



## KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)

### STAFF REPLACEMENTS

Kenya Forestry Research Institute (KEFRI) is a State Corporation established in 1986 with obligation to undertake forest research, generate and promote improved technologies for sustainable management, conservation and development of forest and allied natural resources.

The Institute wishes to recruit dynamic, result-oriented and self driven persons to fill the vacant positions below:

No.	POST	GRADE	NO. OF VACANCIES	DUTY STATION
1	Research Scientist (Seed Science)	KEFRI 7	1	Muguga
2	Research Scientist (Forestry/Environmental Policy and Law)	KEFRI 7	1	Muguga
3	Assistant Information Scientist	KEFRI 9	1	Gede
4	Assistant Laboratory Technologist (Analytical Chemistry)	KEFRI 9	1	Muguga
5	Assistant Laboratory Technologist (Microbiology)	KEFRI 9	1	Muguga
6	Assistant Laboratory Technologist (Integrated Pest Management))	KEFRI 9	1	Muguga
7	Laboratory Technician	KEFRI 11	3	Nyeri, Kibwezi & Migori
8	Principal Human Resource Management Officer	KEFRI 5	1	Headquarters
9	Accountant	KEFRI 7	2	Headquarters
10	Corporate Communication Officer	KEFRI 7	1	Headquarters
11	Assistant ICT Officer	KEFRI 9	1	Karura
12	Assistant Administrative Officer	KEFRI 9	2	Karura, & Gede
13	Assistant Office Administrator	KEFRI 9	2	Migori & Lamu
14	Assistant Human Resource Management Officer	KEFRI 9	1	Headquarters
15	Assistant Supply Chain Management Officer	KEFRI 9	2	Headquarters & Maseno
16	Plant Operator	KEFRI 10	1	Kitui

No.	POST	GRADE	NO. OF VACANCIES	DUTY STATION
17	Artisan (Electrician)	KEFRI 11	2	Headquarters & Karura
18	Artisan (Plumber)	KEFRI 11	2	Headquarters & Maseno

### INSTRUCTIONS FOR APPLICATION

**Interested applicants MUST adhere to the application instructions provided below:**

- 1) The applicants **MUST** submit their information online through filing of the form provided in the link below: <https://forms.office.com/r/X9UmWDMrZ>
- 2) The applicants **MUST** also send their hard copy applications and attach their Curriculum Vitae and copies of relevant professional/academic certificates and national identification card. They **MUST** also include their day and evening telephone numbers, e-mail address and names and addresses of three referees to reach the Director KEFRI not later than **5 pm on Monday, 18<sup>th</sup> December 2023.**
- 3) Envelopes containing the hard copy applications should clearly be marked with the **position applied** for and addressed to: -

**The Director/CEO,**

**Kenya Forestry Research Institute (KEFRI),**

**P.O. BOX 20412-00200, City Square,**

**NAIROBI.**

*KEFRI is an equal opportunity employer. Only shortlisted candidates will be contacted.*

**KEFRI IS ISO 14001:2015 and ISO 9001:2015 CERTIFIED**

# JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR VACANT POSTS

## 1. RESEARCH SCIENTIST (SEED SCIENCE): KEFRI 7

### a) Duties and Responsibilities

- Participating in identification, conceptualization, formulation, development, implementation, designing, and monitoring of multi-disciplinary research projects/programmes in tree seed;
- Participating in implementation of the National Tree Seed Production, Certification and Distribution Strategy;
- Working closely with the Tree Breeders, map out and document and maintain a database on seed sources of different tree species in different regions;
- Participating in establishment and improvement of seed sources of priority tree species;
- Assisting in collection, analysis and management of data in seed science;
- Assisting in writing appropriate technical reports and scientific papers including Research Notes, Technical Notes, conference papers, peer reviewed papers and dissemination materials in seed science;
- Participating in establishment and improvement of seed stands of priority tree species;
- Participating in proposal writing to seek for funding from within and outside the Institute;
- Collaborate with other Scientists in the Institute and other partner institutions locally, regionally and internationally to implement various interdisciplinary research activities;
- Enhancing visibility of KEFRI nationally, regionally and globally through workshops, conferences, webinars and other relevant platforms;
- Assisting in provision of advisory and training services to internal and external stakeholders;
- Supervising and mentoring junior staff and students on attachment in tree seed science;
- Participating in compiling of departmental quarterly and annual reports; and
- Any other duty as assigned from time to time.

### b) Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- ii) A Bachelor of Science Degree in Forestry, Seed Science and Technology, Botany or Natural Resource Management from a recognized Institution;
- iii) A team player, good in communication and report writing;
- iv) Working experience in the same field is an added advantage;
- v) Valid membership to a relevant professional body will be an added advantage; and
- vi) Certificate in Computer Applications from a recognized institution.

## **2. RESEARCH SCIENTIST (FOREST/ ENVIRONMENTAL POLICY AND LAW): KEFRI 7**

### **a) Duties and Responsibilities**

- Participating in identification, conceptualization, formulation, development, designing, implementation and monitoring of multi-disciplinary research projects/programmes in Forest/Environmental Policy and Law;
- Collection, analysis and management of data in forest and environmental policy and economic;
- Integrate forest and environmental economics in policy and legal processes and activities;
- Contribute to the understanding of forest and environmental degradation impacts on socioeconomic development;
- Assess the role of forest/environmental policy/legal instruments on management and provision of environmental goods and services;
- Participate in development of forest sector policies, legislations and regulations;
- Mainstreaming of some local and international policy and legal instruments to enhance forest/environmental conservation at national, county and ecosystem levels;
- Supervising and mentoring junior staff and students on attachment in Forest/Environmental Policy and Law;
- Producing/publishing technical reports, Policy briefs, extension materials, conference papers and scientific papers in Forest/Environmental Policy and Law;
- Proposal writing to seek for funding and networking from within and outside the Institute;
- Collaborating with other Scientists in the Institute and other partner institutions local, regional and international to implement various interdisciplinary research activities;
- Enhancing visibility of KEFRI nationally, regionally and globally through workshops, conferences, webinars and other relevant platforms; and
- Any other duty as assigned from time to time

### **b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- ii) A Bachelor of Science Degree in Forestry/Environmental Policy and Law, Forestry, Environmental Science, Natural Resource Management or its equivalent from a recognized Institution;
- iii) Master's degree in Forestry/Environmental Policy and Law, Forestry, Environmental Science, Natural Resource Management or its equivalent from a recognized Institution will be added advantage;
- iv) A team player, good in communication and report writing;
- v) Working experience in the same field is an added advantage;
- vi) Valid membership to a relevant professional body will be an added advantage; and
- vii) Certificate in Computer Applications from a recognized institution.

### **3. ASSISTANT LABORATORY TECHNOLOGIST (ANALYTICAL CHEMISTRY):**

#### **KEFRI 9**

##### **a) Duties and Responsibilities**

- Assisting in collecting, preparing, managing and safely disposing samples and specimens;
- Participating in planning and evaluating laboratory services;
- Assisting in carrying out analytical work;
- Assisting in maintaining and preserving specimens and cultures;
- Recording and maintaining experimental data;
- Keeping and maintaining laboratory records;
- Carrying out basic maintenance of laboratory equipment;
- Cleaning laboratory apparatus, equipment and surface;
- Training and supervising students on attachment and staff in the unit;
- Carrying out demonstrations for clients and visitors;
- Carrying out demonstrations of laboratory functions to clients/visitors;
- Maintaining high standards of cleanliness in the laboratory, and
- Any other duty as assigned from time to time.

##### **b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Analytical Chemistry or its equivalent from a recognized institution; and
- iii) Certificate in Computer Applications from a recognised institution.

### **4. ASSISTANT LABORATORY TECHNOLOGIST (MICROBIOLOGY): KEFRI 9**

##### **a) Duties and Responsibilities**

- Assisting in collecting, receiving, preparing, managing and safely disposing of samples and specimens;
- Participating in planning and evaluating laboratory services;
- Preparing and standardizing laboratory reagents and culture media for laboratory analysis and research activities;
- Assisting in maintaining and preserving specimens in a reference database;
- Assisting in carrying out analytical work and record results;
- Setting up experimental plots and record field experimental data;
- Keeping and maintaining laboratory records;
- Carrying out basic maintenance of laboratory equipment;
- Cleaning laboratory apparatus, equipment and surface;
- Undertaking and keep inventory of laboratory equipment, chemicals and reagents;
- Training and supervising students on attachment and staff in the unit;
- Carrying out demonstrations for clients and visitors;
- Maintaining high standards of cleanliness in the laboratory; and
- Any other duty as assigned from time to time.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Applied Biology or its equivalent from a recognized institution; and
- iii) Certificate in Computer Applications from a recognised institution.

**5. ASSISTANT LABORATORY TECHNOLOGIST: (INTEGRATED PEST MANANGEMENT): KEFRI 9**

**a) Duties and Responsibilities**

- Collecting, receiving, preparing, managing and safely disposing of samples and specimens;
- Preparing and standardizing laboratory reagents and culture media for laboratory analysis and research activities;
- Maintaining and preserving specimens in a reference database;
- Carrying out analytical work and record results;
- Setting up experimental plots and record field experimental data
- Keeping laboratory records;
- Maintaining and preserving specimens;
- Carrying out routine standardization and maintenance of laboratory equipment;
- Undertaking and keep inventory of laboratory equipment, chemicals and reagents;
- Training and supervising students on attachment and staff in the unit;
- Carrying out demonstrations for clients and visitors;
- Maintaining high standards of cleanliness in the laboratory;
- Participating in planning and evaluating laboratory services; and
- Any other duty as assigned from time to time.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Tree/Plant Protection or its equivalent from a recognized institution; and
- iii) Certificate in Computer Applications from a recognised institution.

**6. ASSISTANT INFORMATION SCIENTIST: KEFRI 9**

**a) Duties and Responsibilities**

- Preparing Library work programs;
- Providing information services to Library users;
- Enabling Library users to assess the library catalogue;
- Classifying, catalogue, indexing, digitizing and abstracting journal articles;
- Organizing, managing and disseminating information to ensure that library meets the needs of all its users;
- Identifying, selecting and purchasing of information and other research materials in consultation with professionals and researchers;

- Operating Current Awareness Service (CAS);
- Editing of reports, newsletters and other publications;
- Editing records uploaded for the Institute online publication repository; and
- Network library services to ensure resources not available within our library are sourced from other libraries; and
- Any other duty as assigned from time to time.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in any of the following disciplines: -Library Studies, Information Science or other relevant and equivalent from a recognized Institution; and
- iii) Certificate in Computer applications.

**7. LABORATORY TECHNICIAN: KEFRI 11**

**a) Duties and Responsibilities**

- Participating in collecting, preparing, managing and safely disposing samples and specimens;
- Cleaning of the laboratory;
- Cleaning and storing laboratory apparatus and equipment;
- Participating in elementary analytical work;
- Maintaining and preserving specimens and cultures; and
- Any other duty as assigned from time to time.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “D+” (D Plus) or its equivalent qualification from a recognized institution;
- ii) Certificate in Laboratory Technology or its equivalent from a recognized institution; and
- iii) Certificate in Computer Applications from a recognised institution.

**8. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER: KEFRI 5**

**a) Duties and Responsibilities:**

- Providing support in development, implementation and evaluation of Human Resource management policies, plans, strategies, procedures, processes and budgets;
- Planning, monitoring and evaluating the performance of staff;
- Support the Head of Human Resource Management in the recruitment, appointment, placement and deployment of staff in the Institute to ensure that the right candidate is matched to the right job;
- Planning, organizing and supervising work for subordinates and Human Resource Management activities carried out in the various units in the Department to ensure smooth flow of operations;
- Contribute in reviewing and implementing employees terms and conditions of service to ensure that they meet best practice;
- Supervising effective administration of the payroll system;
- Reconciliation of staff compliment and establishment;
- Ensuring preparation and compiling staff deductions done outside the payroll;

- Receive and analyse employee grievances and disciplinary cases, and assist employee in order to find satisfactory solutions to personal problems through counselling;
- Coordinating issues of staff welfare;
- Advising on the effective management of the Human Resource Management Information Systems (HRMIS);
- Managing effective staff separation including pension processing;
- Overseeing the preparation and timely submission of monthly, quarterly and annual reports for the Human Resource Management Department;
- Ensuring effective processing of statutory deductions payments e.g. PAYE, NHIF, Training Levy, etc;
- Ensuring compliance to legal and statutory requirements such as the Institute's and PSCK policies and regulations, HR Acts and legal framework;
- Monitoring the utilization of resources allocated to the Human Resources Management Department;
- Verifying pension claims;
- Coordinating effective staff separation including pension processing;
- Supervising, training and developing staff under him or her;
- Verifying the approval and processing of salary advances and in advance requests; and
- Any other duty as assigned from time to time.

**b) Requirements for Appointment**

- i) At least eight (8) years in relevant work experience and at least three (3) years in supervisory role in public service or private sector;
- ii) Kenya Certificate of Secondary Education (KCSE) minimum aggregate 'C+' (C plus) or its equivalent qualification from a recognized institution;
- iii) Bachelors degree in Human Resource Management or its equivalent qualifications from a recognized institution;
- iv) Masters degree in Human Resource Management or its equivalent equivalent qualification from a recognized institution;
- v) Certified Human Resource Professional (CHRP) from a recognized Institution or Higher National Diploma in Human Resource Management;
- vi) Management course lasting not less than four (4) weeks from a recognized Institution is an added advantage;
- vii) Membership to the Institute of Human Resource Management in good standing or any other relevant recognized professional body;
- viii) Valid Practicing Certificate from the Institute of Human Resource Management;
- ix) Certificate in Computer applications;
- x) Demonstrated merit in work performance; and
- xi) Fulfill the requirements of Chapter Six of the Constitution

**9. CORPORATE COMMUNICATION OFFICER: KEFRI 7**

**a) Duties and Responsibilities**

- Drafting press releases and responding to media inquiries about the Institute;
- Arranging speaking engagements for the Institute's leadership and maintaining contacts within the media;
- Writing marketing materials or coordinating promotional events;
- Media monitoring and maintaining relations with a specific entity like the press, the government, consumers or interest groups representing the Forestry sector;
- Event management and other stakeholder sensitization programs to deepen Forestry sector knowledge;



- Managing Digital & Media Relations including information sharing and invitations for KEFRI events;
- Responding to all queries in respect of KEFRI from general public, media, special interest groups etc;
- Collecting, receiving and communicating information that may inform KEFRI's strategic direction;
- Preparing and submitting weekly, monthly and periodic reports within schedule and up to standard;
- Distributing press releases and media kits;
- Maintaining and regularly update data base and mailing list of all stakeholders;
- Preparing public relations materials to be used in various departmental events;
- Organizing events including press conferences, exhibitions, open days, workshops and fairs;
- Keeping calendars and diarize events (editorial, press conferences, events);
- Proper filing, folioing and maintaining Corporate Communication Department's registry;
- Taking news worthy photos for the Institute's photo gallery;
- compiling, receiving complaints and updating the Institute's complaints register;
- Compiling CSR and publicity reports and preparing proposals for Committee meetings;
- Organizing and execution of Public relations campaigns and events;
- Conducting customer satisfaction surveys; and
- Editing publicity and communication materials as advised.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelors Degree in Public relations, Communications, Journalism or its equivalents from a recognized Institution;
- iii) Valid membership from relevant professional body is an added advantage; and
- iv) Certificate in Computer Applications from a recognised institution.

**10. ACCOUNTANT: KEFRI 7**

**a) Duties and Responsibilities**

- Collecting revenue and banking;
- Preparing expenditure reports based on approved budgets;
- Compiling and verifying records; processing accounting and transaction reports via computerised accounting systems;
- Preparing trial balance;
- Participating in preparation of final accounts;
- Maintaining and updating fixed asset register and safe keeping of invoices, receipts and accounts records;
- Posting cashbooks and undertaking bank reconciliations;
- Accounting for project funds; and
- Any other duty as assigned from time to time.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (C plus) or its equivalent qualification from a recognized institution;
- ii) Bachelor's Degree in Commerce, Business Administration, Business Management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;

- iii) Part II of the Certified Public Accountant of Kenya or its equivalent from a recognized institution is added advantage;
- iv) Membership to a relevant professional body is added advantage; and
- v) Proficiency in computer applications.

## **11. ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER: KEFRI 9**

### **a) Duties and Responsibilities**

- Preparing draft correspondences;
- Reviewing job descriptions and preparing job advertisements;
- Assisting in the recruitment process;
- Organizing Staff induction and on-boarding programs;
- Writing pay change advise and advice accounts section on staff salary changes, transfers, appointments, promotions and increments for timely processing
- Maintaining and update the staff compliment to ensure records of the establishment are kept up to date;
- Processing salaries, allowances, benefits and final dues;
- Updating the HR information systems data;
- Issuing of staff Identity Cards.
- Collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control;
- Undertaking of training needs analysis, projections and developing training programmes;
- Administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- Collating data in relation to HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Occupational, Safety and Health Act;
- Preparing timely statutory returns such as NSSF and NHIF;
- Processing pension elements and other human resource administration matters for retirees and those proceeding on retirement for timely payments;
- Implementing decisions made by the Human Resource Officers to ensure issues raised are addressed and in a timely manner; and
- Any other duty as assigned from time to time.

### **b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma/ Higher Diploma in Human Resource or its equivalent qualification from a recognized institution or its equivalent from a recognized institution;
- iii) Valid membership from relevant professional body is an added advantage; and
- iv) Certificate in Computer Applications from a recognised institution.

## **12. ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER: KEFRI 9**

### **a) Duties and Responsibilities**

- Participating in the annual procurement plan and disposal planning activities;
- Supporting in the preparation and submission of statutory reports;
- Continuously updating the list of registered suppliers;
- Processing purchase requisitions and payment requests ;
- Inventory, stores, and assets management;
- Safe custody of records for procurement and disposal proceedings;
- Conducting contract monitoring and supplier appraisal;
- Implementing KEFRI and e-government procurement procedures; and
- Any other duty assigned from time to time.

### **b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C -” (C Minus) or its equivalent qualification from a recognized institution;
- ii) Diploma in Purchasing and Supplies Management or its equivalent from a recognized Institution;
- iii) Member of professional such as Kenya Institute of Supplies Management (KISM) and Chartered Institute of Purchasing and Supplies (CIPS) in good standing; and
- iv) Certificate in Computer Applications from a recognised institution.

## **13. ASSISTANT INFORMATION COMMUNICATION OFFICER: KEFRI 9**

### **a) Duties and Responsibilities**

- Testing simple computer programs according to instructions and specifications;
- Installing and configuring computer systems;
- Providing user support;
- Repairing and maintaining ICT equipment and associated peripherals;
- Monitoring the performance of ICT equipment;
- Providing support for application systems;
- Identifying and reporting any faults for necessary action;
- Maintaining an up to date equipment register; and
- Any other duty as assigned from time to time.

### **b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C -” (C Minus) or its equivalent qualification from a recognized institution; and
- ii) Diploma in any of the following fields: Information Technology, Computer Science/Engineering or its equivalent from a recognized Institution;

## **14. ASSISTANT ADMINISTRATIVE OFFICER – KEFRI 9**

### **a) Duties and Responsibilities**

- Assisting in managing administrative activities in the duty station;
- Planning and supervising registry;
- Receiving and recording correspondence;

- Sorting and dispatching internal and external correspondence;
- Verifying documents;
- Maintaining files and records;
- Maintaining office equipment;
- Discharging courier services;
- Maintenance of buildings and estate;
- Security of Institute property; and
- Any other duty assigned from time to time.

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (Minus) or its equivalent;
- ii) Diploma in Business Administration or its equivalent from a recognized institution; and
- iii) Certificate in Computer Applications from a recognised institution.

**15. ASSISTANT OFFICE ADMINISTRATOR: KEFRI 9**

**a) Duties and Responsibilities**

- Typing manuscripts and preparing responses to simple routine correspondences;
- Maintaining office diary and protocol;
- Handling telephone calls and appointments;
- Ensuring security of office records, documents and equipment;
- Processing data and manage e-office;
- Operating office equipment;
- Attending to visitors/clients;
- Planning and scheduling meetings;
- Reporting any repair needs in the office;
- Management of office petty cash; and
- Any other duty as may be assigned

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education (KCSE) minimum grade “C-” (Minus) or its equivalent from a recognized institution;
- ii) Certificate in Computer applications; and
- iii) Diploma/ Higher Diploma in Secretarial Studies from a recognized institution;

**OR**

- iv. Have passed the following examinations from the Kenya National Examinations Council (KNEC);
  - Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
  - Shorthand III (100 w.p.m.);
  - Business English III/Communications II;
  - Office Management III/Office Administration and Management III;
  - Secretarial Duties II;
  - Commerce II;

## **16. PLANT OPERATOR: KEFRI 10**

### **a) Duties and Responsibilities**

- Operating, servicing and maintaining plants;
- Identification of mechanical faults for repair;
- Interpreting works requisition and drawings;
- Maintaining cleanliness of the plant;
- Preparing and submitting regular reports on plant assigned;
- Keeping up to date work ticket for the plant; and
- Any other duty as may be assigned.

### **b) Requirements for appointment**

- i) At least 4 years relevant work experience;
- ii) Kenya Certificate of Secondary Education (KCSE) minimum grade D (plain) or its equivalent from a recognized institution;
- iii) Government Trade Test Certificate Grade III in the respective craft; and
- iv) Certificate in Computer applications; and
- v) Clearance certificate from the National Police Service.

### **OR**

- i) Minimum of KCSE D+ (Plus) or its equivalent from a recognized Institution and Government Trade Test Certificate Grade III in the respective craft;
- ii) Certificate in Computer applications; and
- iii) Clearance certificate from the National Police Service.

## **17. ARTISAN (PLUMBER), KEFRI GRADE 11**

### **a) Duties and Responsibilities**

- Repairing and maintaining water supply and drainage systems;
- Ensuring continuous water supply;
- Carrying out routine checks for repairs and maintenance of water and drainage systems;
- Operating borehole pumps;
- Keeping good custody of plumbing tools and equipment;
- Monitoring and regulating usage of water;
- Undertaking meter installations and readings
- Interpreting of works; requisition and drawings;
- Preparation of applicable Bill of Quantities; and
- Any other duty as may be assigned from time to time.

### **b) Requirements for appointment**

- i) At least four (4) years relevant experience;
- ii) Minimum KCSE D (plain) or its equivalent from a recognised Institution;
- iii) Government Trade Test Certificate Grade III in the respective craft; and
- iv) Certificate in Computer applications.

## **18. ARTISAN (ELECTRICIAN), KEFRI GRADE 11**

### **a) Duties and Responsibilities**

- Repairing and maintaining electrical works and equipment;
- Ensuring continuous electrical power supply;
- Carrying out routine checks on electrical works and equipment;
- Interpreting drawings;
- Undertaking wiring of buildings;
- Checking electrical bills;
- Liaising with Kenya Power and Lighting Company on power issues.
- Preparation of Bill of Quantities; and
- Any other duty as may be assigned from time to time.

### **b) Requirements for appointment**

- i. At least four (4) years relevant experience;
- ii. Minimum KCSE D (plain) or its equivalent from a recognized Institution;
- iii. Government Trade Test Certificate Grade III in the respective craft; and
- iv. Certificate in Computer applications.