



## **JOB RE-ADVERTISEMENT**

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 advice the Government in all aspects thereof.

The Board invites applications from suitably qualified individuals to fill the following managerial positions: -

### **VACANCY 1: MANAGER QUALITY ASSURANCE GRADE KVB 2 (1) POSITION REF: KVB/MQA/01/2024**

**Terms of service:** 5 year contract renewable once subject to satisfactory performance.

**Salary scale:** 134,673 x 5,252 - 139,925 x 5,427 - 145,352 x 5,732 - 151,084 x 6,000 - 157,084 x 6,389 - 163,473 x 6,540 - 170,013 x 7,240 - 177,253.

#### **Allowances**

House allowance	Kshs 60,000 p.m
Commuter allowance	Kshs 20,000 p.m
Entertainment	Kshs 32,500 p.m
Extraneous allowance	Kshs 30,000 p.m
Annual leave	30 working days
Medical cover	as provided by the KVB approved medical insurance cover

#### **a) Job Specification**

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

Specific Job Specification will entail:-

- 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.

### **Person specification**

For appointment to this grade, an officer must:-

- 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. Certificate in Strategic Leadership Development Programme or Corporate Management Course lasting not less than six (6) weeks from a recognized institution;
- vii. Met all the requirements of Chapter six (6) of the Constitution of Kenya;
- viii. Certificate in computer application skills; and
- ix. Demonstrated managerial and administrative skills as reflected in work performance and result

### **VACANCY 2: MANAGER COMPLIANCE AND ENFORCEMENT GRADE KVB 2 (1) POSITION REF: KVB/MCE/02/2024**

**Terms of service:** 5 year contract renewable once subject to satisfactory performance.

**Salary scale:** 134,673 x 5,252 - 139,925 x 5,427 - 145,352 x5, 732 - 151,084 x 6,000 -

157,084 x 6,389 - 163,473 x 6,540 - 170,013 x7, 240 -177,253

#### **Allowances**

House allowance	Kshs 60,000 p.m
Commuter allowance	Kshs 20,000 p.m

Entertainment	Kshs 32,500 p.m
Extraneous allowance	Kshs 30,000 p.m
Annual leave	30 working days
Medical cover	as provided by the KVB approved medical insurance cover

**(a) Job Specification**

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

Specific Job Specification will entail:-

- i. Overseeing inspection and licensing of private veterinary practices;
- ii. Overseeing inspection and approval of animal health training institutions and Non-
- iii. Governmental Organizations (NGO's) handling animals;
- iv. Ensuring inspection of veterinary laboratories;
- v. Overseeing the enforcement of animal welfare through proper handling and use of quality inputs;
- vi. Ensuring enforcement of veterinary professional Code of Ethics;
- vii. Coordinating the implementation of the department's policies, legal frame work,
- viii. Strategies;
- ix. Ensuring inspection activities in the headquarters and regions;
- x. Overseeing enforcement of veterinary standards in animal welfare and veterinary inputs; ensuring investigation of cases of malpractices and misconduct; and
- xi. 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:-
- xii. Ensuring prudent utilization of resources within the Department;
- xiii. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity within the Department; and
- xiv. Ensuring performance management, capacity building and development of personnel working in the Inspection and Compliance Department.

**(b) Person specification**

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 a recognized institution;
- iv. A valid Certificate of registration by Kenya Veterinary Board;
- v. Valid Certificate of Good Conduct
- vi. Certificate in Strategic Leadership Development Programme or Corporate Management Course lasting not less than six (6) weeks from a recognized institution;
- vii. Met all the requirements of Chapter six (6) of the Constitution of Kenya;
- viii. Certificate in computer application skills; and
- ix. Demonstrated managerial and administrative skills as reflected in work performance and results.

## **HOW TO APPLY**

Interested and qualified candidates are required to fill the online KVB Employment form and submit their application letter clearly indicating the relevant Job reference number for the position, detailed CV, Copies of academic and professional certificates, national identity card via post or hand delivery or email so as to reach the Board on **or before 2<sup>nd</sup> April 2024 at 5.00pm to;**

**The Chief Executive Officer**  
**Kenya Veterinary Board**  
**P.O Box 513-00605, NAIROBI**  
**Email: [recruitment@kenyavetboard.or.ke](mailto:recruitment@kenyavetboard.or.ke)**

Detailed job description and specification for the above positions are available on our website [www.kenyavetboard.or.ke](http://www.kenyavetboard.or.ke)

Kenya Veterinary Board is an equal opportunity employer. Persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**Note:** those who had earlier applied should re-apply

Successful candidates will be required to submit valid clearance certificates as per chapter six of the Constitution from;

- Kenya Revenue Authority (KRA);
- Higher Education Loans Board(HELB);
- Ethics and Anticorruption Commission(EACC);
- Credit Reference Bureau(CRB);
- Certificate of good conduct from directorate of criminal investigations (DCI)

