



Upholding Veterinary Standards

ADVERTISEMENT OF VACANCIES

Kenya Veterinary Board is a State Corporation established under the Veterinary Surgeon and Veterinary Paraprofessionals (VSVP) Act No.29 of 2011.

The Board is mandated to exercise general supervision and control over the training, business, practice and employment of Veterinary Surgeons and Veterinary Paraprofessionals in Kenya and advise the Government in all aspects thereof.

We invite applications from suitably qualified and experienced individuals to fill the following positions.

1. Job title: Manager Quality Assurance

Job grade: KVB 2

No of posts: 1

REF: KVB/MQA/1/2020

Terms of service: 3-year contract renewable subject to satisfactory performance

The monthly remuneration will include Kshs -Basic salary: 134, 673, **House allowance:** 60,000, **Commuter allowance:** 20,000, **Extraneous allowance:** 30, 000, **Entertainment** 32,500

An officer at this level will be responsible to the Secretary/Chief Executive Officer for efficient coordination of technical functions of Kenya Veterinary Board.

Key Responsibilities

- i. Coordinating the registration and retention of eligible veterinary surgeons and veterinary paraprofessionals;
- ii. Overseeing maintenance of an up to date annual register of all veterinary surgeons and veterinary paraprofessionals;
- iii. Coordinating registration of eligible institutions offering animal health services; Overseeing the development of standards for curricula for animal health training courses in the country;
- iv. Overseeing the setting, moderation, administration and marking of

- preregistration examinations of the Board;
- v. Ensuring enforcement of quality in the veterinary internship process; and
- vi. Overseeing the issuance of licenses to veterinary surgeons, veterinary paraprofessionals and institutions involved in veterinary practice. In addition, an officer at this level will be responsible for:-
- vii. Ensuring prudent utilization of resources within the Department;
- viii. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity within the Department; and
- ix. Ensuring performance management, capacity building and development of personnel working in the Quality Assurance Department

Requirement for appointment

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

- i. Have a Minimum of twelve (12) years relevant work experience with at least five (5) in a management Position

Or

Served in the grade of either Assistant Manager Education, Licensing, or Registration for a minimum period of four (4) years;

- ii. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iii. Master's Degree in relevant field from a recognized institution;
- iv. A valid Certificate of registration by Kenya Veterinary Board;
- v. Valid Certificate of Good Conduct;
- vi. Met all the requirements of Chapter six (6) of the Constitution of Kenya;
- vii. Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution
- viii. Certificate in computer application skills; and
- ix. Demonstrated managerial and administrative skills as reflected in work performance and results.

2. Job title: Manager Compliance and Enforcement

Job grade: KVB 2

No of posts: 1

REF: KVB/MCE/2/2020

Terms of service: 3 years contract renewable subject to satisfactory performance.

The monthly remuneration will include Kshs -Basic salary: 134, 673, **House allowance:** 60, 000, **Commuter allowance:** 20,000, **Extraneous allowance:** 30, 000, **Entertainment** 32,500

An officer at this level will be responsible to the Secretary/Chief Executive Officer for efficient coordination of Compliance and Enforcement functions of Kenya Veterinary Board.

Key Responsibilities

- i. Overseeing inspection and licensing of private Veterinary practices;
- ii. Overseeing inspection and approval of Animal Health Training Institutions and Non-Governmental Organizations (NGO's) handling animals;
- iii. Ensuring inspection of Veterinary Laboratories;
- iv. Overseeing the enforcement of Animal Welfare through proper handling and use of quality inputs;
- v. Ensuring enforcement of Veterinary Professional Code of Ethics;
- vi. Coordinating the implementation of the Department's Policies, legal frame work, strategies;
- vii. Ensuring inspection activities in the headquarters and regions;
- viii. Overseeing enforcement of Veterinary Standards in Animal Welfare and Veterinary inputs; ensuring investigation of cases of malpractices and misconduct; and
- ix. Overseeing inspection and approval of Animal Health Training Institutions and Non-Governmental Organizations (NGO's) with Animal Health and Welfare. In addition, an officer at this level will be responsible for:-
- x. Ensuring prudent utilization of resources within the Department;
- xi. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity within the Department; and
- xii. Ensuring performance management, capacity building and development of personnel working in the Inspection and Compliance Department.

Requirement for appointment

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

- i. Have a Minimum of twelve (12) years relevant work experience with at least five (5) in a management Position

Or

- Served in the grade of Assistant Manager Inspection or Compliance for a minimum period of four (4) years;
- ii. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
 - iii. Master's degree in relevant field from recognized institution;
 - iv. A valid Certificate of registration by Kenya Veterinary Board;
 - v. Met all the requirements of Chapter six (6) of the Constitution of Kenya;

- vi. Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills; and
- viii. Demonstrated managerial and administrative skills as reflected in work performance and results.

3. Job title: Manager Finance Human Resource and Administration

Job grade: KVB 2

No of posts: 1

REF: KVB/MFHRA/3/2020

Terms of service: 3 year contract renewable subject to satisfactory performance.

The monthly remuneration will include Kshs -Basic salary: 134, 673, **House allowance:** 60,000, **Commuter allowance:** 20,000, **Extraneous allowance:** 30, 000, **Entertainment** 32,500

An officer at this level will be responsible to the Secretary/Chief Executive Officer. The Manager Finance, Human Resource and Administration will oversee the management of the Finance and Accounts, Human Resource and Administration, Information and Communication Technology and Corporate Communication functions of the Board.

Key Responsibilities:

- i. Oversee the management of Finance and Accounts, Human Resource and Administration, Corporate Communications and Information Communication Technology management in the Board;
- ii. Formulate, interpret and implementation of Finance and Accounts, human resource, corporate communications and information communication technology policies, strategies, and programmes;
- iii. Responsible for the prudent management and utilization of all the resources under the above departments;
- iv. Responsible for the development of a master strategy and business continuity management of the Directorate;
- v. Responsible for the implementation of the Board's resolutions on matters affecting the departments under his or her oversight role;
- vi. Responsible for the consolidation of the departmental procurement plans and budgets;
- vii. Responsible for team work and collaboration among the various departments under his or her supervision;
- viii. Coordinating the preparation of respective board papers for Finance and Human

- Resource Board committees;
- ix. Ensuring efficient, effective, professional and sustainable human resource and administrative systems within the Board; and
 - x. Responsible for the development and implementation of the strategies of the respective Departments.

Requirement for appointment

For appointment to this grade, a candidate must:-

- i. Have a Minimum of twelve (12) years relevant work experience with at least five (5) in a management Position;
- ii. Have Bachelor's Degree in any of the following: Commerce, Accounting, Business Administration, Finance or equivalent qualification from a recognized institution;
- iii. Have Master's Degree in any of the following: Commerce, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iv. Be a member of a relevant professional body;
- v. Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Be proficient in computer applications;
- vii. Fulfill the requirements of Chapter Six of the Constitution; and
- viii. Demonstrate competence in work performance.

4. Job title: Assistant Manager Veterinary Inspection (Chief Inspector)

Job grade: KVB 3

No of posts: 1

REF: KVB/AMVI /4/2020

Terms of service: 3-year contract renewable subject to satisfactory performance.

The monthly remuneration will include Kshs -Basic salary: 118,720 **House allowance:** 50,000, **Commuter allowance:** 16,000

The officer will be reporting to the Manager Enforcement and Compliance on all matters pertaining to veterinary inspection

Key Responsibilities:

- i. Ensuring the implementation of the department's policies, legal frame work and strategies;
- ii. Interpreting veterinary inspection policies;
- iii. Approving inspection programs;
- iv. Coordinating inspection activities in the headquarters and regions;

- v. Enforcing veterinary standards in animal welfare and veterinary inputs;
- vi. Coordinating investigation of cases of malpractices and misconduct; and
- vii. Coordinating inspection and approval of animal health training institutions and Non-Governmental Organizations (NGO's) with animal health and welfare.

Requirement for appointment

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

- i. Served in the grade of Principal Veterinary inspector for a minimum period of four (4) years;
- OR**
- ii. Has at least ten (10) years' experience in relevant field
 - iii. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
 - iv. Master's degree in relevant field from recognized institution
 - v. A Valid Certificate of registration by Kenya Veterinary Board;
 - vi. Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
 - vii. Valid Certificate of Good Conduct;
 - viii. Certificate in computer application skills; and
 - ix. Shown ability and demonstrated merit in work performance and results.

5. Job title: Veterinary Inspectors

Job grade: KVB 6

No of posts: 5

REF: KVB/VIS/5/2020

Terms of service: 2-year contract renewable subject to satisfactory performance.

The monthly remuneration will include Kshs -Basic salary: 49,952, House allowance: as per region of deployment, **Commuter allowance:** 6,000

An officer at this level will be responsible to the Chief Veterinary Inspector and /or Manager Compliance and Enforcement.

Key Responsibilities:

- i. Inspecting private veterinary practices, veterinary laboratories, animal health training institutions and Non-Governmental Organizations (NGO's) handling

- animals; and
- ii. Enforcing veterinary standards in animal welfare and veterinary inputs. In addition, duties will entail:-
- iii. Sensitizing practitioners on Veterinary Surgeons and Veterinary Para-professionals (VSVP) Act, Regulations & Code of Ethics;
- iv. Attending court cases to give evidence as witnesses in veterinary malpractices
- v. Initiating legal proceedings against those violating the Veterinary Act and Regulations; and closing down illegal veterinary practices.

Requirement for appointment

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

- i. Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- ii. Has at least ten (10) years' experience in relevant field;
- iii. A Valid Certificate of registration by Kenya Veterinary Board;
- iv. Valid Certificate of Good Conduct from the Kenya Police and
- v. Certificate in computer application skills.

6.Job title: Veterinary Inspectors (Technologists)

Job grade: Equivalent to CSG 10 in the Civil Service

No of posts: 5

REF: KVB/VIT/6/2020

Terms of service: 2-year contract renewable subject to satisfactory performance.

The monthly remuneration will include Kshs -Basic salary: 38,270, **House allowance:** as per region of deployment, **Commuter allowance:** 6,000

An officer at this level will be responsible to the Veterinary Inspector

Key Responsibilities:

- i. Participating in inspecting private veterinary practices, veterinary laboratories, animal health training institutions and Non-governmental Organizations (NGO's) handling animals;
- ii. Assisting in enforcing veterinary standards in animal welfare and veterinary inputs; and
- iii. Attending court cases to give evidence as witnesses in veterinary malpractices.

Requirement for appointment

For appointment to this grade a candidate must have:-

- i. Diploma in Animal Health from an institution recognized by the Board;
- ii. Has at least ten (10) years' experience in relevant field
- iii. A valid Certificate of registration by Kenya Veterinary Board;
- iv. Valid Certificate of Good Conduct from the Kenya Police; and
- v. Certificate in computer application skills.

7. Job title: Drivers

Job grade: Equivalent to Job Group CSG 14 in the Civil Service

No of posts: 6

REF: KVB/D/7/2020

Terms of service: 2-year contract renewable subject to satisfactory performance

The monthly remuneration will include Kshs -Basic salary: 18,270, House allowance: as per region of deployment, **Commuter allowance:** 4,000

This is the entry grade for this cadre an officer at this level will work under the guidance of a Senior Officer.

Key Responsibilities:

- i. Driving vehicles and detecting common mechanical faults;
- ii. Carrying out minor repairs;
- iii. Maintaining work tickets for vehicles assigned;
- iv. Ensuring safety of the vehicle on and off the road; ensuring safety of passengers and goods; and
- v. Maintaining cleanliness of the assigned vehicle.

Requirement for appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D plus (D+) or its equivalent qualification from a recognized institution;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iii. Passed the Suitability Test for Drivers Grade III;
- iv. First-Aid Certificate Course lasting not less than one (1) week from a recognized institution;
- v. Valid Certificate of Good Conduct from the Kenya Police;

- vi. Minimum period of four (4) years active driving experience; and
- vii. Adequate knowledge of the Highway Code

8. Job title: Office Assistant

Job grade: Equivalent to CSG 15 in the Civil Service

No of posts: 6

REF: KVB/OA /8/2020

Terms of service 2-year contract renewable subject to satisfactory performance

The monthly remuneration will include Kshs -Basic salary: 15,670, **House allowance:** as per region of deployment, **Commuter allowance:** 4,000

This is the entry grade for this cadre an officer at this level will work under the guidance of a senior officer.

Key Responsibilities:

- i. Cleaning offices, machines/equipment/apparatus;
- ii. Maintaining general cleanliness around the offices by collection and disposal of litter;
- iii. Collecting and disposing waste including papers and ensure general proper sanitation;
- iv. Dusting the office and ensuring habitable office conditions;
- v. Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- vi. Dispatching letters and files; and
- vii. Performing general gardening including landscaping, lawn scarping, cutting grass, weeding, and pruning.

Requirement for appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D+.
- ii. Fulfill the requirement of Chapter Six (6) of the Constitution.
- iii. Proficiency in computer application

HOW TO APPLY

Interested candidates who meets the above qualifications should submit their applications through the above email address recruitment@kenyavetboard.or.ke

OR

The Chief Executive Officer
Kenya Veterinary Board
PO Box 513-00605

NAIROBI

On or before 15th January 2021 not later than 5.00pm (East African time).

Kenya Veterinary Board is committed to implementing the provisions of the Constitution Chapter 232(1) on fair competition and merit representation of Kenya Diverse Communities and according equal employment opportunities to men, women and members of all ethnic groups. The marginalized, minorities and persons with disabilities are encouraged to apply.

Ethics and integrity

Shortlisted candidates shall be expected to prove their compliance with chapter 6 of the Constitution of Kenya 2010 by obtaining and presenting clearance/compliance certificates from the following organization during interview.

1. Kenya Revenue Authority (KRA)
2. Higher Education Loans Board (HELB)
3. Ethics and Anti-Corruption Commission (EACC)
4. Directorate of Criminal Investigations (DCI)
5. Credit Reference Bureau (CRB)

Please Note: only shortlisted candidates will be contacted. Shortlisted candidates will be required to produce originals of their National Identity card, academic and professional certificates during interviews. Canvassing will lead to automatic disqualification.

Please quote the Advert Ref: No on the envelope/email when applying.