



KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

Advertisement for Vacant Positions

The Kenya Plant Health Inspectorate Service (KEPHIS) is a State Corporation in the Ministry of Agriculture and Livestock Development established under the Kenya Plant Health Inspectorate Service Act, Number 54 of 2012 to undertake regulatory function in the agricultural sector on matters regarding plant protection, seeds and plant varieties to assure quality of agricultural inputs and produce towards a food secure nation and safe trade.

In line with its mandate, the Service is seeking to recruit suitably qualified candidates for the following positions:

1. Director, Seed Certification & Plant Variety Protection, KEPHIS Grade 2 (1 position) - KPH/DSC&PVP/1/24

a) Job Specification

Duties and Responsibilities:

- i. Providing leadership in the implementation of the vision, mission and strategic plan of the Service in the Directorate;
- ii. Providing leadership on Seed certification, Seed testing and Plant Variety Testing, Regulatory research and Compliance functions of the Corporation;
- iii. Contributing to the Corporation's strategy, tactical initiatives, culture, and planning, and overall efforts to continually improve performance;
- iv. Ensuring prudent management of financial, human and physical resources of the service;
- v. Coordinating the designing and implementation of performance management systems.
- vi. Develop and implement innovative systems to improve efficiency in the functions under the Directorate;
- vii. Resources mobilization through overseeing proposal writing and fostering strategic partnerships with development partners;
- viii. Mentor and coach staff in the directorate;

- ix. Coordinating the preparation of respective board papers for the Technical committees of the Board;
- x. Ensuring compliance of agricultural inputs and produce to regulatory requirements, and relevant national and international standards;
- xi. Ensuring implementation of the KEPHIS Strategic Plan, annual work plan, performance contract and appraisal system in the Directorate;
- xii. Establishing and fostering strategic linkages with stakeholders and relevant local, regional and international bodies for harmonization and trade facilitation;
- xiii. Conducting technical negotiations and consultations with industry players to establish appropriate legislative and regulatory standards to ensure proper implementation of the mandate of the Directorate;
- xiv. Coordinating the publicity of the Service and promote such nationally, regionally and internationally for institutional visibility;
- xv. Liaison with national, regional and international bodies for development and harmonization of standards (ISTA, OECD Seed and Forest Schemes, UPOV, ARIPO, COMESA, EAC, KEBS);
- xvi. Overseeing the business of relevant national committees (National Performance Trials, National Variety Release, Plant Breeders' Rights and Seed Regulation Committees);
- xvii. Overseeing local, regional and international training on technical subjects within the Directorate;
- xviii. Provide leadership in bilateral negotiations and development of MOUs and Agreements;
- xix. Supervising and providing guidance to procurement of equipment and consumables required in the Directorate;
- xx. Fostering a corporate culture that promotes ethical practices and good corporate citizenship; enhancing the corporate image of the organization.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Horticulture, seed technology, botany, Biostatistics, Statistics, microbiology, molecular biology, applied microbiology, applied Biology and plant nutritionist from a university recognized in Kenya;
- ii. Masters Degree in any of the following; Seed Technology, Plant Nutrition, Soil science, Biometrics, Statistics, Horticulture, Plant Pathology, Crop protection, Agronomy, botany, microbiology, molecular biology or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. At least twelve (12) years relevant work experience;
- v. Attended a Leadership course lasting not less than six (6) weeks from a recognized institution;

- vi. Six (6) years' experience in the level of senior management in public service in private sector;
- vii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Excellent analytical skills and a good eye for detail;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Scientific publication and writing skills;
- ix. Problem solving skills;
- x. Communication skills.

d) Competencies

- i. Aptitude in financial management;
- ii. Ability to make decisions independently;
- iii. Ability work well under pressure and prioritize work;
- iv. Ability to manage Donor relations and to develop bankable concept notes and proposals for funding;
- v. Demonstrate high level of integrity;
- vi. Professional competence in plant health and administrative capability;
- vii. Knowledge with and understanding of the application of the UPOV, WTO, OECD Seed schemes, International Seed Testing Association (ISTA) guidelines, ISO 17025:2017 guidelines, IPPC and related standards and procedures.

2. Director, Corporate Services, KEPHIS Grade 2 (1 position) - KPH/DCS/1/24

a) Job Specification

Duties and Responsibilities:

- i. Providing leadership to corporate service functions of the Corporation to support technical operations and achievement of KEPHIS' mandate.
- ii. Contributing to the Corporation's strategy, tactical initiatives, culture, and planning, and overall efforts to continually improve performance.
- iii. Coordinate strategic planning process for the institution.
- iv. Developing and implementing appropriate planning and strategy, financial, human resource, information communication technology, and administration strategies for accomplishment of corporate goals and objectives.

- v. Coordinate the planning and implementation activities and operations of the KEPHIS.
- vi. Managing KEPHIS human resources management and development processes in line with the human resource management policies and laws.
- vii. Administering all finance and accounting functions for the Service including budgeting, asset management, cash flow management, debt management, resource mobilization, and reporting in accordance with public accounting standards, generally accepted accounting principles, financial policies and procedures.
- viii. Liaising with donors supporting projects within KEPHIS and ensuring compliance with the donor requirements.
- ix. Supporting the Service's resource mobilization efforts in line the external resource mobilization policy.
- x. Liaising with the Ministry of Agriculture and the National Treasury to ensure KEPHIS budget is captured in the GOK Budget and funds transferred to KEPHIS for implementation.
- xi. Coordinating KEPHIS' administrative functions of transport, records management and estate management.
- xii. Managing KEPHIS' adoption and implementation of effective strategies for the deployment of ICT infrastructure, software, service delivery, business continuity, innovations, and information security.
- xiii. Working with the management team in developing and implementing annual financial, human resource, information communication technology, corporate communications and administration plans.
- xiv. Ensuring existence of up to date financial, human resource, information communication technology, corporate communications and administration controls in the Corporation.
- xv. Ensuring accurate and reliable financial reporting.
- xvi. Ensuring compliance with statutory and contractual requirements relating to Corporate Services activities.
- xvii. Identifying, measuring and mitigating risks affecting Corporate Services' functions.
- xviii. Providing periodic updates to the Managing Director, the Board Finance Committee and Human Resource and Administration Committee on planning, financial, human capital, information and Communication technology and administrative status and position of the Service.
- xix. Managing the budget process by ensuring timely preparation and defence of the budget and subsequent transmission to the relevant Government offices.
- xx. Managing the efficient utilization and safeguarding of the Institutional assets.
- xxi. Liaising with auditors to ensure closure of findings and implementation of recommendations.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least twelve (12) years' work experience, seven (7) of which must have been at a managerial level in Finance & Accounts, Human Resource, Administration, ICT, Corporate Communication or related field;
- ii. Bachelor's degree in Commerce, Business Management, Human Resource, Finance, Economics, ICT and Corporate Communication or related discipline;
- iii. Master's degree in Commerce, Business Management, Human Resource, Finance, Economics, ICT and Corporate Communication or related discipline;
- iv. Professional certification and a member of a relevant professional body in good standing;
- v. Leadership course lasting not less than six (6) weeks.
- vi. Compliance to Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Analytical skills;
- ii. Strategic and innovative thinking;
- iii. Interpersonal skills;
- iv. Strong leadership skills;
- v. Negotiation skills;
- vi. Report writing skills;
- vii. Problem solving skills;
- viii. Communication skills;
- ix. Objectivity;
- x. Emotional control.

d) Competencies

- i. Demonstrated managerial, administrative and professional competence in work performance;
- ii. Corporate reporting;
- iii. Professional and ethical;
- iv. Governance, risk and control;
- v. Proficiency in computer applications;
- vi. Results oriented;
- vii. Ability to motivate others;
- viii. Ability to build successful teams;
- ix. Ability to work under pressure.

3. Corporation Secretary and Director Legal Services, KEPHIS Grade 2 (1 position) - KPH/CS&DLS/1/24

a) Job Specification

Duties and Responsibilities:

- i. Providing advice to the Board and Board Members individually on their duties, responsibilities and powers and how these should be exercised in the best interest of the organization;
- ii. Ensuring the board procedures are followed and reviewed regularly, and that the Board complies with the Law, rules and regulations;
- iii. Assisting the Chairperson and Managing Director in organizing Board activities, including providing information, preparing agenda, issuing notices and preparing for meetings, board evaluations and board development programs;
- iv. Providing secretarial services to the Board including ensuring that the board work plan is prepared and adhered to, circulating board papers in advance of the meeting, keeping a record of attendance at meetings, keeping safe custody of the seal and a record of its usage;
- v. Ensuring that the minutes of the Board and Board committees are promptly prepared and circulated and maintaining safe custody of the same;
- vi. Keeping the Board abreast of and informed on, current governance thinking and practice;
- vii. Coordinating the governance issues including governance audit process;
- viii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- ix. Liaising with external legal counsel on legal matters affecting the Corporation and the Board;
- x. Verifying all contracts, agreements, leases in which the Corporation and the Board enters into to ensure compliance;
- xi. Advising the Management on legal aspects of administrative matters;
- xii. Undertaking research on assigned legal issues;
- xiii. Collecting and collating research data;
- xiv. Vetting and verification of documents before execution by authorized representatives of the Corporation and the Board;
- xv. Liaising with the office of the Attorney General on legal issues affecting the Corporation and the Board in execution of its mandate;
- xvi. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- xvii. Collaborating and corresponding with external advocates on all pending court cases;
- xviii. Attending to internal corporation queries of legal nature in the facilitation of normal business;
- xix. Advising Procurement committees on legal issues;
- xx. Maintenance of accreditation and ISO certification;
- xxi. Providing secretarial services to the Board of Trustees including ensuring that the board work plan is prepared and adhered to, circulating board papers in advance

of the meeting, keeping a record of attendance at meetings, keeping safe custody of the seal and a record of its usage.

b) Person Specification

For appointment to this grade, a candidate must have:

- i. At least ten (10) years' experience, with six (6) as Principal Legal Officer or its equivalent;
- ii. Bachelor's Degree in Law from a university recognized in Kenya;
- iii. Master's Degree in law or related fields from a university recognized in Kenya;
- iv. Post Graduate Diploma in Law;
- v. Advocate of the High Court of Kenya;
- vi. Current Practicing Certificate;
- vii. Registration as a Certified Public Secretary (K);
- viii. Membership to Law Society of Kenya in good standing;
- ix. Membership to the Institute of Certified Secretaries;
- x. Leadership course lasting not less than six weeks;
- xi. Demonstrate excellent interpersonal, communication and analytical skills; with good understanding of public service regulations and procedures in service delivery;
- xii. Be a team player, high degree of integrity, self-driven, honest and with ability to work independently and meet deadlines.

c) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities.

4. Director, Internal Audit and Risk, KEPHIS Grade 2 (1 position) - KPH/DIA&R/1/24

(a) Job Description

Duties and responsibilities at this level will entail:

- i. Providing the secretarial services to the Audit Risk and Governance Committee of the Board;
- ii. Preparing annual internal audit work plan for approval by Audit Risk and Governance Committee of the Board;
- iii. Annually Prepare and review internal audit charter;
- iv. Preparing quarterly reports on the status of implementation of the annual internal audit plan for submission to the Audit Risk and Governance Committee of the Board;
- v. Developing and implementing an internal risk-based audit strategy;
- vi. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with policies, procedures and regulations;
- vii. Conducting audit tests on internal controls in all processes;
- viii. Ensuring the effectiveness of the overall enterprise risk management program;
- ix. Liaison with the Auditor General and ensure follow up on the process of implementation of Internal and external audit recommendations;
- x. Enforcement of treasury circulars and ensuring that KEPHIS has aligned itself with Public Finance Management Acts;
- xi. Recommending mitigation measures to address identified weaknesses where necessary;
- xii. Ensuring that the Internal Audit systems, procedures and guidelines are prepared for approval;
- xiii. Supervising the preparation of work programmes to ensure that audits are planned and well managed;
- xiv. Submission of individual internal audit reports to the Managing Director, and summarized quarterly internal audit reports to the Board through audit risk and Governance Committee;
- xv. Drafting Audit Risk and Governance Committee Board Charter;
- xvi. Developing and maintaining a Quality Assurance and Improvement Programme that includes internal and external assessment;
- xvii. Review, approval and monitoring of the audit departmental budget;
- xviii. Provide leadership in carrying out special audits and investigations (ad hoc) as may be required from time to time and submit report of findings to the Board;
- xix. Member to the KEPHIS corruption prevention committee that deliberates on anti-corruption strategies;
- xx. Preparation of quarterly internal audit and risk department report on corruption prevention activities.

(b) Person Specifications

For appointment to this grade, an officer must:

- i. Have a minimum of ten (10) years in relevant work and at least six years in management;
- ii. Bachelors Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Masters Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iv. Be in possession of CPA (K) and any of the following: CISA, CFE, CIA, ACCA or its equivalent
- v. Be a member of Institute of Certified Public Accountant of Kenya (ICPAK) and any of the following professional Bodies-Institute of Internal Auditors of Kenya (IIA-Kenya), Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE);
- vi. Have a certificate in leadership Course lasting not less than six weeks from a recognized institution;
- vii. Fulfil the requirements of Chapter Six of the Constitution.

(c) Skills

- i. Analytical skills
- ii. Computer literacy and proficiency
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Leadership skills
- vi. Negotiation skills
- vii. Report writing skills
- viii. Problem solving skills.
- ix. Communication skills.

(d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work; and
- iv. Demonstrated results in work performance.
- v. Ability to work in a team
- vi. Ability to relate internal audit findings to the strategic objective of the organization.

5. Manager, Supply Chain Management, KEPHIS Grade 3 (1 position) - KPH/MSCM/1/24

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of the supply chain management department;

- ii. Coordinating, formulating and implementing supply chain management policies and strategies;
- iii. Overseeing the preparation of the annual procurement plan, budget proposal and coordinate its implementation as per the law;
- iv. Providing professional opinion for all tenders to the Managing Director and ensure line managers are provided with logistical advice to ensure effective and efficient procurement;
- v. Planning and managing all activities involved in sourcing suppliers, procurement, quality assurance, financial, logistics and delivery activities;
- vi. Ensuring preparation of monthly, quarterly, semi-annual and annual reports on procurement activities and as provided by law send to PPOA;
- vii. Ensuring that Best Practices are employed in the supply chain management;
- viii. Advising the CEO on the constitution of the disposal committee and overseeing the disposal of obsolete assets/items;
- ix. Supervising preparation and out tender bidding documents/requests for regular and specialized supplies (including consultancy and outsourced services);
- x. Scheduling procurement in line with the budget;
- xi. Providing oversight to the requisitions process to ensure competitive quotations for the purchases of goods: this includes facilitation of opening of tender or quotation documents;
- xii. Ensuring that services and goods are delivered on time and are within stated specifications and standards;
- xiii. Monitoring usage of purchases and supplies to ensure that irregularity, duplication and wastage is minimized;
- xiv. Advising the CEO on the constitution of tender evaluation committees;
- xv. Ensuring periodic stock taking, control, audit and interpreting the reports;
- xvi. Ensuring preparation and management of inventory control register;
- xvii. Ensuring provision of secretariat services to the opening and evaluation of committee of quotations or tender;
- xviii. Managing the performance of the procurement team and undertake appraisal of staff.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience, with three (3) as a Principal Supply Chain Management Officer;
- ii. Bachelor's degree in Business Administration / Procurement / Social Sciences / Purchasing / Commerce / Economics or related discipline;
- iii. Master's degree in relevant field;
- iv. Certified member of the Chartered Institute of Purchasing and Supplies;

- v. Membership of a relevant professional body in good standing is a must;
- vi. Management course lasting not less than four (4) weeks;
- vii. Compliance with chapter six of the constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

6. Deputy Director, Human Capital, KEPHIS Grade 3 (1 position) - KPH/DDHC/1/24

a) Job Specification

Duties and Responsibilities:

- i. Advise the Board and Management on matters relating to human resources management;
- ii. Initiate the development, implementation and review of the Corporation's Human Resource policies, procedures and processes;
- iii. Develop, implement and evaluate staff career and succession plans, progression and development to determine their effectiveness as tools for staff attraction, retention, motivation and job satisfaction;
- iv. Develop, implement and evaluate staff benefits schemes and rewards systems as ways of improving staff motivation, job satisfaction, attraction and retention;
- v. Coordinate staff performance management in line with the Corporation's annual objectives and targets;
- vi. Coordinate recruitment and selection of staff;
- vii. Manage human resource planning and undertaking organization review to ensure an optimal structure;

- viii. Manage learning and development in the organization;
- ix. Ensure the Service's approved Human Resource policies and procedures are adhered to;
- x. Manage the Service's payroll.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- ii. Master's degree in Human Resource Management/Business Administration (Human Resource Management Option) or other relevant course from a university recognized in Kenya;
- iii. CHRP (K) or an equivalent relevant qualification from a recognized institution;
- iv. Membership in a relevant professional in good standing;
- v. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- vi. Attended a Senior Management course lasting not less than four (4) weeks;
- vii. Membership in a relevant professional body in good standing;
- viii. Management course lasting not less than four (4) weeks;
- ix. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Strategic and innovative thinking;
- iv. Leadership skills;
- v. Supervisory skills;
- vi. Analytical Skills; and
- vii. Keen to details.

d) Competencies

- i. Proficiency in human resource information systems;
- ii. Knowledge of national labour laws;
- iii. Ability to work under pressure;
- iv. Ability to work independently and in a team;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. Demonstrated ability to implement Quality Management Systems;
- viii. A track-record of excellent time management skills.

7. Deputy Director, ICT and Innovation, KEPHIS Grade 3 (1 position) - KPH/DDICT&I/1/24

a) Job Specification

Duties and Responsibilities:

- i. Provide leadership in all aspects of ICT strategy, management and operations;
- ii. Lead on the development and delivery of the Corporation's ICT Function by ensuring continuous alignment of ICT with the Corporation's and the Government of Kenya's strategic initiatives;
- iii. Provide leadership and advise the Management on ICT Developments and Policy Issues and their impact on the Service operations and strategy;
- iv. The development and delivery of ICT strategies and policy arrangements to ensure resources invested in ICT provide improvements to services and value for money;
- v. Accountable for the delivery, continuity, information security, risk management and effective support of Service Offices ICT infrastructure and systems;
- vi. Project Management of all significant/major ICT projects;
- vii. Provide team leadership by managing staff of direct reports in functional areas such as Systems Development and Operations; Infrastructure development and support; Systems Security; and ICT Business Operations Support;
- viii. Manage relationships with Role Players and Stakeholders in the ICT industry both internal and external to the Service, including ICT vendors and service providers; other government agencies; and ICT Support donors;
- ix. Manage the introduction, implementation and support of appropriate ICT initiatives in line with the Corporation's ICT strategy;
- x. Oversee the development, deployment and maintenance of the appropriate ICT Infrastructure and Connectivity solutions for Service offices;
- xi. Coordinate the deployment and maintenance of Personal Productivity Tools such as desktop computers, laptops, mobile devices and software based productivity tools such as email, and Office Applications (Word, Excel, and Power Point), among others;
- xii. Oversee the development, deployment and maintenance of appropriate Business Applications that support Service's business processes i.e. Export Certification, Import Regulation, Finance, Laboratory, Seed Certification, Quality Management, among others;
- xiii. Ensure that appropriate security systems are in place to secure the Service Network, Systems and Data from internal and external security threats;
- xiv. Coordinate development and implementation of Systems Disaster Recovery Plans for ensuring high systems availability and business continuity;

- xv. Establish appropriate operational procedures, tools and resources for effective and timely delivery of technical support to Service users;
- xvi. Coordinate documentation and Implementation of ISMS in the service and ensure implementation of QMS in the department;
- xvii. Approve ICT department work plans and budgets;
- xviii. Oversee performance of staff in the department;
- xix. Mentoring and coaching of ICT departmental staff.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience in ICT in the public or private sector, five (5) of which must be in a management position;
- ii. Bachelor's degree from a recognized university in Computer Science, Information Science, Information Communication Technology or any other relevant, related and equivalent qualifications;
- iii. Master's degree from a recognized university in Computer Science, Information Technology, Information Communication Technology or any other relevant, related and equivalent qualifications;
- iv. Management course lasting not less than four (4) weeks;
- v. Professional qualification and membership in a professional body in good standing where applicable;
- vi. Certificate in computer applications from a recognized institution; and
- vii. Meet the provision of Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

8. Deputy Director, Security, KEPHIS Grade 3 (1 position) - KPH/DDS/1/24

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of the security functions in the Service;
- ii. Coordinating, formulating and implementing security management policies, strategies and standard operating procedures;
- iii. Supervising security officers and outsourced security personnel;
- iv. Ensure the security, safety and well-being of all personnel, visitors and the premises;
- v. Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry;
- vi. Ensure operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques;
- vii. Respond to emergencies to provide necessary assistance to employees and customers;
- viii. Protect the Service's assets relative to theft, assault, fire and other safety issues;
- ix. Maintain environment by monitoring and setting building and equipment controls;
- x. Maintain organization's stability and reputation by complying with legal requirements;
- xi. Investigate security breaches;
- xii. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers;
- xiii. Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures;
- xiv. Maintain environment by monitoring and setting building and equipment controls;
- xv. Maintain organization's stability and reputation by complying with legal requirements;
- xvi. Adhere to all company service and operating standards;
- xvii. Ensure institutional compliance with relevant laws and regulations governing security;
- xviii. Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations;
- xix. Liaise with external security providers to ensure the institution is secured.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience, with three (3) as a senior officer in Government Security Systems;
- ii. Bachelor's degree in Criminology/Security Management or related discipline;
- iii. Master's degree in Criminology/Security Management or related field;
- iv. Membership of a relevant professional body in good standing is a must;
- v. Management course lasting not less than four (4) weeks;
- vi. Compliance with chapter six of the constitution.

c) Skills

- i. Written and Verbal Communication;
- ii. Following Complex Instructions;
- iii. Interpersonal Skills;
- iv. Surveillance Skills;
- v. Judgment;
- vi. Objectivity;
- vii. Dependability;
- viii. Emotional Control;
- ix. Integrity;
- x. Professionalism;
- xi. Proficiency in Computer applications skills;
- xii. Reporting Skills.

d) Competencies

- i. Knowledge of Security Operations and Procedure;
- ii. Manage Multiple Tasks;
- iii. Knowledge of Basic Security and Fire Inspection Procedures;
- iv. Safety Management.

9. Deputy Director, Corporate Communication, KEPHIS Grade 3 (1 position) - KPH/DDCC/1/24

a) Job Specification

Duties and Responsibilities:

- i. Overall supervision of all human, financial and material resources of the department;
- ii. Overseeing the development and implementation of a brand manual for the Service;
- iii. Developing and ensuring compliance with the corporate identity of the Service;
- iv. Overseeing the development and implementation of a communication strategy for the Service;

- v. In charge of formulating and implementing creative communication strategies and public relations programs;
- vi. Overseeing the regular update of the Service's website;
- vii. Overseeing the promotion of a positive corporate image of Service to the public through promotions and campaigns;
- viii. In charge of all public relation activities in the Service;
- ix. Overseeing the branding and promoting the Service nationally and internationally;
- x. Building synergy and enhancing collaboration between the public sector and private sector institution;
- xi. Identifying and creating good working relations with all possible development partners;
- xii. Managing and appraising departmental staff and identifying their training and section needs;
- xiii. In consultation with the MD, managing and handling all negative publicity about the Service; and
- xiv. Overseeing management of customer complaints in the Service.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least ten (10) years' experience in Corporate Communications in the public or private sector, five (5) of which must be in a management position;
- ii. Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- iii. Master's degree in Journalism, Public Relations, Mass Communication or Social Sciences from a university recognized in Kenya;
- iv. Management course lasting not less than four (4) weeks;
- v. Post Graduate diploma in Journalism, mass communication or its equivalent from a recognized institution; if the degree is not in Journalism or mass Communication;
- vi. Professional qualification and membership in a professional body in good standing where applicable;
- vii. Proficiency in computer applications;
- viii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;

- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

10. Deputy Director, Analytical Chemistry Laboratory and Food Safety, KEPHIS Grade 3 (1 position) - KPH/DDACL&FS/1/24

a) Job specification

Duties and Responsibilities:

- i. Provide leadership to staff and coordinating all the activities of the Analytical Chemistry Laboratory and Food Safety services as well as food safety compliance and to ensure achievement of targets;
- ii. Provide leadership in development and implementation of Testing services strategies in the department towards the realization of KEPHIS corporate strategic objectives;
- iii. Manage and coordinate operations of departmental laboratories so as to provide accurate, reliable and timely test results;
- iv. Coordinate department's specific test method development, validation, review and alignment to international standard requirements and best practices;
- v. Manage development of criteria for interpretation of test reports released for purposes of critical decision making;
- vi. Manage confidentiality and impartiality in laboratory operations in compliance with international standard requirements;
- vii. Responsible for development and implementation of the Risk Management Framework to ensure mitigation against the negative effects of risks and take advantage of opportunities in the department;
- viii. Coordinate audit of food systems for export food business operators for compliance;
- ix. Manage human capital and administrative activities within the department;
- x. Manage departmental laboratory staff performance by setting targets, reviewing and evaluating staff performance to ensure validity of test results and customer satisfaction in line with corporate expectations;
- xi. Coordinate procurement process for the departmental laboratory supplies and services and coordinate their inspections;
- xii. Manage quality assurance activities in the department in accordance with the requirements of international quality assurance programs;

- xiii. Coordinate and is responsible for management of departmental laboratory testing equipment and assets through inventory management, equipment service and repairs to minimize losses and interruptions to laboratory operations;
- xiv. Coordinate identification of technical skills gaps, training programs and development of departmental training plan;
- xv. Provide leadership in management of customer services;
- xvi. Coordinate implementation of calibration programs for departmental laboratory testing equipment to establish and maintain the required measurement accuracy and metrological traceability;
- xvii. Establish and maintain laboratory quality management system;
- xviii. Plan, prepare and monitor department operations budget by developing the income and expenditure plans, submitting for approval to ensure that the department is capable of handling recurrent local and regional client needs and prepared to handle emerging testing challenges;
- xix. Prepare departmental performance reports;
- xx. Provide technical expertise in development of new test methods, validation and participating in proficiency testing, inter-lab comparisons test to ensure that methods developed are fit for purpose;
- xxi. Coordinate participation in technical committee meetings and other national, regional and international standards development fora;
- xxii. Provide technical advice on testing matters;
- xxiii. Review assessment, audit findings and corrective action plans for soundness to system improvement purposes in line with international standard (such as ISO/IEC 17025) guidelines;
- xxiv. Support strategies for resource mobilization;
- xxv. Develop and recommend pricing and costing of services offered by the department;
- xxvi. Monitor, appraise and evaluate departmental laboratory staff work performance;
- xxvii. Represent and articulate departmental issues in administrative and management review meetings;
- xxviii. Train, coach and mentor departmental laboratory staff in line with business continuity strategies;
- xxix. Provide leadership in the implementation of supervised pesticide residue field trials for registration and setting of pesticide Maximum Residue Levels (MRLs);
- xxx. Provide leadership in the execution of national surveillance programs for monitoring of pesticide residues, microbiological, mycotoxins and heavy metal contaminants in agricultural produce for compliance to food safety and market requirements;
- xxxi. Support strategies to enhance regulatory research programs in the Service; and

xxxii. Liaising with management/Director and other Deputy Directors in ACL laboratory and food safety matters.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Analytical Chemistry, Organic Chemistry, Biochemistry from a university recognized in Kenya;
- ii. Masters in any of the following; Analytical Chemistry, Environmental Chemistry, Biochemistry Applied Biological Science, Applied Biological Technology or its equivalent from a University recognized in Kenya;
- iii. Ten (10) years' experience in Pesticide residues analysis, formulated pesticide analysis and quality management systems or related field with five (5) years in a supervisory role;
- iv. Attended a Management course lasting not less than four (4) weeks; and
- v. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Statistical packages will be an added advantage;
- ii. Creativity;
- iii. Excellent problem solving skills;
- iv. Good communication skills;
- v. Data analysis skills; and
- vi. Report writing and presentation skills.

d) Competencies

- i. Ability to work independently and a team player;
- ii. Ability to make decisions independently;
- iii. Ability to work well under pressure and prioritize work;
- iv. Knowledge in laboratory instrumentation and/or electronics and computer engineering is an added advantage;
- v. Knowledge in international standard on good laboratory practice; and
- vi. Experience with a Laboratory Quality Management System.

11. Deputy Director, Import, Export and Border Control, KEPHIS Grade 3 (1 position) - KPH/DDIE&BC/1/24

b) Job Specification

Duties and responsibilities:

- i. Providing technical leadership and guidance on matters pertaining to export phytosanitary matters to ensure compliance to the standards;
- ii. Coordinating Phytosanitary import and export certification plans, systems and procedures and coordinate their implementation;

- iii. Initiating review and coordinating implementation policies, guidelines, manuals, protocols and strategies on import and export phytosanitary certification to facilitate compliance with national, regional and international laws, requirements, new technologies and emerging issues;
- iv. Setting, monitoring and evaluating implementation of staff performance contracts to ensure compliance with government directives;
- v. Participating in development and review of Acts, regulations and policies on plant health matters to ensure proper legal and regulatory framework;
- vi. Managing human, financial and material resources assigned to their area of operation.
- vii. Participating in making of annual and project budgets and ensure proper use of allocated resources;
- viii. Coordinating and maintaining databases for seed certification, Phytosanitary for information security, data management and reporting;
- ix. Coordinating the use of ICS and ECS digital systems for effective and efficient service delivery.
- x. Coordinate and ensure availability of equipment, instruments and consumables in the departments to facilitate technical operations;
- xi. Coordinating authorization of specified services to private players for efficiency in service delivery;
- xii. Monitoring to ensure phytosanitary non-compliances are evaluated and resolved for efficiency in service delivery;
- xiii. Ensure implementation and maintenance of Quality Management Systems (QMS) for delivery of quality services and trade facilitation;
- xiv. Coordination and participation in appeals emanating from technical activities to resolve client complains and ensure customer satisfaction;
- xv. Participate in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xvi. Develop training programs and curriculum on phytosanitary matters for capacity building of Service's technical staff to enhance staff competence and efficiency in service delivery;
- xvii. Coordinate identification of training needs and formulating training modules and schedules for Export certification, import regulation and border control to ensure staff competency;
- xviii. Coordinate phytosanitary audits conducted by importing countries to ensure market access;
- xix. Approve applications of new clients for registration in the Integrated Import and export certification systems for plant health controls;
- xx. Responding to client enquiries/complaints and communicating feedback for customer satisfaction;

- xxi. Participate in stakeholder activities at national and county level to sensitize them on phytosanitary, seed certification and plant variety issues;
- xxii. Participate in pest surveillance, monitoring, emergency response and reporting of new pests using tools & technologies available for purposes of updating import and export regulations;
- xxiii. Participate in development of pest management strategies for emerging pests for enhancement of crop production, environmental protection and market access;
- xxiv. Support and participate in research activities towards strengthening Phytosanitary regulation and bridging gaps in missing data;
- xxv. Participate in Standards setting activities at national and international levels for plant protection and trade facilitation;
- xxvi. Participate in inspection and monitoring of GMO approved activities and facilities to ensure compliance with the approval conditions.

c) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- ii. Master of Science in Plant Pathology, Biotechnology, Entomology, Crop Protection, Molecular Biology, Seed Technology, Plant Breeding, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya;
- iii. Professional qualification and membership where applicable;
- iv. Served for at least ten (10) years related work experience five (5) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

d) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills
- vi. Negotiation Skills
- vii. Analytical skills
- viii. Interpersonal skills
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Team player.

e) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

**12. Principal Seed / Plant Health Inspector, KEPHIS Grade 4 (11 positions)
- KPH/PSPHI/1/24**

a) Job Specification

Duties and responsibilities:

- i. Coordinating and conducting pest risk analysis of plants, plant products, other regulated articles and biological articles and control agents, pest listing, reviewing and updating plant import requirements and issuance of plant import permits;
- ii. Approval of applications by new clients and coordinating audits/inspection of facilities before registration;
- iii. Coordinating and undertaking farm/facility audits/inspection of plants, plant products and other regulated articles destined for export;
- iv. Coordinating and conducting inspection of imported seed, plants, plant products and other regulated articles or those intended for export at official entry points and issuance of phytosanitary certificates;
- v. Coordinating seed certification activities including field inspection, sampling, post certification surveys and post control;
- vi. Development, review and implementation of guidelines and training curriculum for private persons undertaking authorized activities on behalf of the Service;
- vii. Coordinating National Performance Trials and Distinct Uniformity and Stability trials.
- viii. Processing and examining applications for Plant Variety Protection;
- ix. Coordination of plant quarantine control and conducting pest surveillance, monitoring, emergency response and reporting of new pests;
- x. Coordinating seedling nursery certification inspections to ensure timely audit of seedling nurseries and availability of clean seedlings;
- xi. Undertake national, regional and international trade relations;
- xii. Coordinating the resolution of appeals by aggrieved clients;
- xiii. Conducting inspection of bio-containment facilities, GMO approved activities and facilities for compliance with phytosanitary requirements and conducting market surveillance for GMO;

- xiv. Participating in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xv. Coordination development and implementation of training programs and curriculum on seed, phytosanitary, NPT and DUS matters for capacity building of KEPHIS technical staff and stakeholders to enhance staff competence and efficiency in service delivery;
- xvi. Coordinating phytosanitary audits conducted by importing countries to ensure market access.
- xvii. Monitoring of databases for information security and accuracy and participate in review and updating of electronic systems;
- xviii. Proposing areas of review of laws and regulations and participate in development of regulations and policies on plant health matters, seed certification and PVP to ensure proper regulatory framework;
- xix. Initiating development and coordinating implementation of policies, guidelines and strategies, protocols, manuals, to align with national and international requirements, new technologies and emerging issues on seed, phytosanitary matters and plant variety protection;
- xx. Participate in Standards setting activities at national and international levels;
- xxi. Support management of WTO-SPS enquiry points for plant health to track notifications which have bearing on Kenya trade;
- xxii. Monitoring to ensure phytosanitary, seed certification & PVP non-compliances are evaluated and resolved for efficiency in service delivery;
- xxiii. Coordinate participation in stakeholder activities at national and county level to sensitize them on seed and phytosanitary certification and plant variety protection issues;
- xxiv. Support and undertake research activities towards strengthening seed, phytosanitary and plant variety protection regulation and bridging gaps in missing data;
- xxv. Coordination of implementation and maintenance of Quality Management Systems (ISO 9001:2015, ISO/IEC 27001:2013) for delivery of quality services and trade facilitation.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agriculture, Biotechnology, Entomology, Crop Protection, Molecular Biology, Microbiology, Seed Technology, Seed Science, Horticulture, Agronomy, Botany or its equivalent from a University recognized in Kenya.
- ii. Master of Science in Plant Pathology, Seed Science, Biotechnology, Entomology, Crop Protection, Molecular Biology, Plant Breeding, Horticulture, Agronomy, Botany, Zoology or its equivalent from a University recognized in Kenya.
- iii. Professional qualification and membership where applicable;

- iv. Served for at least eight (8) years related work experience three (3) of which must be in a supervisory position;
- v. Attended a Senior Management course lasting not less than four (4) weeks;
- vi. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem-solving skills;
- iii. Communication skills;
- iv. Leadership skills;
- v. Problem solving skills;
- vi. Negotiation Skills;
- vii. Analytical skills;
- viii. Interpersonal skills;
- ix. Creativity;
- x. Data analysis skills;
- xi. Report writing and presentation skills;
- xii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently;
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

13. Principal Laboratory Analyst, KEPHIS Grade 4 (2 positions) - KPH/PLA/1/24

a) Job Specification

Duties and Responsibilities:

- i. Conduct chemical and biological testing on agricultural produce and agro-inputs for compliance to market requirements and standards for realization of the institutional mandate;
- ii. Review and validate processed test results for accuracy and integrity before approval for dispatch to clients;
- iii. Conduct technical laboratory assessments, system audits, review audit findings, develop and implement corrective/improvement action plans in the section;
- iv. Conduct national surveillance sampling programs for monitoring of pesticide residues, microbiological, mycotoxins, agro-inputs quality and heavy metal

contaminants in agricultural produce for compliance to food safety and market requirements;

- v. Undertake accurate detection and identification of regulated and non-regulated quarantine pests;
- vi. Undertake Tissue culture cleanup and micro-propagation of plants and germplasm maintenance;
- vii. Undertake Genetically Modified Organisms testing for detection, identification and quantification of events in support of the Biosafety act of 2009 and its regulations;
- viii. Participate in developing of new pest diagnosis protocols;
- ix. Participate in identification of risks related to laboratory activities to minimize, leverage and identify potential challenges before they occur;
- x. Participate in developing client reports for purposes of decision making;
- xi. Support Pest Risk Analysis activities to advice on pest status and update pest listing the country;
- xii. Support laboratory research activities towards strengthening Phytosanitary and seed regulation;
- xiii. Supervise implementation of ISO/IEC 17025 standard guidelines;
- xiv. Generate technical specifications for equipment, apparatus and other implements and perform technical evaluation for media, reagents, chemicals and equipment that ensure acceptable levels of analytical performance;
- xv. Review workflow in the section/unit to ensure compliance with set performance timelines;
- xvi. Review test requests submitted by clients for decision making on laboratory capability to test the submitted samples;
- xvii. Audit food systems of export food business operators for compliance;
- xviii. Supervise tests on proficiency testing, inter-laboratory and intra-laboratory samples comparisons organized in the section/units as a quality assurance and control measure to ensure validity of results;
- xix. Compile data on the performance of the laboratory through weekly monthly, quarterly and annual reports to monitor compliance to Customer service charter;
- xx. Prepare, reviews and implements laboratory protocols and Standard Operating Procedures for suitability and relevance in line with international standard requirements;
- xxi. Prepare and submit performance reports outlining the extent of adherence to set targets and plans;
- xxii. Participation in the Service project activities and awareness creation and training stakeholders;
- xxiii. Represent the Service in relevant stakeholder forums;
- xxiv. Induct new staff in all areas of laboratory analysis;

xxv. Offer agronomic and new technological advice on soil, water, plant health matters as well as providing crop specific advice based on analytical data in relation to crop nutritional needs; and

xxvi. Support research and development programs of the Service.

b) Person Specification

For appointment to this grade a candidate must have:

i. Bachelor of Science Degree in any of the following; Agriculture, Analytical Chemistry, Horticulture, seed technology, botany, microbiology, molecular biology Chemistry, Biochemistry, applied microbiology, applied Biology, Applied Biological Science, Applied Biological Technology and plant nutritionist from a university recognized in Kenya;

ii. Masters in any of the following; seed technology, Plant Nutrition, Soil science, Horticulture, Plant Pathology, Crop protection, Agronomy, botany, microbiology, molecular biology, Analytical Chemistry, Biochemistry, Environmental Chemistry, Applied Biological Science, Applied Biological Technology and Food Safety or its equivalent from a University recognized in Kenya;

iii. Served for at least eight (8) years related work experience three (3) of which must be in a supervisory position; and

iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

i. Computer applications proficiency. Statistical packages will be an added advantage;

ii. Excellent problem solving skills;

iii. Communication skills,

iv. Data analysis skills,

v. Report writing and presentation skills.

d) Competencies

i. Ability to work independently and in a team;

ii. Ability to make decisions independently;

iii. Work well under pressure and prioritize work;

iv. Knowledge in international standard on good laboratory practice; and

v. Experience with a Laboratory Quality Management System.

14. Seed/Plant Health Inspector, KEPHIS Grade 6 (1 position) - KPH/SPHI/1/24

a) Job Specification

Duties and responsibilities:

- i. Conducting pest risk analysis of plants, plant products, other regulated articles and biological articles and control agents, pest listing, reviewing and updating plant import requirements and issuance of plant import permits;
- ii. Verification of applications by new clients and conducting audits/inspection of facilities before registration;
- iii. Carrying out inspection of imported seed, plants, plant products and other regulated articles or those intended for export at official entry points and issuance of phytosanitary certificates;
- iv. Undertaking farm/facility audits/inspection of plants, plant products and other regulated articles destined for export;
- v. Undertaking seed certification activities including field inspection, sampling, post certification surveys and post control;
- vi. Undertake training, assessment and audit of private persons undertaking authorized activities on behalf of the Service;
- vii. Undertaking National Performance Trials and Distinctness Uniformity and Stability trials;
- viii. Processing and examining applications for Plant Variety Protection and recommending grants of plant breeder's rights;
- ix. Implementing plant quarantine control and conducting pest surveillance, monitoring, emergency response, farmer advisory and reporting of new pests;
- x. Planning and execution of seedling nursery certification inspections to ensure timely audit of seedling nurseries and availability of clean seedlings;
- xi. Undertake national, regional and international trade relations;
- xii. Conducting inspection of bio-containment facilities, GMO approved activities and other facilities for compliance with phytosanitary and biosecurity requirements;
- xiii. Conducting market surveillance for GMO, biological products;
- xiv. Participating in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xv. Supporting development and implementation of training programs and curriculum on seed, phytosanitary, NPT and DUS matters for capacity building of KEPHIS technical staff and stakeholders to enhance staff competence and efficiency in service delivery;
- xvi. Participating in audits conducted by importing countries to ensure market access and bilateral negotiations and agreement drafting;
- xvii. Monitoring of databases for information security and accuracy and participate in review and updating of electronic systems;
- xviii. Participate in development of regulations and policies on plant health matters, seed certification and PVP to ensure proper regulatory framework;
- xix. Participate in standard setting activities at national and international levels;
- xx. Ensure management of WTO-SPS enquiry points for plant health to track notifications which have bearing on Kenya trade;

- xxi. Participate in activities to address phytosanitary, seed certification & PVP non-compliances for enhanced compliance;
- xxii. Participation in stakeholder activities at national and county level to sensitize them on seed and phytosanitary certification and plant variety protection issues;
- xxiii. Participate in research activities towards strengthening seed, phytosanitary and plant variety protection regulation and bridging gaps in missing data;
- xxiv. Participating in implementation and maintenance of Quality Management Systems (ISO 9001:2015, ISO/IEC 27001:2013) for delivery of quality services and trade facilitation;
- xxv. Participate in training, monitoring and audit of persons authorized to undertake certain activities on behalf of the Service.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in agriculture, biotechnology, entomology, crop protection, molecular biology, microbiology, Seed science, horticulture, agronomy, botany or its equivalent from a University recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills;
- viii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence.

15. Accountant, KEPHIS Grade 6 (1 position) - KPH/ACCT/1/24

a) Job Specification

Duties and Responsibilities:

- i. Maintaining registers of fixed assets, and debtors;
- ii. Collecting and compiling information required in the budgetary process;
- iii. Processing and paying taxes;
- iv. Compiling and processing accounting statistics;
- v. Verifying cashbook, payment and surrender vouchers;
- vi. Supervising receipting;
- vii. Reviewing of the monthly staff payroll journals
- viii. Preparation of all transfer letters for submission to the bank to effect payments;
- ix. Preparation of bank reconciliations, cash flow statements and monthly reports;
- x. Reconciliation of ledger control accounts;
- xi. Reconciliation of debtors' ledger accounts;
- xii. Preparation of Audit supporting schedules for audit purposes;
- xiii. Facilitating internal and external audit exercises.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor Degree in Commerce (Accounting option), or be in possession of a degree from a university recognized in Kenya majoring in fields relevant to the Accounting Function such as Finance and Economics;
- ii. CPA II/ACCA II or an equivalent accounting qualification from an institution recognized in Kenya;
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Analytical Skills; and
- iv. Keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated ability to implement Quality Management Systems;
- vi. A track-record of excellent time management skills.

16. Biometrician, KEPHIS Grade 6 (1 position) - KPH/BIO/1/24

a) Job Specification

Duties and Responsibilities:

- i. Developing experimental designs and generating randomization plans for field and laboratory trials;
- ii. Receiving, analysing data and generating reports;
- iii. Support development and maintenance a data base of varieties under NPT and DUS;
- iv. Liaise with laboratory officers to generate reports for trends on compliance levels with quality and safety requirements;
- v. Prepare control charts for quality control programs in the laboratory;
- vi. Prepare data templates for supervised field trials and sampling plans;
- vii. Preparing a list of officially released varieties for gazettelement;
- viii. Employ appropriate data analytical packages for analysis of data;
- ix. Preparation of NPT and DUS Schedules for the purpose of invoicing;
- x. Preparation of Schedules for NPT and DUS report sharing;
- xi. Design Database for imports and exports of plants, plant products and other regulated articles
- xii. Carry out data analysis for imports and exports;
- xiii. Carry out mapping of the surveillance exercises using Arc GIS;
- xiv. Provide statistical advice and trainings on surveys, data analysis and data collection for all departments in the Service
- xv. Supporting development of regulatory research proposals for funding;
- xvi. Supporting regulatory research and generation of papers for publication; and
- xvii. Support maintenance of Quality Management Systems (QMS) at the department.

b) Person specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science in Agricultural Statistics, Applied Biometrics of Chemometrics, Applied Statistics, Biostatistics, Seed technology (Statistics) or its equivalent from a University recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications and statistical packages;
- ii. Excellent problem solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills and a good eye for detail;
- vii. Report writing and presentation skills;
- viii. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to make decisions independently
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems;
- vi. Demonstrated outstanding professional competence;
- vii. Demonstrated high level of integrity.

17. Human Capital Officer, KEPHIS Grade 6 (4 positions) - KPH/HCO/1/24

a) Job Specification

Duties and Responsibilities:

- i. Assisting in Drafting and verification of routine correspondences;
- ii. Assisting in Processing payroll;
- iii. Assisting in Collating and analysing training applications;
- iv. Assisting in Processing employee recruitment, promotion and exit documents;
- v. Assisting in processing of leave applications, sick sheets and sick offs;
- vi. Updating of Staff Medical details, National Hospital Insurance Fund (NHIF) and National Social Security Fund (NSSF) records;
- vii. Maintaining complement control;
- viii. Carrying out leave administration;
- ix. Updating human resource database; and
- x. Analysing data on work environment and employees' satisfaction surveys.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Degree in Social Sciences/Human Resource Management/Business Administration or other relevant course from a university recognized in Kenya;
- ii. CHR II or an equivalent relevant qualification from an institution recognized in Kenya;
- iii. Membership in a relevant professional body in good standing;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Analytical Skills;
- iv. Keen to details.

d) Competencies

- i. Knowledge of Human Resource Management systems.
- ii. Knowledge of national labour laws.

- iii. Ability to work under pressure;
- iv. Ability to work independently and in a team;
- v. Ability to multi-task and prioritize work;
- vi. Demonstrated results in work performance;
- vii. Demonstrated ability to implement Quality Management Systems;
- viii. A track-record of excellent time management skills.

18. Planning Officer, KEPHIS Grade 6 (2 positions) - KPH/P&SO/1/24

a) Job Specification

Duties and Responsibilities:

- i. Responsible for collection, compilation and analysis of relevant data on economic planning;
- ii. Prepare individual work plans and targets for the Performance appraisal system;
- iii. Implementing strategies within the overall Service's Strategic Plan;
- iv. Responsible for collection of data on a regular basis to measure achievement against the performance indicators;
- v. Responsible for checking on quality of data reported from departments and regions;
- vi. Produce periodic reports on M&E findings and prepare presentations based on M&E data as required;
- vii. Compile, report and submit periodic Customer Satisfaction Survey reports;
- viii. Compile, report and submit periodic external and internal Customer Complaint reports;
- ix. Compile, report and submit periodic institutional Service Charter timeline reports;
- x. Undertake periodic research/ surveys on topical issues as required;
- xi. Responsible for writing and compile departmental minutes of meetings;
- xii. Maintain and update departmental databases and systems;
- xiii. Develop and manage a filing system for all documented information and records;
- xiv. Supervise distribution and storage of correspondence (e.g. letters, emails and packages); and
- xv. Coordinate planning and arrangement of logistics for departmental activities including travel and accommodation.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Economics or Business studies from a university recognized in Kenya or equivalent qualifications from a recognized institution;
- ii. Proficiency in computer applications;

iii. Meets the provisions of the Chapter Six of the Constitution of Kenya.

c) Skills

- i. Technical skills;
- ii. Planning skills;
- iii. Reporting skills;
- iv. Interpersonal relationship skills;
- v. Communication skills;
- vi. Problem solving skills;
- vii. Computer literacy and proficiency skills;
- viii. Data analysis and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. An understanding of, if not experienced in, the planning process from start to completion;
- v. Experience using IT systems including database management;
- vi. Excellent administrative capabilities;
- vii. Demonstrated outstanding professional competence.

19. Supply Chain Management Officer, KEPHIS Grade 6 (1 position) - KPH/SCMO/1/24

a) Job Specification

Duties and Responsibilities:

- i. Processing of purchase requisition;
- ii. carrying out procurement of Air tickets and follow-up on the same;
- iii. preparing Local Purchase Orders / Local Service orders for timely authorization and dispatch to suppliers;
- iv. Assisting users in preparing specifications;
- v. Inviting quotations;
- vi. Participating in tender opening and evaluation;
- vii. Carrying out market surveys and research;
- viii. Participating in quotation opening and evaluation;
- ix. Processing of purchase orders;
- x. Participating in inspection and acceptance of goods and services;
- xi. Receiving of stores and taking them on charge;
- xii. Recommending stores requisitions for issuing;
- xiii. Monitoring the movement of stores;
- xiv. Checking and verifying issue notes and invoices;
- xv. Receiving and processing suppliers' invoices for payment;

- xvi. Preparing of periodic stores returns;
- xvii. Establishing appropriate reorder level;
- xviii. Preparing requisitions for stocks replenishment;
- xix. Participating in stock taking and reconciliation of records;
- xx. Guiding user departments in identifying stores and equipment for disposal;
- xxi. carrying out the direct Purchases of low value items;
- xxii. filing and maintaining procurement documents;
- xxiii. Compiling and availing supporting documentations for payments.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Business Administration/Procurement/ Social Sciences / Purchasing / Commerce / Economics or related discipline;
- ii. Certificate in Computer proficiency;
- iii. Good communication skills.
- iv. Compliance with chapter six of the constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

20. Laboratory Analyst, KEPHIS Grade 6 (2 positions) - KPH/LA/1/24

a) Job Specification

Duties and Responsibilities:

- i. Conduct chemical analysis on agricultural inputs, soil fertility evaluation, irrigation water suitability for support of farmers to assure improved productivity and food security;

- ii. Conduct pesticide residues and contaminants analysis in agricultural produce for compliance to food safety standards and national, regional international market requirements;
- iii. Conduct microbiological analysis on food and environmental samples for compliance to food safety requirements;
- iv. Undertake accurate detection and identification of regulated and non-regulated quarantine pests to support phytosanitary and seed regulations;
- v. Undertake Tissue culture cleanup and micro-propagation of plants and germplasm maintenance;
- vi. Undertake Genetically Modified Organisms testing for detection, identification and quantification of events in support of the Biosafety act of 2009 and its regulations;
- vii. Participate in identification of risks related to laboratory activities to minimize, leverage and identify potential challenges before they occur;
- viii. Receive samples and maintain LIMS database;
- ix. Verify and validate the correctness of test results by counter checking raw data and forwarding for approval;
- x. Perform tests on proficiency testing, inter-laboratory and intra-laboratory samples comparisons organized in the division.as a quality assurance and control measure to ensure validity of results;
- xi. Maintains stock level for chemicals, reagents, glassware and equipment and other consumables by; developing specifications, evaluation and inspection to ensure seamless provision of laboratory services;
- xii. Implements the quality management system based on ISO/IEC 17025 to attain process efficiency, continual improvement and facilitate trade;
- xiii. Performs scheduled in-house maintenance, calibration, intermediate checks and monitoring on assigned equipment to maintain accuracy of measurements;
- xiv. Implements and provides input in review of the laboratory quality systems;
- xv. Participates in approved supervised pesticide residue field trials programs;
- xvi. Collates data on the performance of the laboratory through quarterly and annual reports to monitor compliance to Customer service charter;
- xvii. Participates in development and review of laboratory Protocols and Standard Operating;
- xviii. Procedures for suitability and relevance in line with international standard requirements;
- xix. Prepares and submits individual performance reports highlighting compliance to set targets;
- xx. Implementation of method validation plans for various analytical procedures;
- xxi. Sampling of agro-inputs, agricultural produce and products and environmental samples for quality and safety analysis and plant material for pest infestation and disease infection analysis;

- xxii. Conduct national surveillance, sampling and monitoring programs for plant pests, seeds and other regulated articles for phytosanitary and seed certification purposes;
- xxiii. Support Pest Risk Analysis activities to advice on pest status and update pest listing the country;
- xxiv. Support laboratory research activities towards strengthening phytosanitary and seed regulation;
- xxv. Carry out food safety audits to check compliance to set market requirements;
- xxvi. Preparation of analytical reference standards solutions, reagents for the various laboratory methods;
- xxvii. Diagnose, troubleshoots and conducts preventive maintenance on laboratory equipment to assure accuracy of measurements;
- xxviii. Participate in stakeholder training, awareness and technological advice on food safety, plant health, quality of agro-inputs, soil and irrigation water quality for enhanced agricultural productivity;
- xxix. Support research and development programs of the Service.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor of Science Degree in any of the following; Agriculture, Horticulture, Seed Technology, Botany, Microbiology, Molecular Biology, Analytical Chemistry, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, Applied Biological Science, Applied Biological Technology and Plant Nutritionist from a university recognized in Kenya; and
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency. Knowledge in statistical packages will be an added advantage;
- i. Good analytical skills;
- ii. Data handling skills;
- iii. Problem solving skills
- iv. Good communication skills; and
- v. Report writing and presentation skills.

d) Competencies

- ii. Ability to work well under pressure;
- iii. Ability to multi-task and prioritize work;
- iv. Ability to work independently and in a team;
- v. Excellent and the ability to make decisions independently.
- vi. Knowledge in laboratory instrumentation and/or electronics and computer engineering;
- vii. Knowledge in international standards on good laboratory practice; and

viii. Knowledge of Laboratory Quality Management System;

21. Estate Management Officer, KEPHIS Grade 6 (1 position) - KPH/EMO/1/24

a) Job specification

Duties and Responsibilities:

- i. Assist in upkeep of KEPHIS Estate.
- ii. Assist in day-to-day running of a KEPHIS estate.
- iii. Assist on overseeing of maintenance of KEPHIS Estate,
- iv. Assist in supervision of Caretaker and works Inspector.
- v. Assist in management of the relevant estate budgets.
- vi. Assist in ensuring KEPHIS Estate is utilized profitably.
- vii. Management of KEPHIS premises, houses and tenants.
- viii. Ensuring that KEPHIS houses are maintained and all practical equipment is running smoothly.
- ix. Managing utilities, creating estate manuals and ensuring Management receives competitive quotes on any repairs in liaison with supply chain management department.
- x. Assist in securing Service title deeds and follow up on issuance of title deeds for KEPHIS Estate where applicable.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Bachelor's degree in Social Sciences, Business Administration, mechanical inspection, real estate management or any other relevant degree from a university recognized in Kenya.
- ii. Membership to a professional body.
- iii. Experience in management of real estate function.
- iv. Excellent interpersonal skills and integrity.
- v. Computer literacy in the relevant packages.
- vi. Ability to work under pressure and independently.
- vii. Fulfillment of Chapter six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

22. Office Administrator, KEPHIS Grade 6 (1 position) - KPH/OA/1/24

a) Job specification

Duties and Responsibilities:

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;
- iii. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- iv. Reserving appointments and maintaining office diary;
- v. Handling telephone calls;
- vi. Ensuring good office layout.

b) Person specification

For appointment to this grade a candidate must have:

- i. Relevant degree (Public Administration, Business Administration, Office administration) from a university recognized in Kenya;
- ii. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- iii. Fluency in both oral and written English and Kiswahili;
- iv. Excellent interpersonal skills and integrity;
- v. Computer literacy with typing speed of 50wpm;
- vi. Compliance requirements of Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

23. Legal Officer, KEPHIS Grade 6 (1 position) - KPH/LO/1/24

(a) Job Specification

Duties and Responsibilities:

- i. Preparing legal briefs on case files;
- ii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- iii. Liaising with external legal counsel on legal matters affecting the Corporation.
- iv. Verifying all contracts, agreements, leases in which the Corporation enters into to ensure compliance;
- v. Undertaking research on assigned legal issues;
- vi. Vetting and verification of documents before execution by authorized representatives of the Corporation;
- vii. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- viii. Collaborating and corresponding with external advocates on all pending court cases;
- ix. Attending to internal company queries of legal nature in the facilitation of normal business;
- x. Responding to inquiries regarding specific case files;
- xi. Initiating payment of legal fees for external lawyers;
- xii. Undertake the legal review of legislative framework of KEPHIS;
- xiii. Ensuring proper documentation of all legal Documents;
- xiv. Attending court hearings where the Corporation is an interested party.

(b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in Law from a university recognized in Kenya;
- ii. Post Graduate Diploma in Law;
- iii. Advocate of the High Court of Kenya;
- iv. Current Practicing Certificate;
- v. Membership to Law Society of Kenya;
- vi. Proficiency in ICT;
- vii. Interpersonal, communication and analytical skills;
- viii. Knowledge of public service regulations and procedures;
- ix. Be a team player, high degree of integrity, self-driven, honest and ability to work independently and meet deadlines;
- x. Be conversant with laws of the country and the common practice of the field;
- xi. Computer literacy and proficiency in Microsoft office packages.
- xii. Problem solving skills;
- xiii. Good communication, data analysis, report writing and presentation skills;
- xiv. Compliance with chapter six of the constitution.

(c) Skills

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills;
- ix. Data analysis and presentation skills.

(d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;
- v. Experience using IT systems including database management; and
- vi. Excellent administrative capabilities.

24. Senior Assistant Corporate Communications Officer, KEPHIS Grade 7 (1 position) - KPH/SACCO/1/24

a) Job Specification

- i. Handling customer complaints;
- ii. Updating and managing the Service's website and social media accounts;
- iii. Keeping a data book of complaints and ensuring prompt responses in line with the Communication policy;
- iv. Maintaining of customer and stakeholders' database;
- v. Maintain photo/media database to ease retrieval;
- vi. Coordinate taking photos during events and special visits;
- vii. Ensure protocol and courtesy is observed;
- viii. Monitoring responses from other departments.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant work experience;
- ii. Diploma in Journalism, Mass Communication, Public Relations or its equivalent from a recognized institution;
- iii. Excellent Communication skills;
- iv. Interpersonal skills;
- v. Report writing skills;
- vi. Proficiency in Computer Applications;

- vii. Compliance with Chapter Six of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

25. Senior Assistant Internal Auditor, KEPHIS Grade 7 (1 position) - KPH/SAIA/1/24

a) Job description

- i. Preparing audit test procedures, notifications and request for information memos;
- ii. Conducting preliminary reviews of the areas to be audited;
- iii. Carrying out audit tests on internal controls in all processes;
- iv. Ensuring that the audit working and paper files are complete and well referenced;
- v. Preparing draft audit reports;
- vi. Drafting risk-based audit plans, programmes and schedules.

b) Person specification

- i. At least two years relevant work experience from private or public institution;
- ii. Demonstrated results in work performance;
- iii. CPA II/ACCA II;
- iv. Computer proficiency;
- v. Four years relevant experience as Accounts Assistance from private or public institution;
- vi. Accounting Technician Diploma (ATD) or Certified Public accountant (CPA) Part 1;
- vii. Meets requirements of the Chapter six of the Constitution.

c) Skills

- i. Communication skills
- ii. Keen to details

- iii. Analytical skills

d) Competencies

- i. Can work well under pressure and prioritize work; and
- ii. Ability to work in a team

26. Senior Customer Care Assistant, KEPHIS Grade 7 (2 positions) - KPH/SCCA/1/24

a) Job Specification

Duties and Responsibilities:

- i. Receiving, Directing and relaying telephone messages;
- ii. Directing visitors and customers to the appropriate staff member when they come to KEPHIS for services;
- iii. Receiving and record mails/parcels then distributes them to the relevant office;
- iv. Maintaining visitor's book for analysis by respective departments;
- v. Ensuring information materials are available at the reception and availing the same to clients;
- vi. Opening and date stamping all general correspondences;
- vii. Assisting in the planning and preparation of meetings, conferences and conference telephone calls;
- viii. Responding to public enquiries;
- ix. Answering all incoming calls and handle call enquiries whenever possible;
- x. Redirecting calls as appropriate and take adequate messages when required;
- xi. Recording and type all incoming visitors names for analysis per department;
- xii. Ensuring information materials are available at the reception and request clients to get a copy;
- xiii. Opening the biometric door for clients.

b) Person Specification

For appointment to this grade a candidate must have:

- i. At least four (4) years relevant work experience;
- ii. Diploma in Telecommunications Operations, Front Office Management, Customer Care or its equivalent from a recognized institution;
- iii. Proficiency in Computer Applications;
- iv. Good Public Relations Skills;
- v. Compliance with Chapter Six of the Constitution.

d) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;

- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

e) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

27. Senior Laboratory Technologist, KEPHIS Grade 7 (1 position) - KPH/SLT/1/24

a) Job Specification

Duties and Responsibilities:

- i. Sampling of agro-inputs, agricultural produce and products and environmental samples for quality and safety analysis;
- ii. Sampling of agricultural produce and plant material for pest infestation and disease infection analysis;
- iii. Analysis of agro-input, organic and inorganic trace contaminant in agricultural, microbiological and environmental samples or seed analysis or plant health and molecular biology analysis;
- iv. Molecular analysis of plant materials, genetically modified organisms (GMO);
- v. Preparation of reports and data analysis;
- vi. Preparation of laboratory standards and reagents;
- vii. Sample handling and preparation of media;
- viii. Supervise cleaning and sterilization of laboratory glassware;
- ix. Analytical work and maintenance of reference collection of insects, bacteria, fungi, nematodes, viruses, among others;
- x. Implement and maintain Quality management system for good laboratory practice;
- xi. Disease and pest diagnosis in plant materials and other regulated articles;
- xii. Maintenance and updating records in area of operation including use of Laboratory Information Management Systems (LIMS);
- xiii. Seed health, purity, moisture, germination and viability testing.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Higher National Diploma or Diploma in any of the following; Seed Technology, Laboratory Technology, Botany, Microbiology and Molecular Biology, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, And Plant Nutritionist or any other relevant diploma;
- ii. Have at least 2 years' work experience for Higher National Diploma;

- iii. Have at least 4 years' work experience for Diploma and;
- iv. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Computer applications proficiency;
- ii. Team player;
- iii. Creativity;
- iv. Good communication skills;
- v. Report writing and presentation skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Demonstrated results in work performance;
- iv. Knowledge of laboratory analysis using modern technologies;
- v. Ability to identify plants, seeds, pests, diseases and weeds;
- vi. Knowledge of equipment maintenance and calibration;
- vii. Ability to work with minimum supervision;
- viii. Experience with a laboratory Quality Management system.

28. Senior Administrative Assistant, KEPHIS Grade 7 (1 position) - KPH/SAA/1/24

a) Job Specification

Duties and Responsibilities:

- i. Maintenance of ISO certification.
- ii. Coordination of meetings, conferences, and other special events;
- iii. Identification of vacant officers for allocation to staff;
- iv. Supervising cleanliness in the offices and grounds;
- v. Recruitment and selection of casual staff at the regional offices;
- vi. General administrative duties;
- vii. Administration of internship and student attachment programmes;
- viii. Overtime administration;
- ix. Management of staff welfare programmes at the regional offices;
- x. Managing the Human Resource Information System;
- xi. Organizing for meetings and follow up on actions;
- xii. Supervision of Subordinates;
- xiii. Telephone management;
- xiv. Transport management.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four (4) years relevant work experience;

- ii. Diploma in Human Resource Management/Business Administration/Public Administration or other relevant course from an institution recognized in Kenya;
- iii. Good communication and interpersonal skills;
- iv. Proficiency in Computer applications;
- v. Membership of a recognized professional body;
- vi. Relevant Professional qualification;
- vii. Computer literacy and proficiency in Microsoft office packages;
- viii. Knowledge of a Quality Management System;
- ix. Meets the requirements of Chapter Six of the Constitution.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills;
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated ability to implement Quality Management Systems.

29. Senior Catering and Accommodation Assistant, KEPHIS Grade 7 (1 position) - KPH/SC&AA/1/24

a) Job Specification

Duties and Responsibilities:

- i. Assisting in Management of conference and accommodation services;
- ii. Ensure cleanliness and sanitation of accommodation area and meeting rooms;
- iii. Ensuring fumigation is done as required;
- iv. Maintaining catering and housekeeping equipment, linen and staff uniform;
- v. Liaise with other departments and external clients on catering and conferencing facility;
- vi. Recording all requests for conference and accommodation services required;
- vii. Ensuring cleanliness in conference and accommodation areas.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in housekeeping or any other relevant qualification from a recognized institution;
- ii. Four (4) years relevant experience as Catering and Accommodation Assistant;

iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Problem solving skills.

d) Competencies

- i. Basic understanding of housekeeping;
- ii. Ability to work under pressure;
- iii. Ability to work independently and in a team;
- iv. Ability to multi-task and prioritize work; and
- v. Demonstrated ability to implement Quality Management Systems.

30. Senior Supply Chain Management Assistant, KEPHIS Grade 7 (1 position) - KPH/SSCMA/1/24

a) Job Specification

Duties and Responsibilities:

- i. In charge of the stores;
- ii. Receiving and issuing stores;
- iii. Following-up with suppliers on all pending deliveries;
- iv. Advising on pending orders in the store for replenishment;
- v. Filing and maintaining store records;
- vi. Generating Goods Received Notes (GRN);
- vii. Sorting, dispatching and filing invoices and other documents;
- viii. Capturing and processing stores data;
- ix. Complying with Procurement Act;
- x. Preparing requisitions for stocks replenishment; and
- xi. Monitoring the movement of stores.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Four (4) years' work relevant work experience as a Supply Chain Management Assistant
- ii. Diploma in purchasing and Supplies (CIPS) Final or equivalent qualification from a recognized institution;
- iii. Proficiency in Computer applications skills;
- iv. Good communication and interpersonal skills;
- v. Compliance with chapter six of the Constitution.

c) Skills

- i. Analytical skills;
- ii. Computer literacy and proficiency;
- iii. Strategic and innovative thinking;
- iv. Interpersonal skills;
- v. Leadership skills;
- vi. Negotiation skills;
- vii. Report writing skills;
- viii. Problem solving skills;
- ix. Communication skills.

d) Competencies

- i. Ability to multi-task and prioritize work;
- ii. Ability to work independently;
- iii. Can work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Ability to work in a team.

31. Assistant Seed / Plant Health Inspector, KEPHIS Grade 8 (1 position) - KPH/ASP/1/24

a) Job Specification

Duties and Responsibilities:

- i. Undertaking field inspections and audits for seed certification and market compliance;
- ii. Undertaking border inspection of seeds, plants, plant products and other regulated articles for compliance to import and export requirements;
- iii. Support in field survey activities and quarantine control;
- iv. Advise clients on market requirements, grading and certification of plant produce;
- v. Manage documentation of databases related to phytosanitary and plant bio-security;
- vi. Support farmer advisory services and seed certification through stakeholder awareness meetings;
- vii. Support in undertaking post certification survey and post control activities;
- viii. Support in maintenance of accreditation and Quality Management Systems (QMS);
- ix. Assisting in data collection during national performance trials and Distinctness Uniformity and Stability trials;
- x. Assisting in processing and examining applications for Plant Variety Protection.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in Agriculture, Biotechnology, Entomology, Crop protection, Applied Biology, Seed Science, Horticulture or its equivalent from an institution recognized in Kenya;
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications.
- ii. Communication skills;
- iii. Report writing and presentation skills;
- iv. Team player.

d) Competencies

- i. Ability to work independently;
- ii. Ability to work well under pressure and prioritize work;
- iii. Demonstrated results in work performance.

32. Senior Driver, KEPHIS Grade 8 (4 positions) - KPH/SD/1/24

a) Job Specification

Duties and Responsibilities:

Duties and Responsibilities:

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;
- iii. Responsible for the day to day maintenance of the assigned vehicle –check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions;
- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;

- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test II;
- viii. Basic knowledge in minor vehicle repairs and maintenance;
- ix. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- x. First aid certificate from a recognized institution.
- xi. Minimum four years' driving experience (Class B, C and E);
- xii. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

33. Assistant Records Management Officer, KEPHIS Grade 8 (1 position) - KPH/ARMO/1/24

a) Job Specification

Duties and Responsibilities:

- i. Developing and updating file index;
- ii. Receiving and filing of records and information;
- iii. Making data entries;
- iv. Storing and retrieving records and information;
- v. Tracking of files and documents;
- vi. Indexing, profiling and distribution of memos;
- vii. Circulating of files and documents;
- viii. Receiving, filing, retrieving and dispatching of records and information.

b) Person Specification

- i. Higher National Diploma/Diploma in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution;

- ii. Meets requirements of the Chapter six (6) of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Organizational skills
- iii. Communication skills; and
- iv. Administrative skills
- v. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated experience in Filing.

34. Laboratory Technologist, KEPHIS Grade 8 (5 positions) - KPH/LTGS/1/24

(a) Job Specification

Duties and Responsibilities:

- i. Sampling of agricultural produce and plant material for pest infestation and disease infection analysis;
- ii. Analysis of agro-input, organic and inorganic trace contaminant in agricultural, microbiological and environmental samples or seed analysis or plant health and molecular biology analysis for safety and/or quality compliance;
- iii. Molecular analysis of plant materials, genetically modified organisms (GMO);
- iv. Preparation of reports and data analysis;
- v. Preparation of laboratory standards and reagents;
- vi. Sampling, sample handling and preparation of media;
- vii. Analytical work and maintenance of reference collection for plant pests;
- viii. Implement and maintain Quality management system for good laboratory practice;
- ix. Maintenance and updating records in area of operation;
- x. Seed health, purity, moisture, germination and viability testing;
- xi. Verification of calibration status of critical glassware and equipment.

(b) Person Specification

For appointment to this grade a candidate must have:

- i. Diploma in any of the following; Seed Technology, Laboratory Technology, Botany, Microbiology and Molecular Biology, Chemistry, Biochemistry, Applied Microbiology, Applied Biology, Applied Biological Science and Plant Nutritionist or any other relevant diploma;

- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

(c) Skills

- i. Computer applications proficiency;
- ii. Data analysis;
- iii. Report writing skills;
- iv. Interpersonal relationship skills; and
- v. Communication skills.

(d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Demonstrated results in work performance;
- iv. Knowledge of laboratory analysis using modern technologies;
- v. Ability to identify plant varieties, seeds of different species, pests, diseases and weeds;
- vi. Knowledge of laboratory Quality Management system; and
- vii. Knowledge of equipment maintenance and calibration.

35. Laboratory Technician, KEPHIS Grade 9 (3 positions) - KPH/LTCN/1/24

a) Job Specification

Duties and Responsibilities:

- i. Cleaning of glassware and laboratory apparatus;
- ii. Maintenance of germplasm in greenhouses and indicator plants;
- iii. Sample preparation, cleaning, storage and disposal of lab waste;
- iv. Cleaning and maintenance of laboratory, greenhouses and associated environment;
- v. Filing documents and office logistics; and
- vi. Maintenance and updating records in area of operation.

b) Person Specification

For appointment to this grade a candidate must have:

- i. Certificate in Science lab technologist, laboratory technology or any other relevant certificate; and
- ii. Meet the provision of Chapter Six (6) of Constitution of Kenya.

c) Skills

- i. Computer applications proficiency;
- ii. Team player;
- iii. Communication skills; and
- iv. Interpersonal skills.

d) Competencies

- i. Creativity and ability to work in a team with minimum supervision; and
- ii. Demonstrated results in work performance.

36. Driver / Rider, KEPHIS Grade 9 (11 position) - KPH/D/1/24

a) Job specification

Duties and Responsibilities:

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;
- iii. Responsible for the day to day maintenance of the assigned vehicle – check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions;
- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;
- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test III;
- viii. Basic knowledge in minor vehicle repairs and maintenance;
- ix. Capable of defensive driving;
- x. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- xi. First aid certificate from a recognized institution;
- xii. Minimum four years' driving experience (Class B, C and E);
- xiii. Interpersonal and communication skills;
- xiv. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Defensive driving skills.

37. Senior Caretaker, KEPHIS Grade 9 (1 position) - KPH/SC/1/24

a) Job specification

Duties and Responsibilities:

- i. Monitor security inside and outside the building, movement of visitors carrying out temporal works around in the institution and coordination of all security and related activity;
- ii. Monitor the security of the buildings and all assets therein;
- iii. Monitor occurrences including flooding, building defects;
- iv. Monitor the performance of fire extinguishers and other safety installations including emergency showers;
- v. Keep inventory of all keys in the buildings within the institution;
- vi. Ensure that all areas are locked as necessary;
- vii. Coordinate any work repairs in liaison with the works Inspectors. viii. Ensure supply of water and electricity;
- ix. Ensure repair and maintenance of the water tank and generator;
- x. Manage access to all stores;
- xi. Ensure rooms /offices doors are opened and closed at the right time;
- xii. Monitor water pump and generator daily;
- xiii. Serve as custodian of all spare keys;
- xiv. Manage car park.

b) Person specification

For appointment to this grade a candidate must have:

- i. Four years' experience as caretaker;
- ii. KCSE certificate Grade C- (minus) or its KNEC accepted equivalent;
- iii. Basic knowledge in minor repairs and maintenance of buildings;
- iv. Basic knowledge on security management;
- v. First aid certificate from a recognized institution;
- vi. Computer applications skills;
- vii. Interpersonal and communication skills and
- viii. Compliance with Chapter 6 of the Constitution of Kenya.

c) Skills

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

d) Competencies

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

38. Office Assistant, KEPHIS Grade 10 (6 positions) - KPH/OA/1/24

a) Job specification

Duties and Responsibilities:

- i. General Cleaning;
- ii. Messengerial duties;
- iii. Other routine work as may be assigned;
- iv. Farm activities;
- v. Technical duties as may be assigned.

b) Person specification

For appointment to this grade a candidate must have:

- i. KCSE certificate Grade D+ (plus) or its KNEC accepted equivalent;
- ii. Compliance with Chapter 6 of the Constitution of Kenya.

Applicants should visit the online portal located in the Careers section of KEPHIS website (www.kephis.go.ke) to submit applications electronically. Clearly indicate the position and the vacancy number on the subject line, with a detailed curriculum vitae, certified copies of academic and professional certificates, transcripts, national identification cards and any other supporting documents (as pdf attachments) not later than **13th February, 2024 at 5.00 p.m.**

KEPHIS is an equal opportunity employer. Potential candidates from marginalized communities and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to avail their original and certified copies of the relevant certificates & transcripts and original national identity card during the interview.

Successful candidates must obtain and submit valid clearance certificates from Kenya Revenue Authority (KRA); Higher Education Loans Board (HELB); Directorate of Criminal Investigation and an approved Credit Reference Bureau as per Chapter six of the Constitution.

**The Managing Director
Kenya Plant Health Inspectorate Service (KEPHIS)
P.O. Box 49592-00100
NAIROBI, KENYA**