



CAREER OPPORTUNITIES

Kenya Veterinary Board is a State Corporation established under the Veterinary Surgeons 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 on all aspects thereof.

The Board seeks to recruit qualified, competent, result-oriented and self-driven individuals to fill the following vacant positions:

Assistant Director, Finance and Accounts, KVB 4, CSG '6'/JOB GROUP 'R'
REF: KVB/ADFA/1/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Assistant Director, Finance and Accounts	KVB 4	CSG 6/JG R	Corporate Services/Finance and Accounts	P&P	1

Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Developing financial and accounting policies, strategies, regulations, guidelines and procedures;
- (ii) Coordinating the preparation of accounting and financial statements;
- (iii) Authorizing payments;
- (iv) Coordinating the development of departmental work plans;

- (v) Reviewing management reports and advising management on the financial performance of KVB;
- (vi) Preparing annual budget execution reports, and quarterly financial statements for program and operational budgets;
- (vii) Validating and approving administration of all tax and statutory compliance issues;
- (viii) Ensuring accurate and timely payment of goods, works and services;
- (ix) Verifying periodic reports for submission to the National Treasury;
- (x) Ensuring compliance with various requirements of government agencies and statutory institutions as set out in various circulars and legislation;
- (xi) Reviewing audit queries and implementing corrective actions;
- (xii) Ensuring adherence to the approved budget to prevent overspending in votes;
- (xiii) Validating monthly bank reconciliation statements, trial balances and other reports;
- (xiv) Ensuring the Board's liquidity position is appropriate and liaising with the Parent Ministry and National Treasury for release of allocated funds;
- (xv) Liaising with the parent Ministry for GOK's Grants and development partners;
- (xvi) Guiding development of short term, medium- and long-term revenue and expenditure framework;
- (xvii) Controlling the Board's finances to ensure that they are utilized in a lawful and efficient manner.
- (xviii) Implementing quality management system procedures in the department for conformity and efficiency;
- (xix) Verifying budget estimates for the Board;
- (xx) Coordinating development and implementation of effective processes in the finance unit to ensure seamless service delivery.

Person Specifications

For appointment to this grade an officer must have: -

- (i) Cumulative period of twelve (12) years relevant work experience three (3) of which must be at the grade of Principal Finance and Accounts Officer or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/Accounting Option), Economics, Statistics, Mathematics, Actuarial Science, Economics and Finance, Economics and Statistics, Business Management, Business Administration or its equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Accounting, Finance, Economics, Statistics, Mathematics, Actuarial Science, Economics and Finance, Economics and Statistics, Project Management, Business Management,

- Business Administration or equivalent qualification from a recognized institution.
- (iv) Certified Public Accountant (K) or equivalent qualification from an accredited examination body;
 - (v) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or relevant professional body in good standing
 - (vi) Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
 - (vii) Proficiency in computer applications.

Assistant Director, Internal Audit & Risk Assurance, KVB 4, CSG '6'/JOB GROUP 'R' REF: KVB/ADIARA/2/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Assistant Director, Internal Audit & Risk Assurance	KVB 4	CSG 6/JG R	Internal Audit and Risk Assurance	P&P	1

Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Coordinating development, implementation and review of audit policies, strategies, standards and guidelines.
- (ii) Providing independent assurance on design and operation of risk management processes.
- (iii) Facilitating audit assignments in line with the approved audit work plan.
- (iv) Ensuring compliance of accountable records and documents and preparing audit papers;
- (v) Coordinating monitoring and evaluation of progress and effectiveness of action taken to implement audit recommendations received from internal and external audits;
- (vi) Monitoring and reporting on KVB's overall risk profile.
- (vii) Initiating information systems audit engagements including testing and evaluation of programs, quality assurance, and reporting of audit results.
- (viii) Facilitating preparation of reports and analyses that communicate audit results for the relevant business conditions and risks control.
- (ix) Safeguarding KVB's assets by establishing appropriate means of verifying their existence, ownership and valuation.

- (x) Coordinating the review and evaluation of the system of internal controls, assessing its adequacy and effectiveness and proposing recommendations for their improvement.
- (xi) Managing investigations by monitoring/tracking progress of cases allocated to auditors.
- (xii) Supporting various divisions in risk profiling.
- (xiii) Facilitating special audits and investigations and ensuring that a follow up mechanism is established and implemented.
- (xiv) Assessing the exposures resulting from ineffective or missing control practices.
- (xv) Coordinating implementation of new technologies and business applications.

Person Specifications

For appointment to this grade an officer must have: -

- (i) Cumulative period of twelve (12) years relevant work experience three (3) of which must be at the grade of Principal Internal Auditor or in a comparable position.
- (ii) Bachelor's degree in Accounting, Finance or Business Administration (Finance and Accounting option) or equivalent qualification from a recognized institution.
- (iii) Master's degree in Business Administration (Accounting/Finance Option) or equivalent qualification from a recognized Institution.
- (iv) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA), Information Systems Audit and Control Association (ISACA) or a relevant professional body and in good standing.
- (v) A valid practicing certificate.
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Proficiency in computer applications.

Assistant Director, Human Resource Management, KVB 4, CSG '6'/JOB GROUP 'R' REF: KVB/ADHRM/3/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Assistant Director, Human Resource Management	KVB 4	CSG 6/JG R	Corporate Services/Human Resource Management	P&P	1

Job Specifications

Duties and responsibilities will entail: -

- (i) Ensuring correct interpretation and implementation of human resource policies including pensions, salary administration, labour laws and other statutes that impact on human resources;
- (ii) Developing and maintaining human resource management information system
- (iii) Managing succession planning;
- (iv) Administering employment contracts, pensions and gratuities;
- (v) Ensuring optimal utilization of human resources in KVB and advising on proper deployment;
- (vi) Forecasting human resource development requirements in KVB;
- (vii) Participating in implementation of human resource training plans for KVB;
- (viii) Evaluating the effectiveness of training and staff development programmes;
- (ix) Initiating and formulating human resource development training policies in KVB.
- (x) Ensuring compliance with various statutory and regulatory requirements;
- (xi) Supervising the processing of the payroll;
- (xii) Conducting training needs assessments and coordinating training projections, plans and the implementation of development programmes;
- (xiii) Managing industrial relations at the workplace;
- (xiv) Ensuring adherence to internal controls in the human resource management and development division;
- (xv) Undertaking impact assessment of human resource policies and practices on performance to inform review;
- (xvi) Management the development and maintenance of the human resource database;
- (xvii) Participating in staff recruitment, appointments, selection process and discipline processes;
- (xviii) Managing implementation of performance appraisal process; and
- (xix) Managing employee wellness programs such as employee counselling, disability mainstreaming, HIV/AIDS and Alcohol and Drug Abuse among others.

Person Specifications

For appointment to this grade an officer must have: -

- (i) Cumulative period of twelve (12) years relevant work experience three (3) of which must be at the grade of Principal Human Resource Management Officer or in a comparable position;
- (ii) Bachelor's degree in Human Resource Management or any other relevant qualification from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: - Economics, Sociology, Business Administration, Public Administration, Commerce **PLUS** a

- Postgraduate Diploma in Human Resource Management/Development or equivalent qualification from a recognized Institution;
- (iii) Master's degree in any of the following disciplines: - Human Resource Management, Public Administration, Human Resource Development, Industrial Relations, Business Administration, Social Sciences or equivalent qualification from a recognized institution;
 - (iv) Certified Human Resource Professional or equivalent qualification from an accredited examination body;
 - (v) Membership to the Institute of Human Resource Management (IHRM) or relevant professional body and in good standing;
 - (vi) Leadership course lasting not less than four (4) weeks from a recognized institution;
 - (vii) Proficiency in computer applications.

Principal Supply Chain Management Officer, KVB 5, CSG '8'/JOB GROUP 'N' REF: KVB/PSCMO/4/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Principal Supply Chain Management Officer	KVB 5	CSG 8/JG 'N'	Supply Chain Management	P&P	1

Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Developing, implementing and reviewing supply chain management policies, systems, regulations, procedures, strategies and programmes;
- (ii) Coordinating the development and implementation of procurement plans and budgets as well as expected outcomes;
- (iii) Coordinating the sourcing of suppliers through request for quotations;
- (iv) Ensuring timely delivery of goods, services and works; conducting market research and surveys;
- (v) Approving stores requisitions for issuance;
- (vi) Coordinating the preparation of purchase orders, obtaining authorized signatures and forward procurement documents to finance manager for payment processing;
- (vii) Preparing quarterly reports for submission to the National Treasury and Public Procurement Regulatory Authority (PPRA);
- (viii) Coordinating the development of detailed tender specifications and performance standards to facilitate procurement of capital equipment, goods and services in strict compliance to government procedures and regulations;

- (ix) Coordinating procurement of goods, works and services while ensuring compliance with Public Procurement and Asset Disposal Act, 2015, regulations, circulars and internationally recognized procurement procedures;
- (x) Coordinating cost-effective disposal of obsolete machinery, equipment, furniture, and other salvage goods in accordance with government policies and procedures;
- (xi) Reviewing progress and annual reports of the procurement function;
- (xii) Developing terms of contracts and tenders for procurement of equipment, materials and services; and
- (xiii) Assessing and evaluating the capability and performance of suppliers of goods, works and services.

Persons Specifications

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

- (i) Cumulative service period of nine (9) years' experience in the relevant field, three (3) of which must be at the grade of Senior Supply Chain Management Officer or in an equivalent or comparable position.
- (ii) Bachelor's degree in any of the following disciplines: - Supply Chain Management, Procurement and Logistics, Commerce, Business Administration, Economics or its equivalent qualifications from a recognized institution;
- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) or equivalent qualification from a recognized institution;
- (iv) Member of the Kenya Institute of Supplies Management (KISM) or equivalent professional body and in good standing;
- (v) A valid practicing license;
- (vi) Management Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications.

Planning Officer II, KVB 8, CSG '11'/JOB GROUP 'J' REF: KVB/PO/5/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Planning Officer II	KVB 8	CSG 11/JG J	Planning and Partnership/Planning and Performance Management	P&P	1

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

Job Specifications

Duties and responsibilities will entail assisting in: -

- (i) Collecting statistical data;
- (ii) Analyzing data and producing necessary report as requested;
- (iii) Conducting economic analyses and formulating strategies;
- (iv) Providing Input into feasibility studies and service delivery surveys;
- (v) Providing input in the preparation of development plans;
- (vi) Updating database of statistical data;
- (vii) Retrieving statistical information on a regular basis as required; and
- (viii) Carrying out research and surveys.

Person Specifications

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance, Economics and Statistics or any other relevant qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

Corporate Communication Officer II, KVB 8, CSG '11'/JOB GROUP 'J' REF: KVB/CCO/6/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Corporate Communication Officer II	KVB 8	CSG 11/JG J	Corporate Communication	P&P	1

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

Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Recording customer complaints, compliments and associated responses;
- (ii) Promoting a positive corporate image of KVB;
- (iii) Posting of content on the website and social media platforms under supervision;
- (iv) Collecting and collating comments from across the Board's social media platforms;

- (v) Providing support for the graphic design of various promotional, and Information, Education, and Communication (IEC) materials, reports and documents as needed;
- (vi) Processing information from the customer care desk under supervision.

Person Specifications

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: Communications, Journalism, English Literature, Public Administration, Public Relations, or any other relevant qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

Finance &Accounts Officer II, KVB 8, CSG '11'/JOB GROUP 'J' REF: KVB/FAO/7/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No of positions
Finance &Accounts Officer II	KVB 8	CSG 11/JG J	Corporate Services/Finance and Accounts	P&P	1

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

Job Specifications

Duties and responsibilities at this level will entail: -

- (i) Capturing income and expenditure data in the accounting system;
- (ii) Maintaining the general ledger;
- (iii) Supporting tax accounting and remitting statutory deductions;
- (iv) Keeping safe custody of payments and journal vouchers;
- (v) Identifying officers with outstanding balances and ascertaining closing balances at the end of every month;
- (vi) Processing payments and other disbursements;
- (vii) Issuing demand notes and following up on delinquent accounts;
- (viii) Preparing payment vouchers;
- (ix) Reconciling Pesaflow statements
- (x) Preparing customer invoices for the services rendered; and
- (xi) Undertaking regular banking.

Person Specifications

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines: - Finance, Accounting, Commerce (Finance/Accounting Option), Economics, Statistics, Mathematics, Actuarial Science, Economics and Finance, Economics and Statistics, Business Management, Business Administration or its equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

Animal Health Officer II, KVB 8, CSG '11'/JOB GROUP 'J' REF: KVB/AHO/8/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No.of positions
Animal Health Officer II	KVB 8	CSG '11'/JOB GROUP 'J'	Standards Registration and Licensing/Education Training and Technology/Compliance and market surveillance	P&P	1

Job Specification

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer and can be deployed in any of the following functional areas:

Registration and Licensing

The duties and responsibilities will entail: -

- (i) Assessing indexing, internship, registration, and licensing application forms for registration and licensing by the Board;
- (ii) Receiving, capturing and ascertaining application documents required for registration and licensing;
- (iii) Ensuring accuracy of indexing, internship, registration, and licensing data for approval;
- (iv) Ascertaining the required minimum qualifications for indexing and registration
- (v) Preparing data on licensing applications;
- (vi) Assisting in maintaining a register of applicants for indexing, internship and registration;

- (vii) Attending to enquiries on registration and licensing of veterinary practices;
- (viii) Assisting in document management including e-filing
- (ix) Preparing an up-to-date register of all licensed veterinary service delivery facilities;

Veterinary Research and Standards

The duties and responsibilities will entail: -

- (i) Assisting in development of standards for inspection of institutions involved in veterinary and animal health training;
- (ii) Assisting in development of minimum requirements for entry into the various animal health courses
- (iii) Assisting in development of curriculum standards for training in animal health
- (iv) Assisting in development of guidelines for pre-registration examinations;
- (v) Assisting in development and review of CPD guidelines;
- (vi) Assisting in development of standards and policies to support the government on matters related to business, practice and employment of veterinary surgeons and veterinary paraprofessionals
- (vii) Assisting in development of standards for inspection of veterinary service delivery facilities;
- (viii) Assisting in formulation and dissemination of the Code of Ethics to all registered persons;
- (ix) Undertaking desktop research on matters relating to animal health & welfare and public health and advising the Board on the best practices in regulation;
- (x) Assisting in the development of guidelines for veterinary internship;
- (xi) Assisting in the development of standards for registration, licensing and regulation of institutions and organizations involved in animal welfare.

Education and Training

The duties and responsibilities will entail: -

- (i) Receiving CPD applications, and waiver requests and ascertaining the attachments for processing;
- (ii) Verifying applications for registered and unregistered CPD activities and CPD waiver requests for approval;
- (iii) Capturing data on registered and unregistered CPD activities and CPD waiver requests;
- (iv) Attending to day-to-day enquiries on education and training;
- (v) Maintaining a register of CPD applications, and waivers;
- (vi) Assisting in compilation of pre-registration examination applications
- (vii) Receiving and recording internship documents
- (viii) Assisting in document management including e-filing

- (ix) Assisting in analyzing the curricula for training in animal health as per the set standards;
- (x) Assisting in evaluating the capacity of Animal Health Institutions for registration
- (xi) Processing pre-registration examinations application for veterinary surgeons and veterinary paraprofessionals;
- (xii) Monitoring animal health graduates on internship;
- (xiii) Supervising continuous professional development (CPD) for veterinary paraprofessionals;

Compliance

The duties and responsibilities will entail: -

- (i) Assisting in inspection of new and existing facilities offering veterinary services including veterinary clinics, hospitals, laboratories, ambulatory services and animal welfare organizations;
- (ii) Assisting in the inspection of animal health training institutions;
- (iii) Assisting in enforcing the animal welfare standards;
- (iv) Assisting in enforcing the reporting of notifiable diseases by practitioners
- (v) Participating in sensitizing practitioners on the Veterinary Surgeons and Veterinary Paraprofessionals (VSVP) Act, Regulations & Code of Ethics;
- (vi) Assisting in legal proceedings against those violating the VSVP Act and Regulations;
- (vii) Evaluating data to support legal action against offenders of the VSVP Act;
- (viii) Supporting investigations into cases of professional's misconduct and malpractice;
- (ix) Assisting in Board publicity activities such as agricultural shows, field days and exhibitions.

Market Surveillance

The duties and responsibilities will entail: -

- (i) Assisting in enforcing veterinary standards in animal welfare;
- (ii) Assisting in legal proceedings against those violating the VSVP Act and Regulations; and in closing down illegal veterinary practices;
- (iii) Assisting in sensitizing the public on the Veterinary Surgeons and Veterinary Paraprofessionals (VSVP) Act, Regulations & Code of Ethics;
- (iv) Assisting in collection of surveillance data for report generation;
- (v) Addressing complaints related to market surveillance activities
- (vi) Gathering and evaluating market intelligence information;
- (vii) Assisting in the enforcement of compliance with the Veterinary Code of Ethics;
- (viii) Undertaking data mining, intelligence gathering and surveillance to support enforcement of the VSVP Act and Regulations;

- (ix) Utilizing the market surveillance data to support the location, inspection and closing down of premises or ambulatory clinics operating contrary to the practices prescribed under the VSVP Act;
- (x) Evaluating data to support legal action against offenders of the VSVP Act;
- (xi) Supporting investigations of cases of professionals' misconduct and malpractice;
- (xii) Utilizing research data in undertaking market surveillance relating to animal health & welfare and public health.

Person Specification

For appointment to this grade an officer must have: -

- (i) Bachelor of Science in any of the following discipline: Animal Health and Production; Animal Health Management and Production; Animal Health, Production and Processing or a relevant qualification from a recognized institution;
- (ii) Registration by Kenya Veterinary Board and in good standing;
- (iii) Proficiency in computer application.

Assistant Animal Health Technologist III, KVB 9, CSG '12'/JOB GROUP 'H' **REF: KVB/AAHT/9/2026**

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No. of positions
Assistant Animal Health Technologist III	KVB 9	CSG '12'/JOB GROUP 'H'	Standards Registration and Licensing/Education Training and Technology/Compliance and market surveillance	P&P	1

Job Specification

This is the entry and training grade for this cadre. An Assistant Animal Health technologist at this level will work under the guidance of a Senior Officer and can be deployed in any of the following functional areas:

Education and Training

The duties and responsibilities will entail: -

- (i) Ascertaining attachments of required application documents;
- (ii) Capturing and recording application information;
- (iii) Attending to day-to-day enquiries on CPD matters
- (iv) Receiving application forms/requests;

- (v) Receiving and recording submitted documents for registration of animal health institutions
- (vi) Assisting in compilation of pre-registration examination applications
- (vii) Receiving and recording internship documents
- (viii) Receiving continuous professional development (CPD) applications
- (ix) Assisting in document management including e-filing

Registration and licensing

The duties and responsibilities will entail: -

- (i) Ascertaining attachments of required application documents;
- (ii) Reviewing submitted documents for registration of animal health institutions
- (iii) Assisting in compilation of pre-registration examination applications
- (iv) Assisting in document management including e-filing

Compliance

The duties and responsibilities will entail: -

- (i) Receiving and entering complaints into the complaints register
- (ii) Capturing and recording application information and inspection raw data;
- (iii) Attending day-to-day enquiries on compliance matters;
- (iv) Receiving application forms/requests;
- (v) Assisting in preparation of documents and materials for inspection of veterinary practices offered in private and public entities within the region for licensing;
- (vi) Assisting in preparation of documents and materials for inspection of inputs and products; of the animal resources industry in conjunction with other stakeholders;
- (vii) Supporting enforcement of compliance with the VSVP Act 2011;
- (viii) Assisting in the surveillance of technologies used in veterinary service delivery.

Person Specification

For appointment to this grade an officer must have:

- (i) Diploma in Animal Health, Diploma in Animal Health and Production, Diploma in Animal Health and Range Management or an equivalent qualification from a recognized institution;
- (ii) Registration by Kenya Veterinary Board and in good standing;
- (iii) Proficiency in computer applications.

Animal Health Technician III, KVB 10, CSG '13'/JOB GROUP 'G' REF: KVB/AHT/10/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No. of positions
Animal Health Technician III	KVB 10	CSG '13'/JOB GROUP 'G'	Standards Registration and Licensing/Registration and Licensing	P&P	1

Job Specification:

This is the entry and training grade for this cadre. A technician at this level will work under the guidance of a senior officer and can be deployed in any of the following functional areas:

Registration and Licensing

- (i) Receiving indexing, internship, registration and licensing forms from applicants for registration and licensing by the Board;
- (ii) Ascertaining attachments of required application documents;
- (iii) Capturing and recording application information;
- (iv) Assisting in document management including e-filing ; and
- (v) Attending to day-to-day enquiries on registration and licensing of veterinary practices.

Person Specification

For appointment to this grade an officer must have: -

- (i) Certificate in Animal Health, Certificate in Animal Health and Production, Certificate in Animal Health and Range Management or an equivalent qualification from a recognized institution;
- (ii) Registration by Kenya Veterinary Board and in good standing;
- (iii) Proficiency in computer applications.

Veterinary Officers, KVB 7, CSG '10'/JOB GROUP 'K' REF: KVB/VO/11/2026

Designation	Grade	Equivalent CSG/JG	Directorate/Department	Terms of Service	No. of positions
Veterinary Officers	KVB 7	CSG '10'/JOB GROUP 'K'	Standards Registration and Licensing/Registration and Licensing	P&P	3

Job Specification

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer and may be deployed in any of the following functional areas:

Registration and Licensing

Duties and responsibilities will entail: -

- (i) Issuing registration certificates and practicing licenses to practitioners;
- (ii) Assessing and verifying indexing, internship, registration, and licensing application forms for registration and licensing by the Board;
- (iii) Ensuring accuracy of indexing, internship, registration, and licensing data for approval;
- (iv) Ascertaining the required minimum qualifications for indexing and registration
- (v) Compiling and processing data on licensing applications;
- (vi) Assisting in processing of registration certificates and practicing licenses of Veterinary surgeons and Veterinary Paraprofessionals;
- (vii) Ascertaining a register of applicants for indexing, internship and registration;
- (viii) Attending to and processing enquiries on registration and licensing of veterinary practices;
- (ix) Ascertaining correctness of registers of all licensed veterinary service delivery facilities;
- (x) Ensuring document management including e-filing;
- (xi) Supervising and guiding officers working under him/her

Veterinary Research and Standards

Duties and responsibilities will entail: -

- (i) Developing standards for inspection of institutions involved in veterinary and animal health training;
- (ii) Developing minimum requirements for entry into the various animal health courses

- (iii) Developing curriculum standards for training in animal health
- (iv) Developing guidelines for pre-registration examinations;
- (v) Developing telemedicine guidelines for practice by Veterinary Surgeons and Veterinary Paraprofessionals;
- (vi) Developing guidelines for consultant colleges;
- (vii) Developing CPD guidelines;
- (viii) Developing standards and policies to support the government on matters related to business, practice and employment of veterinary surgeons and veterinary paraprofessionals
- (ix) Developing standards for inspection of veterinary service delivery facilities;
- (x) Formulating and disseminating the Code of Ethics to all registered persons;
- (xi) Assessing data from desktop research on matters relating to animal health & welfare and public health and advising the Board on the best practices in regulation;
- (xii) Developing guidelines for veterinary internship;
- (xiii) Developing standards for registration, licensing and regulation of institutions and organizations involved in animal welfare.

Education and Training

Duties and responsibilities will entail: -

- (i) Verifying processed CPD applications, waiver requests, and registered and unregistered CPD activities;
- (ii) Responding to day-to-day enquiries on education and training;
- (iii) Maintaining a register of CPD applications, and waivers;
- (iv) Reviewing and processing pre-registration examinations applications
- (v) Conducting pre-registration examination for veterinary surgeons and veterinary paraprofessionals;
- (vi) Verifying submitted internship documents
- (vii) Assessing internship logbooks upon completion for registration purposes;
- (viii) Undertaking document management including e-filing
- (ix) Analyzing curricula for training in veterinary and animal health against the set standards;
- (x) Assessing from time-to-time the human resource and training programs necessary to guarantee sound and efficient veterinary service delivery.
- (xi) Conducting examination for foreign nationals seeking temporary registration and preparing reports to the relevant committee;
- (xii) Assessing the capacity of veterinary and Animal Health Institutions for registration;
- (xiii) Processing pre-registration examination applications for veterinary surgeons and veterinary paraprofessionals;
- (xiv) Monitoring veterinary and animal health graduates on internship;
- (xv) Supervising continuous professional development (CPD) for Veterinary Surgeons and Veterinary paraprofessionals.

Veterinary Technologies

Duties and responsibilities will entail: -

- (i) Receiving application forms from persons or institutions seeking to deploy veterinary technologies and ascertaining the attachments for processing;
- (ii) Capturing data from persons or institutions applying to deploy veterinary technologies;
- (iii) Processing enquiries on deployment of veterinary technologies in Kenya;
- (iv) Assisting in sensitization on the use of telemedicine guidelines
- (v) Maintaining a register of applicants seeking to deploy veterinary technologies in Kenya;
- (vi) Assisting in supervising veterinary technologies deployed for practice in Kenya by Veterinary Surgeons and Veterinary paraprofessionals.

Compliance

Duties and responsibilities will entail: -

- (i) Conducting inspection of new and existing facilities offering veterinary services and including veterinary clinics, hospitals, laboratories, ambulatory, animal welfare organizations;
- (ii) Conducting inspection of veterinary and animal health training institutions;
- (iii) Enforcing veterinary standards on animal welfare;
- (iv) Sensitizing Veterinary Surgeons and Veterinary Paraprofessionals on the Veterinary Surgeons and Veterinary Paraprofessionals (VSVP) Act, Regulations & Code of Ethics;
- (v) Enforcing the reporting of notifiable diseases by practitioners
- (vi) Investigating cases of professional misconduct and malpractices;
- (vii) Assisting in legal proceedings against those violating the VSVP Act and Regulations;
- (viii) Participating in Board publicity activities such as agricultural shows, field days, and exhibitions;
- (ix) Conducting data mining, intelligence gathering and surveillance to support enforcement of the VSVP Act and Regulations;
- (x) Mining the data to support the legal action against the offenders of the VSVP Act.

Market Surveillance

Duties and responsibilities will entail: -

- (i) Enforcing veterinary standards in animal welfare
- (ii) Instituting legal proceedings against those violating the Veterinary Surgeons and Veterinary Paraprofessionals Act and Regulations; and closing down illegal veterinary practices
- (iii) Developing individual and joint inspection checklists;
- (iv) Identifying people and early warning signs of unlawful conduct to prevent malpractices.

- (v) Sensitizing the public on Veterinary Surgeons and Veterinary Paraprofessionals (VSVP) Act, Regulations & Code of Ethics;
- (vi) Collecting surveillance data for report generation
- (vii) Addressing complaints related to market surveillance activities
- (viii) Gathering and evaluating market intelligence information
- (ix) Carrying out post market surveillance on the use of veterinary medicines and quality of veterinary services provided by licensed practices and facilities; and
- (x) Analyzing market intelligence data.
- (xi) Participating in the enforcement of compliance with the Veterinary Code of Ethics;
- (xii) Utilizing the data from intelligence gathering and surveillance to support enforcement of the VSVP Act and Regulations;
- (xiii) Deploying the market surveillance data to support the location, inspection and closing down of premises or ambulatory clinics operating contrary to the practices prescribed under the VSVP Act
- (xiv) Utilizing the analyzed data to support processing of the legal actions against the offenders of the VSVP Act;
- (xv) Supporting the investigations into cases of professionals' misconduct and malpractice;
- (xvi) Processing research data for market surveillance relating to animal health & welfare and public health;
- (xvii) Participating in development and implementation of market surveillance procedures and compiling market surveillance reports

Complaints and Grievances Section

Duties and responsibilities will entail: -

- (i) Reviewing filed complaints from the public on regulatory matters;
- (ii) Compiling data on the complaints received;
- (iii) Processing day-to-day enquiries on complaints handling mechanisms;
- (iv) Sensitizing the public on the complaints handling procedures and reporting mechanisms;
- (v) Conducting investigations on complaints of professional misconduct, malpractice and breach of veterinary standards to be processed by the Board;
- (vi) Maintaining complaints register and supporting the Inquiries & Disciplinary Committee in recommending appropriate disciplinary action or prosecutions under the Veterinary Surgeons & Veterinary Para-Professionals Act (VSVP Act)
- (vii) Guiding complainants and respondents on the complaint handling process, including rights and responsibilities, confidentiality and appeals
- (viii) Maintaining anonymized and confidential complaint-submission channels.
- (ix) Processing reviewed complaint findings to inform regulatory changes and remedial measures.
- (x) Conducting preliminary processing of complaints of professional misconduct, malpractice and breach of veterinary standards;

Person Specification

For appointment to this grade an officer must have: -

- (i) Bachelor of Veterinary Medicine (BVM) degree or an equivalent qualification from a recognized institution;
- (ii) Registration by Kenya Veterinary Board and in good standing;
- (iii) Proficiency in computer applications.

APPLICATION PROCEDURE

Interested and qualified candidates are required to make their applications **ONLINE** through the Kenya Veterinary Board recruitment portal accessible via the Kenya Veterinary Board website www.kenyavetboard.or.ke/en/careers or <http://recruitment.kenyavetboard.or.ke> to be received on or before **27th October 2026 at 5.00 p.m. (East African time)**

No hard copies or physical deliveries to the Board's offices will be accepted under any circumstances.

Kenya Veterinary Board is an equal opportunity employer. Persons with disabilities, and those from marginalized and minority groups, are encouraged to apply. Only shortlisted candidates will be contacted and invited for interview.

Any form of canvassing will lead to automatic disqualification.

Successful candidates will be required to submit valid clearances in compliance with Chapter Six of the Constitution, from the following:

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