

FOR WEBSITE ADVERT



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Cpa
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The Pest Control Products Board, a Statutory Organization of Government invites applications from qualified candidates for the following vacant position:-

1. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER: GRADE PCB 5 (1 POST, NAIROBI OFFICE) RE-ADVERTISEMENT

Job and Person Specifications

a) Job Specification

Duties and responsibilities will entail: -

- i. Identifying, designing and implementing training programs based on identified needs;
- ii. Providing guidance on development and updating of the human resource database;
- iii. Preparation of training projections and plans;
- iv. Administering the payroll system;
- v. Reconciliation of staff complement and establishment;
- vi. Preparing and compiling staff deductions done outside the payroll;
- vii. Drafting disciplinary and summarizing letters and cases;
- viii. Supervising the update of the human resource database in Board;
- ix. Drawing a plan for the annual performance target setting in Board for review by management;
- x. Drawing a plan for the annual performance appraisal process within Board review by management;
- xi. Preparing and submitting all statutory deductions; and
- xii. Processing pension claims.

b) Person Specification

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

- i. Served in the grade of Human Resource Management Officer for a minimum period of four (4) years;
- ii. Bachelor's degree in Human Resource Management/Development, Social science or equivalent with post graduate diploma in Human Resource management, qualification from a recognized institution or any other relevant qualifications;
- iii. Diploma in Human resource management;
- iv. Membership to the Institute of Human Resource Management and in good standing;
- v. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- vi. Proficiency in Computer application skills;
- vii. Demonstrated merit and ability as reflected in work performance and results; and
- viii. Fulfill requirements of chapter six of the constitution.

c) Key Competencies and skills

- i. Planning skills;
- ii. Communication and reporting skills;
- iii. Interpersonal skills;
- iv. Team player; and
- v. Integrity.

2. ADMINISTRATION OFFICER: GRADE PCB 6 (1 POST NAIROBI OFFICE) RE-ADVERTISEMENT

Job and Person specifications

a) Job Specification

An officer at this level will work under supervision of a Senior Officer.

Duties and responsibilities will entail:-

- i. Overseeing and facilitating resource management and administration procedures and documentation;
- ii. Organizing and facilitating meetings, conferences, and other special events; coordinates and meetings;

- iii. Providing and overseeing provision of staff to the office;
- iv. Serving as the primary point on administrative contact and liaison with other offices on operations;
- v. Coordinating and controlling fleet Management;
- vi. Supervising registry operations on adherence with the National Archives and documentation Act;
- vii. Implementing the maintenance of Board's Assets;
- viii. Supervising the work of staff;
- ix. Maintaining conducive work environment by implementing the work environment report recommendation;
- x. Preparing reports and memo's for the head of department; and
- xi. Coordinating issues of staff welfare;
- xii. Processing staff travel clearance and other insurances related to staff

b) Person Specification

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines:- Public Administration, Economics, Social Sciences, Business Management/Administration, Office Management, or its equivalent from a recognized institution
- ii. Proficiency in computer applications
- iii. Demonstrated merit and ability as reflected in work performance and results; and
- iv. Fulfill the requirements of Chapter six of the Constitution of Kenya.

c) Key Competencies and skills

- i. Planning skills;
- ii. Strong communication and reporting skills;
- iii. Mentoring, coaching and leadership skills;
- iv. Interpersonal and negotiation skills;

- v. Team player;

3. REGISTRATION OFFICER: GRADE PCB 6 (I POST NAIROBI OFFICE) TO BE DEPLOYED AT THE CHEMISTRY DIVISION

Job Specification

This is the entry position for this cadre. The officer at this level will work under supervision and guidance of a senior officer.

Duties and responsibilities will entail:-

- i. Evaluating technical/scientific information for registration;
- ii. Implementing guidelines and procedures for registration;
- iii. Preparing draft assessment reports on pesticide registration;
- iv. Monitoring physical chemical trials for registration;
- v. Carrying out completeness checks on technical dossiers;
- vi. Preparing physical chemical trial permits;
- vii. Assessing and recommending for approval pesticide labels;
- viii. Packaging and advertisement; and
- ix. Verifying imports/exports;

Person Specification

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

- i. Bachelor's degree in any of the following disciplines; Agriculture, Horticulture, Chemistry, Environmental Chemistry, Bachelor of Veterinary Medicine or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications skills;
- iii. Fulfill the requirements of chapter six of the constitution.

Key competencies and skills

- i. Planning skills;
- ii. Analytical skills;
- iii. Strong communication and reporting skills;

- iv. Interpersonal skills; and
- v. Team player.

4. ANALYTICAL OFFICER: GRADE PCB 6 (1POST NAIROBI OFFICE)

Job and Person Specification

This will be the entry grade for Analytical Officers. The officer will work under the supervision of a more experienced officer.

a) Job specification

Duties and responsibilities will entail:

- i. Sampling of chemical pest control products and biopesticides from agrovets, and factories, and water, soil and other related items;
- ii. Receiving incoming pesticides samples from the agrochemical industry; undertaking sample preparations;
- iii. Implementing standard operating procedures and good laboratory practices; drafting certificates of analysis;
- iv. Undertaking routine laboratory analysis in consultation with senior officers; maintenance of equipment;
- v. Keeping of laboratory records and stocks; updating analytical databases; and specific technical assignments under the supervision of a more experienced officer.
- vi. Sampling of chemical pest control products and biopesticides from agrovets, and factories, and water, soil and other related items;
- vii. Receiving incoming pesticides samples from the agrochemical industry; undertaking sample preparations;
- viii. Implementing standard operating procedures and good laboratory practices; performing basic laboratory analysis;
- ix. Drafting certificates of analysis; and
- x. Specific technical assignments under the supervision of a more experienced officer.

b) Person specification

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following disciplines:- Chemistry, Analytical Chemistry or any other relevant qualification from a recognized institution;
- ii. Proficiency in computer application skills; and
- iii. Fulfil the requirements of Chapter Six of the Constitution;

c) Key Competencies and Skills

- i. Planning skills;
- ii. Strong communication and reporting skills;
- iii. Interpersonal skills; and
- iv. Team player

5. SUPPLY CHAIN MANAGEMENT OFFICER: GRADE PCB 6 (1 POST NAIROBI OFFICE)

Job and Person Specification

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specification

Duties and responsibilities will entail:-

- i. Sourcing for goods, works and services as per the procurement law;
- ii. Raising purchase orders for goods and services for approval;
- iii. Liaising with suppliers to ensure timely delivery of goods and services;
- iv. Maintaining and updating a list of prequalified suppliers;
- v. Assisting in undertaking market surveys
- vi. Ensuring safe custody of all procurements records;
- vii. Carrying out internal monitoring and evaluation of stores usage;

- viii. Inventory and stock control;
- ix. Opening, evaluation and recommending awarding of tenders;
- x. Following up payment of suppliers of goods and services;
- xi. Coordinating disposal of stores and equipment; and
- xii. Conducting procurement market survey to ensure the Board obtains value for money.

b) Person Specification

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

- i. Bachelor's Degree in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- ii. Member of professional body either KISM or CIPS;
- iii. Proficiency in computer applications; and
- iv. Fulfill the requirements of Chapter six of the Constitution.

c) Key Competencies and skills

- i. Planning skills
- ii. Communication and reporting skills
- iii. Interpersonal and negotiation skills

Applicants meeting the above qualifications should send their applications by hard copy giving full details of their age, qualifications, experience, present and expected remuneration, full contact address including daytime telephone number, detailed C.V., copies of certificates, national ID and testimonials and addresses of three referees.

The applications should be addressed to:-

The Chief Executive Officer/ Secretary
P.O.Box13794-00800
NAIROBI

Applications should be received on or before **29th October, 2019.**

Pest Control Products Board is an equal opportunity employer committed to diversity and gender equality. Women, those from marginalized and minority communities and persons

with disabilities are encouraged to apply.

NB: Only shortlisted applicants will be contacted and canvassing will lead to automatic disqualification.

FOR NEWSPAPER ADVERT

The Pest Control Products Board wishes to recruit competent and qualified persons to fill the following positions:-

1. Senior Human Resource Management Officer (1 Post, Nairobi Office)- PCB 5-Re-advertisement
2. Administration Officer (1 Post, Nairobi Office)-PCB 6-Re-advertisement
3. Registration Officer (1 post, Nairobi Office) - PCB 6
4. Analytical Officer (1 post, Nairobi Office) - PCB 6
5. Supply Chain Management Officer (1 post Nairobi Office) – PCB 6

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For further details on requirements and how to apply for the positions, please visit our website **www.pcpb.go.ke**