



KENYA AGRICULTURAL & LIVESTOCK RESEARCH ORGANIZATION

INTERNAL JOB OPPORTUNITIES

The Kenya Agricultural and Livestock Research Organization (KALRO) is a premier research organization, with the mandate to promote, streamline, coordinate and regulate research in Crops, Livestock, Genetic Resources and Biotechnology in Kenya. In addition, to expedite equitable access to research information, resources and technology as well as to promote application of the research findings and technology in the field of agriculture.

In order to enhance the provision of services, the Management wishes to competitively fill job openings that have been left vacant with experienced and qualified candidates by internally advertising the positions of:-

No	Cadre	No. Required	Job Ref. No
1	Research Scientist II	82	RES/SCE/II
2	Research Technician	16	RES/TEC/II
3	Laboratory Technician II	12	LAB/TEC/II
4	Maintenance Officer II	5	MO/II
5	Maintenance Technician II(Engineering Technician)	3	MT/TEC/II
6	Human Resource Management Officer II	4	HRMO/II
7	Human Resource Assistant II	11	HR/ASST/II
8	Accountant II	5	ACCT/II
9	Accounts Assistant II	22	ACCT/ASST/II
10	Supply Chain Management Officer II	9	SCO/II

KALRO HEADQUARTERS,

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Website: www.kalro.org

11	Supply Chain Management Assistant II	17	SCM/ASST/II
12	Information & Communication Technology Officer II	4	ICTO/II
13	Information & Communication Technology Assistant II	4	ICT/ASST/III
14	Assistant Librarian II	3	ASST/LIB/II
15	Clinical Officer II	1	CLC/OFF/II
16	Receptionist II/Telephone Operator II	5	REC/TEL/OPT/II
17	Farm Management Assistant II	4	FM/ASST/II
18	Plant Operator II	7	PO/II
19	Driver II	10	DRI/II
	TOTAL	224	

1. Research Scientist II - KR8

No.	Specialization (Livestock)	No. of Positions	No.	Specialization (Crops)	No. of Positions
A	Entomologists – Bee Scientists	3	A	Plant Breeders	3
B	Biometricians	1	B	Agronomists	2
C	Animal Nutritionists	3	C	Soil Scientists	2
D	Animal Breeders	3	D	Entomologists	2
E	Veterinarian-Epidemiologists	2	E	Plant Pathologists	2
F	Veterinarian –Surgeons	3	F	Weed Scientists	2
G	Forage/Plant Breeders	2	G	Agricultural Engineers	3
H	Forage Agronomists	2	H	Biometricians	1
I	Livestock Production Scientists	2	I	Microbiologists (Virologists/Bacteriologist)	2

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J	Vector Ecologists	1	J	Molecular Biologists/Geneticists	1
K	Immunologists	1	K	Biotechnologists	2
L	Animal Pathologists	1	L	Botanists	2
M	Pharmacologists & Toxicologists	2	M	Biosafety & Biosecurity Scientists	2
N	Biosafety & Biosecurity Scientists	2	N	Agricultural Economists	1
O	Molecular Biologist/Geneticists	2	O	Agro-Meteorologist/ Climatologists	1
P	Reproductive Biologists	1	P	Environmental Scientists	1
Q	Range Management Scientists	2	Q	Agriculture Modeling Experts	1
R	Microbiologists	1	R	Horticulture Scientists	1
S	Agricultural Economists	1	S	Seed Scientists	2
T	Analytical Chemists	2	T	Taxonomists	1
U	Environmental Scientists	1	U	Sericulture Scientists	1
V	Information System Scientists	2	V	Food Scientist/Chemists	2
W	Biotechnologists	1	W	Analytical Chemists	1
X	Taxonomists	1	X	Process Engineers	1
Y	Gender Specialists	1			

NOTE: Please quote Ref. No. and Specialization No. E.G. RES/SCE/II/LIVE/A OR RES/SCE/II/CROP/A for Livestock and Crops respectively.

Duties and Responsibilities

- i. Collecting and collating research data;
- ii. Compiling and generating simple field and laboratory reports;
- iii. Administering research questionnaires;



- iv. Laying out experimental trials;
- v. Administering experimental protocols and schedules;
- vi. Maintaining laboratory and field notebooks;
- vii. Participating in outreach activities;
- viii. Keeping accurate reports of work undertaken;
- ix. Ensuring the safety of research data;
- x. Complying with Standard Operating Procedures.

Job Specifications

For appointment to this position, a candidate must: -

- i. Have a minimum of a Bachelor's Degree in any of the following disciplines: Biochemistry; Chemistry; Botany; Zoology; Physics; Agriculture; Environmental Science; Natural Resource Management; Animal Health and Production; Agriculture Education and Extension; Crop Improvement and Protection; Molecular and Cellular Biology; Applied Biology; Agribusiness Management; Agricultural Economics; Economics; Agricultural Engineering; Animal Science; Dairy Technology and Management; Horticulture; Food Science and Technology; Land Resource Planning and Management; Soil, Water and Environmental Engineering; Range Management; Agroecosystems and Environment; Veterinary Medicine; Agrometeorology; Microbiology; Biotechnology; Biometrics; Science; Sugar Technology; Statistics, Applied Statistics; Crop Protection; Geography; Sociology; Anthropology; Gender; Home Economics; Nutrition and Dietetics; or equivalent qualification from a recognized institution.
- ii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya;
- iii. Have a certificate in computer applications from a recognized institution;
- iv. Possess good communication and interpersonal skills;
- v. Have good analytical skills; and
- vi. Be a Team player.

2. Research Technician II- KR11

Duties and Responsibilities

- i. Collecting, recording and compiling research data;
- ii. Ensuring the safety of raw data collected;
- iii. Maintaining research facilities, trials and sites;
- iv. Sampling and accurately recording data;
- v. Administering research questionnaires;
- vi. Maintaining scientific research tools;
- vii. Maintaining and monitoring health of research animals and crops;



- viii. Preparing field trial sites;
- ix. Recording and reporting observations during experiments; and
- x. Ensuring cleanliness and maintenance of research equipment.

Job Specifications

For appointment to this position, a candidate must:

- i. Have a Diploma /Higher Diploma in any of the following disciplines: General Agriculture; Agricultural Extension and Community Development; Crop Protection; Meteorology Irrigation and Drainage; Sugar Agronomy; Agriculture and Biotechnology; Animal Production and Health Management; Horticulture; Animal Health Management; Agribusiness Management and Marketing; Food Science and Nutrition; Home Economics; Nutrition and Dietetics; Postharvest Technology; Dairy Technology; Agricultural Engineering or equivalent qualification from a recognized institution; and
- ii. Have a Certificate in computer applications from a recognized institution;
- iii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya.

3. Laboratory Technician II – KR11

Duties and Responsibilities

- i. Preparing samples and specimens for laboratory analysis;
- ii. Implementing laboratory work schedules;
- iii. Observing good laboratory practices for accuracy and reliability of data and safety operations;
- iv. Undertaking cleaning and sterilizing of laboratory glassware and apparatus;
- v. Cleaning cages, pens, trays, equipment and fittings;
- vi. Preparing culture media and reagents;
- vii. Preparing and training animals for laboratory experiments;
- viii. Carrying out laboratory analysis by following approved methodologies; and
- ix. Logging in equipment logbook.

Job Specifications

For appointment to this position, a candidate must: -

- i. Have a Diploma /Higher Diploma in any of the following disciplines: Applied Biology; Medical Laboratory Technology; Chemistry (Analytical, Applied, Industrial); Food Science and Technology; Biotechnology; Crop Protection; Sugar Technology; Chemical Processing Technology; Chemical Engineering; Agriculture and Biotechnology; Food Science and Nutrition; Dairy Technology; Animal Health or equivalent qualification from a recognized institution; and



- ii. Have a Certificate in computer applications from a recognized institution;
- iii. Fulfill the requirements of Chapter 6 of the Constitution of Kenya.

4. Maintenance Officer II – KR8

Duties and Responsibilities

- i. Carry out routine schedule maintenance works and ensure the systems run continuously and effectively;
- ii. Diagnose break down of plant and equipment to detect faults and devise appropriate repair mechanism;
- iii. Repair breakdown of infrastructure, plant and equipment by fitting in spare parts to minimize the down time of plant and equipment wear and tear;
- iv. Train equipment users in proper operation and use of equipment to ensure optimal output is achieved by the users and minimize incidences of breakdown arising from misuse;
- v. Participate in equipment specification preparation and tender evaluation to verify compliance of order and to select the lowest evaluated bidder;
- vi. Control maintenance tools and equipment to ensure the tools are in good condition and prevent any losses;
- vii. Carry out quality inspection on jobs and services to ensure compliance with standards.

Job Specifications

For appointment to this position, a candidate must: -

- i. Have a Bachelor's degree in any of the following disciplines: -Electrical, Building and Construction, Civil, Mechanical, Electronic/Computer, Irrigation & Drainage Engineering or its equivalent qualification from a recognized institution;
- ii. Have served as a Maintenance Officer II in a comparable and equivalent position for a minimum period of three (3) years in a reputable organization;
- iii. Have Computer application skills;
- iv. Be registered by the Engineers Registration Board or Member of the Institute of Engineers of Kenya;
- v. Have good analytical and diagnostic skills;
- vi. Have good interpersonal and communication skills;
- vii. Fulfill the requirements of chapter six (6) of the Constitution of Kenya.

5. Maintenance Technician II – KR11

Duties and Responsibilities

- i. Monitor regularly contracted work in running contracts by way of inspection to ensure compliance with specific requirements hence ensuring expected service delivery to the organization;

- ii. Estimate cost of labor and materials for orders as and when needed by comparing it with the current market rates to ensure value for money for the organization during procurement;
- iii. Ensuring compliance at all times with appropriate safety practices and regulations by enforcing work place rules and regulations in the performance of regular duties for safety of the workers, equipment and buildings in the organization;
- iv. Maintain records relating to labor, materials and other work orders by keeping daily records to inform management for decision- making and future reference;
- v. Carry out maintenance of buildings systems and installations, equipment and grounds by routinely ensuring they are in the right condition to provide a conducive working condition in the organization;
- vi. Inspect and service equipment when the need arises to ensure no interruptions to the organization's operations;
- vii. Schedule and coordinate pre- predictive and predictive maintenance programs by creating work plans for routine maintenance to ensure minimal down time in the organization.

Job Specifications

For appointment to this grade, a candidate must:

- i. Have a Diploma in any of the following disciplines; - Building; Engineering, Electrical and Electronics Engineering, Construction Plant Civil Engineering, Mechanical Engineering, Agricultural Engineering, Irrigation & Drainage Engineering or qualification from a recognized institution.
- ii. Have a Computer certificate;
- iii. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

6. Human Resource Management Officer II - KR8

Duties and Responsibilities

- i. Drafting and verification of routine correspondences;
- ii. Processing payroll;
- iii. Collating and analyzing training applications;
- iv. Processing employee recruitment, promotion and documents;
- v. Processing leave applications, sick sheets and sick offs;
- vi. Updating of National Hospital Insurance Fund (NHIF) and National Social Security Fund records;
- vii. Maintaining complement control;
- viii. Updating Human resource database;
- ix. Analyzing data on work environment and employee's satisfaction survey's;



- x. Maintaining Human Resource Information system (HRIS); and
- xi. Complying with regulatory requirements and ethical standards relating to human resource.

Job Specifications

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

- i. A Bachelor's degree in any the following disciplines: Human Resource Management; Personnel Management; Human Resource Development or equivalent qualification from a recognized institution;

OR

- ii. A Bachelor's degree in any the following disciplines: Economics, Sociology; Business Administration; Public Administration; Commerce **WITH** Diploma in Human Resource Management; Personnel Management; Human / Development or Certified Public Secretary Part III or equivalent qualification from a recognized institution;
- iii. A Certificate in Computer applications from a recognized institution.
- iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya

7. Human Resource Assistant II - KR11

Duties and Responsibilities

- i. Handling simple tasks of analytical nature;
- ii. Capturing and inputting data in the HR system;
- iii. Compiling and updating employee's records;
- iv. Inputting payroll data;
- v. Drafting routine correspondence;
- vi. Processing leave applications;
- vii. Compiling routine reports;
- viii. Processing employee claims.

Job Specifications

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

- i. A Diploma in any of the following disciplines: Human Resource Management; Personnel Management; Human Resource Development; Business Administration; Business Management; Industrial relations or equivalent qualification from a recognized institution;



- ii. A Certified Public Secretary Part II or equivalent qualification from a recognized institution;
- iii. A Certificate in Computer applications from a recognized institution;
- iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

8. Accountant II - KR8

Duties and Responsibilities

- i. Processing of payment vouchers;
- ii. Preparing simple financial management reports;
- iii. Complying with financial process procedures and regulations;
- iv. Carrying out data capture in the financial system;
- v. Balancing cashbooks on daily basis;
- vi. Preparing customers and suppliers records for payment;
- vii. Filling and retrieving of accountable documents;
- viii. Issuing withholding and withholding Value Added Tax certificate to suppliers and;
- ix. Submitting withholding and Value Added Tax returns to Kenya Revenue Authority.

Job Specifications

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

- i. A CPA I or an equivalent accounting qualification from a recognized Institution;
- ii. A Bachelor's degree in any of the following disciplines: - Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution; **Plus A** Pass in part II of Certified Public Accountants (CPA) Examinations or Part II of the Association of Certified Chartered Accounts (ACCA);
- iii. Certificate in Computer applications from a recognized institution;
- iv. Proficiency in accounting package's; and
- v. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.
- vi. Good communication skills.

9. Accounts Assistants II - KR11

Duties and Responsibilities

- i. Preparing vouchers and committal documents in accordance with laid down rules and regulations;

- ii. Undertaking primary data entry;
- iii. Filling accounting documents;
- iv. Filling Simple financial reports;
- v. Preparing invoices; and
- vi. Ensuring safe custody of accountable documents.

Job Specifications

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

- i. A CPA I or an equivalent accounting qualification from a recognized Institution;
- ii. A Diploma in Accounting or equivalent qualification from a recognized institution;
- iii. Certificate in Computer applications from a recognized institution;
- iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

10. Supply Chain Officer II - KR8

Duties and Responsibilities

- i. Processing of purchase requisition;
- ii. Assisting users in preparing specifications;
- iii. Inviting quotations;
- iv. Participating in tender opening and evaluation;
- v. Carrying out market survey and research;
- vi. Participating in quotation opening and evaluation;
- vii. Processing of purchase orders and expedite;
- viii. Participating in inspection and acceptance of goods and services;
- ix. Receiving of stores and taking them on charge;
- x. Recommending stores requisition for issuing;
- xi. Monitoring the movement of stores;
- xii. Checking and verifying issue notes and invoices;
- xiii. Receiving and processing supplier's invoice's for payment;
- xiv. Preparing of requisitions for stock replenishment;
- xv. Preparing of periodic stores returns;
- xvi. Participating in stock taking and reconciliation of records;
- xvii. Guiding user departments in identifying stores and equipment for disposal;
- xviii. Supervising Warehouse and distribution management: and
- xix. Complying with the Procurement Act.



Job Specifications

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

- i. Bachelor's degree in any the following disciplines: Procurement and Supply Chain Management; Supply Chain Management: Procurement and Contract Management, Logistics and Supply Chain Management, Procurement of Logistics Management or equivalent qualification from a recognized institution;
- ii. Certificate in Computer applications from a recognized institution.
- iii. Good record management skills;
- iv. High Integrity; and
- v. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

11. Supply Chain Management Assistant II – KR11

Duties and Responsibilities

- i. Receiving and issuing stores;
- ii. Generating Goods Received Notes (GRN);
- iii. Sorting, dispatching and filling invoices and other documents;
- iv. Capturing and processing stores data;
- v. Complying with Procurement Act;
- vi. Participating in quotation opening and evaluation;
- vii. Preparing requisitions for stocks replenishment; and
- viii. Monitoring the movement of stores

Job Specifications

For appointment to this grade, a candidate must have:

- i. Diploma in Purchasing and Supplies **OR** Chartered Institute of Purchasing Procurement and Supplies CIPS Final or equivalent qualification from a recognized institution;
- ii. Certificate in Computer applications from a recognized institution;
- iii. Good communication and interpersonal skills;
- iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

12. Information and Communication Technology Officer II - KR8

Duties and Responsibilities

- i. Configuring and maintaining Local Area and Wide Area Networks;
- ii. Carrying out systems analysis, design and programme specifications for

- Information Communication Technology;
- iii. Drawing up Hardware Specifications for Information Communication Technology Equipment;
 - iv. Overseeing the process of configuration of new Information Communication Technology equipment;
 - v. Analyzing designing, coding, testing, implementing computer programs;
 - vi. Maintaining a high degree of user services for all support queries and adhere to all ICT service management principles;
 - vii. Designing, setting –up and configuring ICT systems and network systems;
 - viii. Carrying out system analysis, design and programme specifications in liaison with users;
 - ix. Developing, installing and testing ICT systems, networks and upgrades;
 - x. Resolving and restoring operational issues and ICT services;
 - xi. Carrying out work and changes to the ICT infrastructure components;
 - xii. Administering and maintaining LAN & WAN;
 - xiii. Evaluating systems and ensuring adherence to established performance standards;
 - xiv. Following up with vendors and service providers on warranty issues; and
 - xv. Verifying, validating and certification of Information Communication Technology equipment.

Job Specifications

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

- i. Bachelor's degree in any the following disciplines Computer Science; Information Science; Information Technology; Business Information Technology or equivalent qualification from a recognized institution;
- ii. Member of Computer Society of Kenya or any other recognized professional body;
- iii. Microsoft Certified Systems Engineer (MCSE); Cisco Certified Network Administrator (CCNA); or any other equivalent qualification from recognized Institution;
- iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

13. Information & Communication Technology Assistant II - KR11

Duties and Responsibilities

- i. Installing computers and computer accessories for users;
- ii. Diagnosing and resolving simple computer related faults;
- iii. Providing user support and escalate complex issues;

- iv. Compiling and maintaining inventory of all computer, telecommunication equipment, computer accessories and software;
- v. Preparing service desk reports;
- vi. Writing and testing simple computer programs according to instructions and specifications; and
- vii. Repairs and maintenance of ICT equipment and associated accessories.

Job Specifications

For appointment to this grade, a candidate must have:

- i. A Diploma in any of the following disciplines; Computer Science; Computer Programming; Computer Engineering; Information Technology; Information Science; Business Information Technology or equivalent qualification from a recognized institution;
- ii. Microsoft Certified Systems Engineer (MCSE); Cisco Certified Network Administrator (CCNA); or any other equivalent qualification from a recognized Institution.
- iii. High integrity;
- iv. Good communication and interpersonal skills; and
- v. Fulfill requirements of Chapter six (6) of the Constitution of Kenya

14. Assistant Librarian II – KR11

Duties and Responsibilities

- i. Receiving, stamping and recording incoming information materials;
- ii. Shelving and shelf arrangement;
- iii. Charging and discharging library materials;
- iv. Posting date due labels;
- v. Listing materials for binding;
- vi. Spine marking;
- vii. Fixing book jackets;
- viii. Spine making;
- ix. Filing catalogue cards; and
- x. Coding and data entry.

Job Specifications

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

- i. A Diploma in any of the following disciplines: _ Library and information Science; Library and Information Studies; Library, Archives and Records

- Management or an equivalent accounting qualification from a recognized Institution;
- ii. Good communication skills and interpersonal skills; and
- iii. Certificate in Computer packages applicable to library services;
- iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

15. Clinical Officer II – KR9

Duties and Responsibilities

- i. Attending to patients;
- ii. Diagnosing and treating patient's ailments in the Organization's clinics;
- iii. Planning and conducting primary health care activities;
- iv. Attending to patients and referring them for further medical attention, where necessary;
- v. Counselling of patients in the clinic;
- vi. Providing routine patient care and support, including health education; and
- vii. Maintaining appropriate staff records.

Job Specifications

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

- i. A Diploma in Clinical Medicine or Community Health Services from a recognized institution;
- ii. Certificate of registration from the Clinical Officers Council;
- iii. Certificate in Computer applications from a recognized institution.

16. Receptionist II /Telephone Operator II – KR11

Duties and Responsibilities

- i. Maintaining the reception desk;
- ii. Maintaining good ambience in the reception area;
- iii. Providing relevant information to visitors;
- iv. Responding to visitors queries and telephone inquiries;
- v. Directing and guiding visitors;
- vi. Registering and issuing visitors passes;
- vii. Logging calls in the telephone call register;
- viii. Checking the utilization of the telephone facilities and reporting;
- ix. Making, receiving and directing telephone calls; and
- x. Making follow-up on enquiries.



Job Specifications

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

- i. A Diploma in any of the following disciplines: _ Customer Service; Public Relations; Communication Management; Front office operations; Telecommunication; Operations Management or an equivalent accounting qualification from a recognized Institution;
- ii. Certificate in computer applications from a recognized institution;
- iii. Be fluent in both oral, written English and Kiswahili; and
- iv. Have basic sign language;
- v. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

17. Farm Management Assistant II – KR10

Duties and Responsibilities

- i. Farm planning and supervising land preparation;
- ii. Performing general farm activities and maintenance such as pruning, milking weeding, fertilizer application, gazing, pests and diseases control;
- iii. Maintaining general hygiene and cleanliness of farm facilities;
- iv. Keeping farm records and submitting returns;
- v. Operating, maintaining and repairing farm implements and machinery and ensuring safe use and storage;
- vi. Reporting on day to day animal and crop health;
- vii. Ensuring efficient and effective utilization of farm resources;
- viii. Carrying out data collection; and
- ix. Weighing, packaging and supervising transportation of farm produce.

Job Specifications

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

- i. A Diploma in any of the following disciplines: _ Agriculture and Marketing; Agricultural/Environmental Engineering; Animal Health and Production; Agricultural Irrigation and Drainage Engineering; Agri-Business; Agricultural Extension; Agricultural and Rural Development; Farm Management; Farm Power and Machinery; General Agriculture; Range Management; or equivalent qualifications from a recognized Institution;
- ii. Certificate in Computer packages applicable to library services;
- iii. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

18. Plant Operator II - KR11

Duties and Responsibilities

- i. Operating the plant and farm machinery /equipment as authorized;
- ii. Carrying out routine checks on the plant and farm machinery / equipment cooling, oil systems, tire pressure, electrical system and brakes;
- iii. Detecting and reporting defects and malfunctioning of plant and farm machinery / equipment in time;
- iv. Maintaining records of machine operation hours;
- v. Maintaining of work tickets for plant and farm machinery /equipment assigned;
- vi. Reporting traffic incidents or accident's;
- vii. Making timely reports when plant and farm machinery /equipment servicing and repairs are due;
- viii. Maintaining security and safety of assigned plant and machinery / equipment;
- ix. Ensuring safety of the persons and /or items therein; and
- x. Maintaining cleanness of the plant farm machinery / equipment.

Job Specifications

For appointment to this grade, a candidate must have:

- i. A Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- ii. A current driving license from current endorsements and valid for all of the classes of vehicles, which the operator is required to drive;
- iii. Attended a First –Aid Certificate Course not less than one (1) week obtained at St John Ambulance, or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- iv. Passed suitability test for plant operators;
- v. Occupational Test Grade for plant operators;
- vi. A First–Aid certificate course lasting not less than one (1) week obtained at St John Ambulance, or Kenya Institute of Highway and Building Technology (KIBHT) or any other recognized institution;
- vii. Defensive driving certificate from the Automobile Association (AA) of Kenya or equivalent qualification from a recognized institution;
- viii. Have attended a Refresher course for plant operators every three (3years) at Kenya Institute of Highway and Building Technology (KIBHT) or any other recognized institution;
- ix. Passed Practical Test for Drivers conducted by Auto Mobile Association (AA) of Kenya or National Transport Safety Authority or National Youth service;
- x. A valid Certificate of Good Conduct from the Kenya Police Service;

- xi. Certificate in Computer applications from a recognized institution;
- xii. Have at least three (3) years' experience as a plant operator;
- xiii. Fulfill requirements of Chapter six (6) of the Constitution of Kenya.

19. Driver II – KR11

Duties and Responsibilities

- i. Driving a motor vehicle as authorized for official duty and assignments;
- ii. Carrying out routine checks on the vehicles cooling, oil, tyre pressure, electrical and braking system;
- iii. Maintaining records of service and accessories;
- iv. Maintaining of work tickets for vehicles assigned;
- v. Reporting traffic incidents or accident's;
- vi. Ensuring security and safety of the vehicle on and off the road;
- vii. Ensuring safety of the passengers and /or goods therein; and
- viii. Maintaining cleanness of the vehicle.

Job Specifications

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

- i. Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- ii. A current driving license from current endorsements and valid for all of the classes of vehicles, which the driver is required to drive;
- iii. Attended a First–Aid Certificate Course not less than one (1) week obtained at St John 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 Occupational Test Grade III;
- vi. Passed Practical Test for Drivers conducted by Auto Mobile Association (AA) of Kenya or National Transport Safety Authority or National Youth service;
- vii. A valid Certificate of Good Conduct from the Kenya Police Service;
- viii. Certificate in Computer applications from a recognized institution;
- ix. At least three (3) years driving experience;
- x. Fulfill requirements of Chapter six (6) of the Constitution of Kenya;
- xi. High integrity; and
- xii. High level of personal hygiene.



Eligibility

To be eligible for engagement, one **MUST** have served as a KALRO Intern for a period of not less than three (3) years. **ONLY** Interns who are currently serving in different capacities within the Organization are entitled to apply.

Terms of Engagement

Successful Candidates will be offered employment subject to satisfactory performance and availability of funds. This will be on KALRO Terms and Conditions of Service and will be deployed and assigned duties where their services will be required.

Method of Application

Interested applicants should send their applications, with cover letter and curriculum vitae indicating how their profiles and experiences match those specified above. This should include names and addresses (including telephone and email) of three (3) referees who are knowledgeable about the candidates' professional qualifications and work experience. They should also attach photocopies of their academic and professional qualifications and send the same to: **The Director General, Kenya Agricultural & Livestock Research Organization, Kaptagat Road, P.O. Box 57811-00200, NAIROBI** so as to reach him on or before **10th February, 2022 at 5:00 p.m.** The **Job Ref. No.** of the position for which the application is made should be clearly marked on the envelope. Canvassing in any form will lead to automatic disqualification.

Kenya Agricultural & Livestock Research Organization (KALRO) is an equal opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. Persons with disability and women are encouraged to apply.

