards are maintained; implementation of Public Service Commission decisions; advising Technical Departments/Sagas in the County on career and succession management, human resource planning and utilization of human resources; coordinating the preparation of Personnel Emoluments(PE) budgets; coordinating the implementation of Performance Management Systems including Performance Appraisal System and the Reward and Sanctions Framework; managing the Human Resource Management Information Systems; ensuring compliance with labour laws and forging linkages with the Unions; and liaising with the Public Service Commission, Ministry/State

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Department responsible for Public Service Management and Ministry/State Department responsible for Finance on human resource matters; coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee; coordinating implementation of technical assistance training programmes including preparing training proposals; coordinating training and human resource development activities; and overseeing the development of training projections and plans; validation and authentication of academic and professional certificates in liaison with the relevant institutions.

Requirements for Appointment

For appointment to this grade, an officer must have:

i) Served in the grade of Assistant Director, Human Resource Management and Development Job Group 'P' for a minimum period of three (3) years;
ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from are cognized institution;
iii) Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution;
iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
v) Membership to a relevant professional body; and
vi) Demonstrated merit and ability as reflected in work performance and results (Evaluated Staff Performance Appraisal)

HOW TO APPLY

Interested and qualified officers are requested to make their applications ONLINE through the Boards website: www.makuenipsb.go.ke or jobs portal: http://kazi.makuenipsb.go.ke/jobs/

Please Note:

i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included;
ii) Only shortlisted and successful applicants will be contacted;
iii) Details of academic and professional certificates not obtained by closure of the advert should not be included;

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iv) Academic qualifications obtained from foreign universities MUST be accompanied by letter of recognition or equivalent of qualifications from the Commission of University Education (CUE);

v) Shortlisted candidates shall be required to produce the following documents during the interview:
   a. original National Identity Card/passport
   b. Letter of 1st appointment
   c. Confirmation letter to Permanent and Pensionable Establishment;
   d. Letter of promotion to the current job group (if applicable);
   e. Original academic certificates
   f. Original professional certificates and transcripts
   g. Registration certificate (where necessary)

vi) Valid practicing licence (where necessary)

vii) Canvassing in any form will lead to automatic disqualification;

viii) It is a criminal offence to present or provide fake certificates/documents/information;

ix) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;

x) Beware of fraudsters soliciting bribes from the public while masquerading as Board staff. The Board does not charge any fees for job applications, shortlisting, interviews or appointments. Payment of any form of fee will lead to automatic disqualification;

xi) Application should reach the Board on or before **Friday 13th November, 2026** latest **5:00 p.m.**

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CS Redempta Kavindu
Secretary/CEO
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