

Approved  
17/10/22



**KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)**  
**Advert for Vacant Positions**

**1. Seed/Plant Health Inspector - Grade KEPHIS 6 (12 positions) - Ref: VA/1/10/2022**

**a) Job Specification**

Duties and Responsibilities: -

- i. Conducting pest risk analysis of plants, plant products, other regulated articles and biological articles and control agents, pest listing, reviewing and updating plant import requirements and issuance of plant import permits;
- ii. Verification of applications by new clients and conducting audits/inspection of facilities before registration;
- iii. Carrying out inspection of imported seed, plants, plant products and other regulated articles or those intended for export at official entry points and issuance of phytosanitary certificates;
- iv. Undertaking farm/facility audits/inspection of plants, plant products and other regulated articles destined for export;
- v. Undertaking seed certification activities including field inspection, sampling, post certification surveys and post control;
- vi. Undertake training, assessment and audit of private persons undertaking authorized activities on behalf of KEPHIS;
- vii. Undertaking National Performance Trials and Distinctness Uniformity and Stability trials;
- viii. Processing and examining applications for Plant Variety Protection and recommending grants of plant breeder's rights;
- ix. Implementing plant quarantine control and conducting pest surveillance, monitoring, emergency response, farmer advisory and reporting of new pests;
- x. Planning and execution of seedling nursery certification inspections to ensure timely audit of seedling nurseries and availability of clean seedlings;
- xi. Undertake national, regional and international trade relations;
- xii. Conducting inspection of bio-containment facilities, GMO approved activities and other facilities for compliance with phytosanitary and biosecurity requirements;

*[Signature]*



- xiii. Conducting market surveillance for GMO, biological products;
- xiv. Participating in activities for maintaining border security together with other government agencies by implementing various border surveillance strategies;
- xv. Supporting development and implementation of training programs and curriculum on seed, phytosanitary, NPT and DUS matters for capacity building of KEPHIS technical staff and stakeholders to enhance staff competence and efficiency in service delivery;
- xvi. Participating in audits conducted by importing countries to ensure market access and bilateral negotiations and agreement drafting;
- xvii. Monitoring of databases for information security and accuracy and participate in review and updating of electronic systems;
- xviii. Participate in development of regulations and policies on plant health matters, seed certification and PVP to ensure proper regulatory framework;
- xix. Participate in standards setting activities at national and international levels;
- xx. Ensure management of WTO-SPS enquiry points for plant health to track notifications which have bearing on Kenya trade;
- xxi. Participate in activities to address phytosanitary, seed certification & PVP non-compliances for enhanced compliance;
- xxii. Participation in stakeholder activities at national and county level to sensitize them on seed and phytosanitary certification and plant variety protection issues;
- xxiii. Participate in research activities towards strengthening seed, phytosanitary and plant variety protection regulation and bridging gaps in missing data;
- xxiv. Participating in implementation and maintenance of Quality Management Systems (ISO 9001:2015, ISO/IEC 27001:2013) for delivery of quality services and trade facilitation; and
- xxv. Participate in training, monitoring and audit of persons authorized to undertake certain activities on behalf of KEPHIS.

#### **b) Person Specification**

For appointment to this grade a candidate must have: -

- i. Bachelor of Science in agriculture, biotechnology, entomology, crop protection, molecular biology, microbiology, Seed science, Horticulture, Agronomy, Botany or its equivalent from a university recognized in Kenya; and
- ii. Meets the provisions of Chapter Six (6) of the Constitution of Kenya.



**c) Skills**

- i. Proficiency in computer applications. Literacy in statistical packages will be an added advantage;
- ii. Excellent problem-solving skills;
- iii. Communication skills;
- iv. Creativity;
- v. Data analysis skills;
- vi. Analytical skills;
- vii. Report writing and presentation skills; and
- viii. Team player.

**d) Competencies**

- i. Ability to work independently;
- ii. Ability to make decisions independently
- iii. Work well under pressure and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated knowledge in international standards and Quality Management Systems; and
- vi. Demonstrated outstanding professional competence.

**2. Legal Officer - Grade KEPHIS 6 (1 position) - Ref: VA/2/10/2022**

**a) Job Specification**

Duties and Responsibilities: -

- i. Preparing legal briefs on case files;
- ii. Drafting of agreements, contracts, leases and maintaining records of such transactions;
- iii. Liaising with external legal counsel on legal matters affecting the Corporation;
- iv. Verifying all contracts, agreements, leases in which the Corporation enters into to ensure compliance;
- v. Undertaking research on assigned legal issues;
- vi. Vetting and verification of documents before execution by authorized representatives of the Corporation;
- vii. Preparing witnesses and the evidence as well as presenting the same in court while keeping an updated record of all court cases;
- viii. Collaborating and corresponding with external advocates on all pending court cases;
- ix. Attending to internal company queries of legal nature in the facilitation of normal business;
- x. Responding to inquiries regarding specific case files;

~~COA~~



- xi. Initiating payment of legal fees for external lawyers;
- xii. Undertake the legal review of legislative framework of KEPHIS;
- xiii. Ensuring proper documentation of all legal Documents; and
- xiv. Attending court hearings where the Corporation is an interested party.

#### **b) Person Specification**

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

- i. Bachelor's Degree in Law from a university recognized in Kenya; Post Graduate Diploma in Law;
- ii. Advocate of the High Court of Kenya;
- iii. Current Practicing Certificate;
- iv. Membership to Law Society of Kenya;
- v. Membership to the Institute of Certified Secretaries;
- vi. Proficiency in ICT;
- vii. Interpersonal, communication and analytical skills;
- viii. Knowledge of public service regulations and procedures;
- ix. Be a team player, high degree of integrity, self-driven, honest and ability to work independently and meet deadlines;
- x. Be conversant with laws of the country and the common practice of the field;
- xi. Computer literacy and proficiency in Microsoft office packages;
- xii. Problem solving skills;
- xiii. Good communication, data analysis, report writing and presentation skills; and
- xiv. Compliance with chapter six of the constitution.

#### **c) Skills**

- i. Technical skills;
- ii. Drafting skills
- iii. Planning skills;
- iv. Reporting skills;
- v. Interpersonal relationship skills;
- vi. Communication skills;
- vii. Problem solving skills;
- viii. Computer literacy and proficiency skills; and
- ix. Data analysis and presentation skills.

#### **d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task;
- iv. An understanding of the planning process from start to completion;



- v. Experience using IT systems including database management; and
- vi. Excellent administrative capabilities.

### **3. Internal Auditor - Grade KEPHIS 6 (1 position) - Ref: VA/3/10/2022**

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

Duties and responsibilities: -

- i. Preparing audit test procedures, notifications and request for information memos;
- ii. Conducting preliminary reviews of the areas to be audited;
- iii. Carrying out audit tests on internal controls in all processes;
- iv. Ensuring that the audit working and paper files are complete and well referenced;
- v. Preparing draft audit reports; and
- vi. Drafting risk-based audit plans, programmes and schedules.

#### **b) Persons Specification**

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

- i. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- ii. Be proficient in computer applications; and
- iii. Fulfil the requirements of Chapter Six of the Constitution.

#### **c) Skills**

- i. Communication skills;
- ii. Keen to details; and
- iii. Analytical skills.

#### **d) Competencies**

- i. Can work well under pressure and prioritize work; and
- ii. Ability to work in team.

### **4. Accountant - Grade KEPHIS 6 (1 position) - Ref: VA/4/10/2022**

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

Duties and Responsibilities:

- i. Maintaining registers of fixed assets, and debtors;
- ii. Collecting and compiling information required in the budgetary process;
- iii. Processing and paying taxes;
- iv. Compiling and processing accounting statistics;
- v. Verifying cashbook, payment and surrender vouchers;



- vi. Supervising receipting;
- vii. Reviewing of the monthly staff payroll journals
- viii. Preparation of all transfer letters for submission to the bank to effect payments;
- ix. Preparation of bank reconciliations, cash flow statements and monthly reports;
- x. Reconciliation of ledger control accounts;
- xi. Reconciliation of debtors' ledger accounts;
- xii. Preparation of Audit supporting schedules for audit purposes; and
- xiii. Facilitating internal and external audit exercises.

#### **b) Person Specification**

For appointment to this grade a candidate must have:

- i. Bachelor Degree in Commerce (Accounting option), or be in possession of a degree from a university recognized in Kenya majoring in fields relevant to the Accounting Function such as Finance and Economics;
- ii. CPA II/ACCA II or an equivalent accounting qualification from an institution recognized in Kenya; and
- iii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

#### **c) Skills**

- i. Proficiency in computer applications;
- ii. Communication Skills;
- iii. Analytical Skills; and
- iv. Keen to details.

#### **d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Demonstrated results in work performance;
- v. Demonstrated ability to implement Quality Management Systems; and
- vi. A track-record of excellent time management skills.

### **5. Office Administrator Grade KEPHIS 6 (1 position) - Ref: VA/5/10/2022**

#### **a) Job specification**

Duties and Responsibilities:

- i. Typing from manuscripts; processing data;
- ii. Operating office equipment;



- iii. Ensuring security of office equipment, documents and records; attending to visitors/clients;
- iv. Reserving appointments and maintaining office diary;
- v. Handling telephone calls; and
- vi. Ensuring good office layout.

#### **b) Person specification**

For appointment to this grade a candidate must have:

- i. Relevant degree (Public Administration, Business Administration, Office administration) from a university recognized in Kenya;
- ii. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- iii. Fluency in both oral and written English and Kiswahili;
- iv. Excellent interpersonal skills and integrity;
- v. Computer literacy with typing speed of 50wpm; and
- vi. Compliance requirements of Chapter 6 of the Constitution of Kenya.

#### **c) Skills**

- i. Proficiency in computer applications;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Report writing skills;
- v. Negotiation skills; and
- vi. Problem solving skills.

#### **d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Demonstrated ability to implement Quality Management Systems.

### **6. Records Management Officer - Grade KEPHIS 6 (4 positions) - Ref: VA/6/10/2022**

#### **a) Job specification**

Duties and responsibilities:

- i. Preparing indexes, classified descriptive lists, location guides and inventory lists;
- ii. Coordinating the receiving, sorting, opening and dispatching of mails or related registers;
- ii. Ensuring security of information, documents, files and office equipment;
- iii. Coordinating maintenance of files, records and registry;





- i. Initiating appraisal and disposal of files and documents;
- ii. Advising on care, preservation and control of records;
- iii. Preparing temporary value records for off-site storage;
- iv. Creating and maintaining databases for control and retrieval of records;
- v. Ensuring pending correspondence and bring-ups are checked and appropriate action is taken;
- vi. Appraising and disposing files and documents in liaison with National Archives and Documentation Services;
- vii. Ensuring proper storage, custody and preservation of archives.

#### **b) Person Specification**

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

- i. Bachelor's Degree in any of the following field: Library and Information Science, or Records and Information Technology or its equivalent qualification from a recognized institution; and
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

#### **c) Skills**

- i. Communication skills
- ii. Administrative skills
- iii. Organizational skills

#### **d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work;
- iv. Experience in document indexing;
- v. Demonstrated experience in Filing; and
- vi. Demonstrated results in work performance

### **7. Accounts Assistant - Grade KEPHIS 8 (1 position) - Ref: VA/7/10/2022**

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

Duties and Responsibilities:

- i. Assist in Preparing vouchers and committal documents in accordance with the laid down rules and regulations;
- ii. Assist in undertaking primary data entry;
- iii. Assist in Filing accounting documents;
- iv. Assist in preparing simple financial reports;
- v. Assist in preparing invoices;





- vi. Cheque writing; and
- vii. Receipting.

**b) Person Specification**

For appointment to this grade a candidate must have: -

- i. Accounting Technician Diploma (ATD) or Certified Public accountant (CPA) Part 1; and
- ii. Meets the provisions of the Chapter Six (6) of the Constitution of Kenya.

**c) Skills**

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

**d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team; and
- iii. Ability to multi-task and prioritize work.

**8. Assistant Office Administrator - Grade KEPHIS 8 (2 positions) - Ref: VA/8/10/2022**

**a) Job Specification**

Duties and Responsibilities:

- i. Checking and recording status of the files;
- ii. Completing and filing annual returns;
- iii. Updating annual returns diaries;
- iv. Scanning filed documents and saving in respective folders starting from current;
- v. Filing documents in respective files;
- vi. Filing and keeping filing cabinet in good order;
- vii. Other work as assigned by the supervisor Operate office equipment to necessitate work performance;
- viii. Security of office records, documents and equipment to avoid misuse and mishandling;
- ix. Photocopying and scanning of documents to enable use by relevant officers, electronic transmission and storage;
- x. Handle telephone calls and appointments to enhance relaying of information to clients;
- xi. Maintaining office cleanliness to ensure that there is a conducive working environment;
- xii. Attending to visitors/clients for efficient service delivery and feedback; and



- xiii. Drafting of routine correspondence to ensure that feedback is relayed to clients.

**b) Person Specification**

For appointment to this grade a candidate must have: -

- i. Diploma in secretarial studies preferably KNEC from an institution recognized in Kenya;
- ii. Fluency in both oral and written English and Kiswahili;
- iii. Excellent interpersonal skills and integrity;
- iv. Computer literacy with typing speed of 50 wpm; and
- v. Compliance requirements of Chapter 6 of the Constitution of Kenya.

**c) Skills**

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details.

**d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team; and
- iii. Ability to multi-task and prioritize work.

**9. Driver - Grade KEPHIS 9 (10 positions) - Ref: VA/9/10/2022**

**a) Job Specification**

Duties and Responsibilities:

- i. Transport authorized persons for official duties;
- ii. Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;
- iii. Responsible for the day to day maintenance of the assigned vehicle - check oil level, water, coolant, battery and tyres;
- iv. Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;
- v. Log official trips as per government procedure and policies including mileage, consumption and route;
- vi. Ensure vehicle documents are current including display of insurance cover at all times observe traffic rules and regulations;
- vii. Maintain confidentiality of passenger conversations /discussions; and
- viii. Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.





### **b) Person specification**

For appointment to this grade a candidate must have:

- i. KCSE certificate D or its KNEC accepted equivalent;
- ii. Clean driving license free from any endorsement;
- iii. Adequate knowledge of the Highway Code;
- iv. Government Trade test III;
- v. Have knowledge of driving rules and conversant with road security code;
- vi. Have a valid certificate of good conduct from Kenya Police renewable every two years;
- vii. Passed suitability Drivers Grade test III;
- viii. Basic knowledge in minor vehicle repairs and maintenance;
- ix. Capable of defensive driving;
- x. Defensive driver's license from the Automobile Association of Kenya or a recognized institution;
- xi. First aid certificate from a recognized institution;
- xii. Minimum four years' driving experience (Class B, C and E);
- xiii. Interpersonal and communication skills; and
- xiv. Compliance with Chapter 6 of the Constitution of Kenya.

### **c) Skills**

- i. Proficiency in computer applications;
- ii. Communication skills; and
- iii. Analytical skills and keen to details

### **d) Competencies**

- i. Ability to work under pressure;
- ii. Ability to work independently and in a team;
- iii. Ability to multi-task and prioritize work; and
- iv. Defensive driving skills.

## **10. Office Assistant (Support Staff) – Grade KEPHIS 10 (10 position) - Ref: VA/10/10/2022**

### **a) Job specification**

Duties and Responsibilities:

- i. General Cleaning;
- ii. Messengerial duties;
- iii. Other routine work as may be assigned;
- iv. Farm activities; and
- v. Technical duties as may be assigned.



## **b) Person specification**

For appointment to this grade a candidate must have: -

- i. KCSE certificate Grade D+ (plus) or its KNEC accepted equivalent; and
- ii. Compliance with Chapter 6 of the Constitution of Kenya.

Interested and qualified individuals are hereby invited to submit their application letter, Curriculum Vitae, certified copies of the relevant certificates & transcripts and National ID card to the Managing Director - KEPHIS by **15<sup>th</sup> November, 2022** at **5.00 p.m.**

The applications can be submitted in **any** of the following ways;

- (i) Hard copy applications should be channeled to the address below, clearly indicating the vacancy number on the envelop. The same can either be sent by post or hand delivery to KEPHIS Headquarters at Ooloolua Ridge, Karen;

**The Managing Director  
Kenya Plant Health Inspectorate Service (KEPHIS)  
P.O Box 49592-00100  
NAIROBI, KENYA**

- (ii) Soft copy applications can be sent through [applications@kephis.org](mailto:applications@kephis.org)  
The vacancy number should be clearly indicated on the subject.

***KEPHIS is an equal opportunity employer. Potential candidates from marginalized communities and persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted.***

Shortlisted candidates will be required to avail their original and certified copies of the relevant certificates & transcripts and original national identity card during the interview.

Successful candidates will be required to submit clearance certificates from KRA; HELB; EACC; Credit Reference Bureau and Kenya Police as per chapter six of the Constitution.

**PROF. THEOPHILUS M. MUTUI (PH.D)  
MANAGING DIRECTOR**

