



REPUBLIC OF KENYA

**MINISTRY OF AGRICULTURE AND LIVESTOCK
DEVELOPMENT**

State Department for Livestock Development
Office of the Principal Secretary

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When Replying Please Quote

KILIMO HOUSE
CATHEDRAL ROAD
P. O. Box 34188-00100
NAIROBI

Ref: MLD/APE/1/1/VOL3/145

27th January, 2026

The Secretary/CEO, PSC (K)
Chief of Staff and Head of Public Service
All Principal Secretaries
All County Public Service Boards
All County Commissioners
The Solicitor General, State law Office & Department of Justice
The Comptroller of State House
The Inspector General of Police
National Council for Persons with Disability
All Heads of Department

**ADVERTISEMENT OF VACANCIES IN THE STATE DEPARTMENT FOR LIVESTOCK
DEVELOPMENT**

Applications are invited from qualified persons for the vacant positions advertised in the Ministry of Agriculture and Livestock Development, State Department for Livestock Development as indicated below. The terms of Service is **ONE (1) YEAR CONTRACT;**

S/NO	DESIGNATION	GRADE (CSG/JG	NO. OF VACANCIES	VACANCY NUMBER
1.	Clerical officer II	CSG 14/JG F	44	1/26
2.	Office Administrative Assistant III	CSG 13/JG G	20	2/26
3.	Office Assistant IV	CSG17/ JG C	65	3/26
4.	Driver III/ Plant Operator III	CSG15/JG E/ 16 JG D	32	4/26
5.	Artisans	CSG15/ JG E	35	5/26
6.	Receptionist Assistant III	CSG13 /JG G	8	6/26
7.	Security Warden III	CSG15/ JG E	55	7/26
8.	Cook III	CSG15/JG E	20	8/26
9.	Housekeeping Assistant III	CSG15/JG E	20	9/26
10.	Animal Husbandry Assistant III	CSG16/ JG D	55	10/26

For more details on the job requirements please visit the State Department for Livestock Development website www.kilimo.go.ke or gaa.go.ke

Vacancy No: 1/26 CLERICAL OFFICER II, CSG 14/JG 'F'-Forty-four Posts (44)

Salary Scale: Ksh.22,340 x 680 – 23,020 x 700 – 23720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 x 950 – 27,200 x 1,040 – 28,240 p.m.

House Allowance : Kshs. 4,500 p.m.
Commuter Allowance : Kshs. 3,000p.m.
Leave Allowance : Kshs. 6,500 (Once yearly)
Leave Entitlement : 30 working days
Medical Cover : As provided by the government
Terms of Service : One (1) year contract

(a)Duties and Responsibilities

This is the entry and training grade for the Clerical Cadre. An officer at this level may be deployed in any of the following units/sections: Human Resource Management, General Registry, Supply Chain Management; accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filing and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

(b) Requirements for Appointment

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

- i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- ii) Certificate in Computer application skills from a recognized institution.

Vacancy No 2/26: Office Administrative Assistant III, CSG 13/ JG 'G' – Twenty (20) Posts

Salary Scale: Ksh. 27,200 x 1,040 – 28,240 x 1,070 – 29,310 x 1,090 – 30,400 x 1,110 – 31,510 x 1,120 – 32,630 x 1,150 – 33,780 x 1,170 – 34,950 p.m.

House Allowance	: Kshs. 6,750 p.m.
Commuter Allowance	: Kshs. 4,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and Responsibilities

This is entry and training grade for this cadre. Duties and responsibilities at this level will entail: taking oral dictation; word and data processing from manuscripts; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointment; and undertaking any other officer office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education mean grade C-(Minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualifications from a recognized institution;
- ii) Business Education Single and Group Certificate (BES &GC) from the Kenya National Examination Council in the following subjects:
- iii) Typewriting II (Minimum 40 w.p.m)/computerized Document processing II
- iv) Business English I/Communication 1
- v) Office Practice I;
- vi) Commerce I

OR

Craft Certificate in Secretarial Studies from the Kenya National Examination council; and

- vii) Certificate in computer applications skills from a recognized institution

Vacancy No 3/26: Office Assistant IV, CSG 17/ JG 'C' – Sixty-Five (65) Posts

Salary Scale: Ksh. 18,700 x 250 – 18,950 x 300 – 19,250 x 320 – 19, 570 x 460 - 20,030 x 510 - 20,540 x 580 – 21, 120 x 580 – 21,700 p.m.

House Allowance	: Kshs. 4,125 p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

a) Duties and Responsibilities

This is the entry and training grade for Support Staffs cadre. An officer at this level will be on job training and will perform tasks under the guidance of a senior officer. Duties at this level will include; dusting and cleaning rooms and corridors; washing cleaning office Equipment; undertaking general messengerial duties, filing and any other duties.

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade "D" plain or its equivalent qualification from a recognized institution.

Vacancy No 4/26: Driver III, CSG 15/ JG 'E' – Twelve (12) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

a) Duties and Responsibilities

This is the entry grade into the driver's cadre. Duties and responsibilities at this level will involve;- driving a motor vehicle as authorized; carrying out routine checks on the vehicles cooling, oil, electrical and break systems, tire pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

b) Requirements for Appointment

For appointment at this grade, candidate must have;

- i. Kenya Certificate of Secondary Education mean Grade 'D' or its equivalent qualification from a recognized institution;
- ii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John's Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;

- iv. Passed Suitability Test for Driver Grade III;
- v. Passed Practical Test for Driver's conducted by the respective Ministry/Department.
- vi. A valid Certificate of Good Conduct from the Kenya Police; and
- vii. At least two (2) years driving experience

Vacancy No 4/26: Plant Operator III, CSG 16/ JG 'D' – Twenty (20) Posts

Salary Scale: Ksh. 20,030 x 510 – 20,540 x 580 – 21,120 x 580 x 21,700 x 640 – 22,340 x 680 – 23,020 x 700 – 23,720 x 780 – 24,500 p.m.

House Allowance	: Kshs. 4,125 p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

a) Duties and Responsibilities

This is the entry and training grade for Plant Operators. Duties and Responsibilities at this level will entail operating machines of 'difficult rating' C; assisting machine attendants in identifying possible breakdowns; liaising with mechanics for servicing; making daily and weekly oil checks; and maintaining the cleanliness of the plants.

(b)Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) have a Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' Plain or equivalent qualification from a recognized Institution;
- (ii) have passed the Suitability Test for Plant Operator Grade III;
- (iii) possess a valid driving license free from current endorsements for class (es) of machine (s) that one maybe required to operate;
- (iv) be able to operate at least two (2) Plants of 'difficult rating' C;
- (v) attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

Vacancy No 5/26: Artisans (Carpentry and Joinery, Plumbing, Motor Vehicle Mechanics. General Power Electricians)

i. Carpentry and Joinery III, CSG 15/ JG 'E' – Nine (9) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)

Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and Responsibilities

This will be entry and training grade for this cadre. A candidate at this level will work under the guidance of a designated supervisor.

- (i) Making, installing, repairing and maintaining carpentry works in public buildings and facilities;
- (ii) Measuring and cutting wood, Assembling and fastening materials;
- (iii) Operating wood work machinery and equipment;
- (iv) Collecting data for records and inventory pertaining to carpentry works in public building and facilities; and
- (v) Adhering to safety protocols in the provision of carpentry works in building.

(b) Requirements for Appointment

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

- (i) Government Trade Test Certificate Grade III in Carpentry and joinery from a recognized institution; and
- (ii) Proficiency in Computer applications.

ii. Building (Plumbing) III, CSG 15/ JG 'E' – Nine (9) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

a) Duties and Responsibilities

This will be the entry and training grade for this cadre. A candidate at this level will work under the guidance of a designated supervisor. Duties and responsibilities will entail:-

- (i) Installing plumbing piping and fittings public buildings and facilities;
- (ii) Implementing plumbing maintenance schedules for improvement works in public building and facilities;
- (iii) Collecting data for records and inventory pertaining to plumbing works;
- (iv) Operating plumbing equipment and machinery; and
- (v) Adhering to safety protocols in the provision of carpentry works in buildings

(b) Requirements for Appointment

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

- (i) Government National Trade Test III in Plumbing from a recognized institution; and

- (ii) Proficiency in computer applications.

iii. Motor Vehicle Mechanic III, CSG 15/ JG 'E' – Eight (8) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and Responsibilities

The entry and training grade for this cadre. The officer will work under the supervision and guidance of a designated supervisor. Duties and responsibilities will entail:-

- (i) Taking part in diagnosing, correcting simple faults and determining necessary repairs on vehicle systems;
- (ii) Carrying out service and minor repairs of vehicles for compliance with safety standards;
- (iii) Taking part in identifying faults;
- (iv) Taking part in collecting data on records, information of vehicle maintenance, and inventory of tools;
- (v) Observing safety protocols in the provision of mechanical works in vehicles; and
- (vi) Keeping cleanliness in working area and proper disposal of workshop waste.

(b) Requirement for Appointment

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

- (i) Government trade test Certificate Grade III in Motor Vehicle Mechanics;
OR
- (ii) Apprentice Certificate awarded by the National Industrial Training Authority Training or its equivalent and relevant qualification from a recognized institution; and
- (iii) Proficiency in computer applications.

iv. General Power Electrician III, CSG 15/ JG 'E' – Nine (9) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and responsibilities will entail: -

This is the entry and training grade for Artisans (General Power Electricians). An officer at this level will work under the guidance of a designated officer.

- (i) Taking part in installation electrical systems, wiring, lighting fixtures, outlets, and other electrical components in buildings and public facilities;
- (ii) Taking part in maintenance and repair of electrical works in buildings and public facilities;
- (iii) Taking part in resolving electrical faults in building and public facilities;
- (iv) Collecting data pertaining works and inventory relating to electrical works in public facilities; and
- (v) Adhering to safety protocols and environmental regulations in the provision of electrical works in public facilities.

(b) Requirements for Appointment

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

- (i) Government trade test Certificate Grade III in Electrical and Electronic from a recognized institution; and
- (ii) Proficiency in computer applications.

Vacancy No. 6/26: Reception Assistant III, CSG 16/ JG 'G' – Eight (8) Posts

Salary Scale: Ksh. 27,200 x 1,040 – 28,240 x 1,070 – 29,310 x 1,090 – 30,400 x 1,110 – 31,510 x 1,120 – 32,630 x 1,150 – 33,780 x 1,170 – 34,950 p.m.

House Allowance	: Kshs. 6,750 p.m.
Commuter Allowance	: Kshs. 4,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include; recording and confirming appointments; recording visitors' personal details; sorting government officials and invited guests; preparing name tags; keeping custody of visitor's identification documents, receiving, directing and guiding visitors to designated areas and offices, issuing visitors passes and badges, tracking visitors' movements, making seating arrangements, and tagging VIP seats during official and state functions.

(b) Requirements for Appointment

For appointments to this grade a candidate must have

- (i) Certificate in any of the following fields; Public Relations and Customer care, public, Hospitality Management, Event Designing, Customer Service, Front relations Office or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer proficiency.

Vacancy No 7/26: Security Warden III, CSG 15/ JG 'E' – Fifty-Five (55) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

a) Duties and Responsibilities

A Security Officer III will work under a Senior Officer. Duties and responsibilities at this level will involve patrolling and/or guarding of access points; prevention of unauthorized persons and vehicles from entering premises and/or protected areas, and collection of information and reporting on matters of security interest.

b) Requirements for appointment

For appointment to this grade, a candidate must: -

- i. Be in possession of a Kenya Certificate of Secondary Education mean grade D+ (Plus) or its equivalent qualification; a certificate of good conduct from the Kenya Police.
- ii. A certificate of good conduct from the Kenya Police; and
- iii. Be less than 36 years of age, physically and mentally fit.

Vacancy No 8/26: COOK III, CSG 15/ JG 'E' – Twenty (20) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and Responsibilities

This will be the entry grade for the cook's cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include; preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade "D" plain or its equivalent qualification from a recognized institution; and
- (ii) Craft Certificate in Food and Beverage Production, Sales and Services or its equivalent qualification from a recognized institution;

OR

Attend a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution.

Vacancy No. 9/26: Housekeeper Assistant III, CSG 15/ JG 'E' – Twenty (20) Posts

Salary Scale: Ksh. 21,120 x 580 – 21,700 x 640 – 22,340 x 680 – 23,020 – 700 - 23,720 x 780 – 24,500 x 800 – 25,300 x 950 – 26,250 p.m.

House Allowance	: Kshs. 6,500p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

a) Duties and Responsibilities

This is the entry grade for Housekeeping Assistants cadre. An officer at this level will be on job training and will perform tasks under the guidance of a senior officer. Duties at this level include; dusting and cleaning rooms and corridors; spreading beds, washing cleaning materials and equipment; replenishing cleaning materials and supplies; washing linen; washing guest laundry; ironing guest laundry and linen; and ensuring proper storage of all equipment used.

b) Requirements for Appointment

For appointment to this grade, a candidate must have

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade "D" plain or its equivalent qualification from a recognized institution; and
- (ii) Formal training lasting no less than two (2) months in Housekeeping and or Laundry or its equivalent qualification from a recognized institution.

Vacancy No 10/26: Animal Husbandry Assistant, CSG 16/ JG 'D' – Fifty-Five (55) Posts

Salary Scale: Ksh. 20,030 x 510 – 20,540 x 580 – 21,120 x 580 x 21,700 x 640 – 22,340 x 680 – 23,020 x 700 – 23,720 x 780 – 24,500 p.m.

House Allowance	: Kshs. 4,125 p.m.
Commuter Allowance	: Kshs. 3,000p.m.
Leave Allowance	: Kshs. 6,500 (Once yearly)
Leave Entitlement	:30 working days
Medical Cover	: As provided by the government
Terms of Service	: One (1) year contract

(a) Duties and Responsibilities

This is the entry grade into the scheme of Animal Husbandry Assistant. An officer at this level will work under the guidance of more experienced officers. Duties and Responsibilities will entail; Grazing, feeding and herding animals, identifying and reporting sick animals and animal on heat, maintaining cleanliness and disinfecting the livestock structures, maintaining animal fodder/garden, milking dairy animals, restraining animals during milking, docking, bleeding and other livestock routine management, reporting animal status.

(b) Requirements for appointment

For appointment to this grade a candidate must have; -

- (i) A form four certificate grade D
- (ii) First Aid skills not less than (1) week from a recognized institution
- (iii) Proficiency in Computer application
- (iv) Should be physically fit.

Interested and qualified candidates are required to make their applications by completing One (1) application for PSC form (Revised 2016). The form can be downloaded from the Public Service Commission website www.publicservice.go.ke.

Please Note:

- I. Applicants should **STRICTLY** submit application for **ONE** post only.
- II. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- III. Only shortlisted and successful applicants will be contacted.
- IV. Canvassing in any form will lead to automatic disqualification.
- V. The State Department is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse

communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.

- VI. Shortlisted candidates shall be required to produce originals of following documents during interviews:
- VII. National Identity Card, academic and professional certificates and transcripts;
- VIII. It is a criminal offence to present fake certificates/documents.
- IX. Beware of fraudsters soliciting for bribes from the public while masquerading as Staff of the State Department. The State Department does not charge any fee for job applications, shortlisting, interviews or appointments.

Completed application forms and certified copies of academic and professional certificates should reach;

**THE PRINCIPAL SECRETARY, STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT;
MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT; P.O BOX 34188-00100
NAIROBI OR HAND DELIVERED TO KILIMO HOUSE, 2ND FLOOR WING "A" –ROOM 2-
17 ON OR BEFORE 28TH FEBRUARY, 2026, AT 1700 HRS. EAT**



HON. JONATHAN M. MUEKE, CBS
PRINCIPAL SECRETARY

Copy to:

Cabinet secretary, Ministry of Agriculture and Livestock Development