

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

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| Job Title: | District Production Officer |
| Salary Scale: | U1E |
| Responsible To: | Chief Administrative Officer |
| Responsible For: | Principal Agricultural Officer, Principal Veterinary Officer, Principal Fisheries Officer, Principal Entomologist. |

Job purpose:

To plan, organize, coordinate, advise, manage, supervise, quality assure and monitor the programmes and activities of Production and Marketing Department to ensure effective provision of services for increased production and productivity, nutrition and food security, household incomes and exports.

Key Functions

- ensuring the implementation of Government production policies, regulations and programmes.
- Coordinating the formulation and development of the production strategic Action Plan and monitoring its effective implementation.
- Facilitating and ensuring the delivery of farming production marketing extension services to the producers in the District.
- Strengthening linkages between research, extension, farmers and other stakeholders along the value chains.
- Ensuring strong technical linkages with the Ministry of Agriculture, Animal Industry and Fisheries.
- Guiding and advising the District Council members on production issues and programmes.
- Ensuring the detection and control of pests, vermin and animal epidemics in the district.
- Identifying, procuring and disseminating appropriate production technologies to the District Producers.

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- identifying market potentials and advising the producers appropriately.
- Ensuring proper management of production facilities in the district through inspection, repairs and redevelopment.
- providing farmers with technical advice on the use of chemicals and pesticides.
- Collecting, compiling and analyzing data on production issues and disseminating, it to end users.

- Promoting information on village micro-financing, Projects and Institutions in the district.
- coordinating the pluralistic agricultural extension service delivery where all Non State Actors are mobilized and involved.
- Certifying, registering and maintaining an inventory agricultural extension service providers.
- Ensure registration and maintaining farmer registers at all times.
- Conduct needs assessment and designing capacity building plans for extension staff and farmers.

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- Promoting agribusiness services, post-harvest handling and value addition technologies.
- Provide leadership in the development of work plans and budgets for the Production Department.

PERSON SPECIFICATIONS

- A Honours Bachelor of Science Degree in Agriculture, Veterinary, Fisheries, Animal Husbandry/Production, Botany and Zoology, Biological Sciences, Agriculture and Rural Innovations and Agribusiness plus Post Graduate qualification in any of the above disciplines.
- A post Graduate qualification in Management or Public Administration from recognized institution will be an added advantage.
- At least 9 years of experience in field operations of which three should be at Principal Officer Level.
- Should have communication, mobilization and team work, leadership and managerial skills.
- Should have interpersonal skills and be capable of coaching and developing subordinates.
- A good understanding of principles and practice of community based rural development and participatory methods and approaches.
- A strong knowledge of rural development dimensions of rural poverty and gender concerns.
- Demonstrated, administrative and management skills including an understanding of the decentralization policy and operations.

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CROP DIVISION

District Level

| | |
|-------------------------|---|
| Job title: | Principal Agricultural Officer |
| Salary scale: | U2SC |
| Responsible to: | District Production Officer |
| Responsible for: | Senior Agricultural Officer Senior Agricultural Engineer (Water for Production) |

Job purpose: To plan, organize, coordinate, manage and monitor the crop sub sector programmes and activities of the District and ensure adequate and high quality services for increased production of crops for food and nutrition security, income and exports.

Key Functions

1. Develop and implement plans, budgets and programs for crop sub sector.
2. Provide linkage, information flow and collaboration with MAAIF in general and the Directorate of Crop Resources in particular.
3. Promote dissemination of improved planting materials, postharvest handling and processing technologies.
4. Maintain and regularly update farmer's register
5. Promote farmer institutional development
6. Promote agribusiness services
7. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
8. Coordinate all activities related to the crop sub-sector in the district
9. Provide technical guidance to the district during planning regarding the crop sub-sector.
10. Provide quality assurance and auditing of all service providers in the crop sub-sector.

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11. Ensure control of crop diseases, weeds and pests.
12. Ensure inspection and certification of crops and crop products.
13. Collaborate with stakeholders on generation, dissemination and adoption of new crop technologies and commercialization of the sub sector.
14. Maintain a data bank on production, processing and marketing in the crop sub-sector and disseminate information to the stakeholders.
15. Support Public Private Partnership that promote value addition chains in the crop subsector.
16. Collaborate with the meteorological department to provide updates on weather forecast in the district.
17. Prepare and disseminate reports to the district, MAAIF and other stakeholders.

Person specifications

- Hons Bachelor of Science Degree in Agriculture, Land Use and Management, Agribusiness, Agriculture and Rural Innovations, Agricultural Extension plus a Post Graduate Qualification in any of the Agriculture related disciplines from recognized institution.
- Experience of at least 6 years, three of which must be at senior level in a reputable organization.
- Should be computer literate.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization, team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.
- Should have the ability to coach, develop and motivate subordinate staff effectively.

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|-------------------------|------------------------------------|
| Job title: | Senior Agricultural Officer |
| Salary scale: | U3SC |
| Responsible to: | Principal Agricultural Officer |
| Responsible for: | Agricultural Officer |

Key Functions

1. Implement plans and programmes in the crop sub-sector.
2. Promote adoption of improved crop production technologies.
3. Identify and report crop pests, weeds and disease outbreaks.
4. Supervise plant clinics, including collecting and sending samples to referral laboratories.
5. Collect, collate, analyse and disseminate data on crop sub sector.
6. Enforce quarantine measures in the crop sub sector.
7. Support crop inspection and certification activities in the district.
8. Build capacity of staff and other stakeholders on delivery of crop sub sector services.
9. Promote primary processing technologies to develop cottage industries in the district.
10. Prepare and disseminate reports to the district, MAAIF and other stakeholders

Person specifications

- Hons Bachelor of Science in Agriculture, Land Use and Management, Agribusiness, Agriculture and Rural Innovations, Agricultural Extension
- Post Graduate Training in agriculture field will be an added advantage.
- Experience of at least 3 years as Agricultural Officer in delivery of agricultural services in a reputable organization.

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Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization and team work, leadership and managerial skills

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| Job title: | Senior Agricultural Engineer (Water for Agricultural Production) |
| Salary scale: | U3SC |
| Responsible to: | Principal Agricultural Officer |

Key Functions

1. Implement plans and programmes for water for agricultural production.
2. Promote appropriate water for agricultural production technologies for improved agricultural production.
3. Collect, collate, analyse and disseminate data on water for agricultural production facilities.
4. Build capacity of staff and water user associations at community level on the management and maintenance of water facilities and structures.
5. Promote agricultural mechanization including animal traction, farm machinery and post-harvest technologies.
6. Provide technical guidance on water for agricultural production including construction of water reservoirs and irrigation technologies.
7. Carry out monitoring of soil characteristics and management of facilities for water for agricultural production.
8. Collaborate and network with the other stakeholders to provide appropriate water for agricultural production technologies in the district.
9. Prepare and disseminate reports to the district, MAAIF and other stakeholders

Person specifications

- Hons Bachelor of Science in either Agricultural Engineering/Irrigation Engineering/mechanical engineering or hydrology from a recognized institution.
- Post Graduate Training in any of the above field will be an added advantage.

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- Experience of at least 3 years in water for agricultural production in a reputable organisation.

Key competencies

- Knowledge on national and international protocols and conventions governing agricultural engineering, soil science and water for agricultural production.
- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches community development.
- Should have communication, mobilization and team work, leadership and managerial skills

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Job title: **Agricultural Engineer (Water for Agricultural Production)**

Salary scale: U4SC

Responsible to: Principal Agricultural Officer

Key Functions

1. Implement plans and programmes for water for agricultural production.
2. Promote appropriate water for agricultural production technologies for improved agricultural production.
3. Collect, collate, analyse and disseminate data on water for agricultural production facilities.
- 4.** Build capacity of staff and water user associations at community level on the management and maintenance of water facilities and structures.
5. Promote agricultural mechanization including animal traction, farm machinery and post-harvest technologies.
6. Provide technical guidance on water for agricultural production including construction of water reservoirs and irrigation technologies.
7. Carry out monitoring of soil characteristics and management of facilities for water for agricultural production.
8. Collaborate and network with the other stakeholders to provide appropriate water for agricultural production technologies in the district.
9. Prepare and disseminate reports to the district, MAAIF and other stakeholders

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Person specifications

- Honours Bachelor of Science in either Agricultural Engineering/Irrigation Engineering/mechanical engineering or hydrology from a recognized institution.

Key competencies

- Knowledge on national and international protocols and conventions governing agricultural engineering, soil science and water for agricultural production.
- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches community development.
- Should have communication, mobilization and team work, leadership and managerial skills

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

SUB COUNTY LEVEL

| | |
|-------------------------|--------------------------------|
| Job Title: | Agricultural Officer |
| Salary scale: | U4SC |
| Reports to: | Senior Assistant Secretary |
| Responsible for: | Assistant Agricultural Officer |

Key Functions

1. Guide Policy and Planning in the Sub-County.
2. Disseminate early warning information in cropping and climate mitigation.
3. Create awareness and enforcement of crop laws, regulations and standards through inspection, issuance of permits and certificates for inputs and plant products
4. Responding to the following pest and disease outbreaks tasks:-
 - i) Active of crop pest and disease Surveillance. i.e., collection of various samples for Disease Investigations and map out distribution pattern.
 - ii) Prompt reporting and control of diseases, pest and weeds outbreaks such Banana Bacterial wilt, coffee wilt, cassava brown streak, striga etc through quarantine measures, application of Agrochemicals and physical means.
 - iii) Collaborate with neighboring Sub-Counties in pest and disease prevention, control and eradication.
5. Guide on sustainable agricultural production/use of natural resource.
6. Enforcement of standards and quality assurance of services and products.
7. Management and Promotion of adaptive research and improved crop production technologies respectively.
8. Build capacity of service providers/extension staff on crop production technologies and service provision.
9. Maintain and regularly update farmer's register
10. Promote farmer institutional development

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11. Promote agribusiness services
12. Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders
13. Prepare and disseminate reports to relevant stakeholders

Person specifications

An Honors Bachelor's Degree in Agriculture, Land Use and Management, Agribusiness, Agriculture and Rural Innovations, Agricultural Extension from recognized institution.

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| Job Title: | Assistant Agricultural Officer |
| Salary Scale: | U5SC |
| Reports to: | Agricultural Officer |

Functions of Assistant Agricultural Officer

1. Assist the Agriculture Officer in the delivery of crop services in the Sub-county i.e. Crop pest and diseases surveillance, outbreak investigation, sample collection.
2. Manage plant health clinics for detection, identification and prescription of control.
3. Mobilize farmers for participate for control of crop pests and disease epidemics
4. Participate in ensuring quality assurance agro input(fertilizers, chemicals, seed and planting materials)
5. Collect crop related data.
6. Maintain record of movement of plant materials and products.
7. Prepare and submit reports to the Agriculture Officer.

Person specifications

A Diploma in either Agriculture, or Crop Science from recognized institution.

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Entomology Division

District Level

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|-------------------------|---|
| Job Title: | Principal Entomologist |
| Salary scale: | U2SC |
| Reports to: | District Production Officer |
| Responsible for: | Senior Entomologist Vermin Control Officer |

Job purpose: To plan, organize, coordinate, manage and monitor the entomology sub sector programmes and activities of the District and ensure adequate and high quality entomological services for food and nutrition security, income and exports.

Key Functions

1. Develop and implement plans and budgets, regarding the entomology activities in the district.
2. Coordinate all activities related to the productive entomology and vector/vermin and tsetse control.
3. Provide linkage, information flow and collaboration with MAAIF in general and the Directorate of Animal Resources in particular.
4. Prevent, control and eradicate tsetse flies, nuisance biting flies, ticks, vectors and vermin.
5. Monitor tsetse flies, nuisance biting flies, ticks, vectors and vermin out break and prevalence in the District.
6. Build capacity of technical staff at the Local Governments on entomological activities.
7. Enforce standards and regulations on apiculture and sericulture development.
8. Undertake inspection and certification to promote trade in honey and bee products, sericulture products and by- products.
9. Maintain and regularly update farmer's register
10. Promote farmer institutional development
11. Promote agribusiness services

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12. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
13. Maintain entomology data bank and disseminate to various stakeholders.
14. Carry out quality assurance and auditing of delivery of productive entomology and sericulture in the district.
15. Collaborate with stakeholders on generation, dissemination and adoption of entomological technologies.
16. Support public private partnership for value addition for productive entomology value chains.
17. Monitor and evaluate the performance of the entomology services in the District.
18. Prepare and disseminate reports to the district, MAAIF and other stakeholders.

Person specifications

- Honors Bachelor of Science Degree in Zoology, with special option in applied entomology and/or applied Parasitology plus Post Graduate Qualification in the same field from a recognized institution.
- Experience of at least 6 years, three of which must be at senior level in a reputable organization.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization, team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.
- Should have the ability to coach, develop and motivate subordinate staff effectively.

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|-------------------------|----------------------------|
| Job Title: | Senior Entomologist |
| Salary scale: | U3SC |
| Reports to: | Principal Entomologist |
| Responsible for: | Entomologist |

Key Functions

1. Implement plans and programmes regarding entomology activities in the district.
2. Carry out activities related to the productive entomology and control vector/vermin and tsetse flies.
3. Participate in prevention, control and eradication of tsetse flies, nuisance biting flies, ticks, vectors and vermin.
4. Participate in surveillance and monitoring of tsetse flies, nuisance biting flies, ticks, vectors and vermin out breaks and prevalence in the District.
5. Build capacity of technical staff at the Local Governments on entomological activities.
6. Participate in enforcement of standards and regulations on apiculture and sericulture development.
7. Participate in inspection and certification to promote trade in honey and bee products, sericulture products and by- products.
8. Collect, collate, analyse and disseminate data on entomology production and development.
9. Participate in quality assurance and auditing of delivery of productive entomology enterprises in the district.
10. Support public private partnership for value addition for productive entomology value chains.
11. Participate in monitoring and evaluation of the performance of the entomology services in the District.
12. Mobilize and sensitize the community to participate in productive entomology, tsetse and vector/vermin control activities.
13. Prepare and disseminate reports to the head of division.
14. Maintain and regularly update farmer's register
15. Promote farmer institutional development
16. Promote agribusiness services

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17. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders

Person specifications

- Honors Bachelor of Science Degree in Zoology, with special option in applied entomology and/or applied Parasitology from a recognized institution.
- Experience of at least 3 years in delivery of entomological services in a reputable organization.
- Post Graduate Training in disciplines related to entomology will be an added advantage.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization, team work, leadership and managerial skills.

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| Job Title: | Vermin Control Officer |
| Salary scale: | U4SC |
| Reports to: | Senior Entomologist |

Key Functions

1. Implement plans and programmes regarding vermin control activities in the district.
2. Carry out activities related to the control of vermin.
3. Participate in prevention, control and eradication of vermin.
4. Participate in surveillance and monitoring of vermin prevalence in the District.
5. Build capacity of technical staff and communities on vermin control activities.
6. Collect, collate, analyse and disseminate data on vermin prevalence in the District.
7. Support public private partnership interventions in vermin control.
8. Participate in monitoring and evaluation of the vermin control activities in the District.
9. Mobilize and sensitize the community to participate in vermin control activities.
10. Prepare and disseminate reports to the head of division.

Person specifications

- Honors Bachelor of Science Degree in Zoology, with special option in applied entomology and/or applied Parasitology from a recognized institution.

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Fisheries Division

District Level

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|-------------------------|---|
| Job Title: | Principal Fisheries Officer |
| Salary scale: | U2SC |
| Reports to: | District Production Officer |
| Responsible for: | Senior Fisheries Officer Fisheries Officer (aquaculture) |

Job purpose:

To plan, organize, coordinate, manage and monitor the fisheries sub sector programmes and activities of the District and ensure adequate and high quality services for sustainable fish production for food and nutrition security, income and exports.

Key Functions

1. Develop and implement plans, budgets and programs for fisheries sub sector.
2. Provide linkage, information flow and collaboration with MAAIF in general and the Directorate of Fisheries Resources in particular.
3. Promote dissemination of improved stocking materials, postharvest handling and processing technologies.
4. Coordinate all activities related to the fisheries sub-sector in the district
5. Provide technical guidance to the district during planning regarding the fisheries sub-sector.
6. Provide quality assurance and auditing of all service providers in the fisheries sub-sector.
7. Ensure control of fish diseases, aquatic weeds and pests.
8. Ensure inspection and certification of fish and fish products, vessel and vehicles transporting fish and fish products.
9. Build capacity of staff and other stakeholders on delivery of fisheries sub sector services.

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10. Collaborate with stakeholders on generation, dissemination and adoption of new fishing technologies and commercialization of the sub sector.
11. Maintain a data bank on production, processing and marketing in the fisheries sub-sector and disseminate information to the stakeholders.
12. Support Public Private Partnership that promote value addition chains in the fisheries subsector.
13. Coordinate all activities beach management units in the district.
14. Maintain and regularly update farmer's register
15. Promote farmer institutional development
16. Promote agribusiness services
17. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
18. Ensure enforcement of legislations and standards.
19. Carry out registration and licensing of boats, dealers in fishing equipment and fish traders.
20. Prepare and disseminate reports to the district, MAAIF and other stakeholders.

Person specifications

- Honors Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences plus Post Graduate Qualification in Fisheries related disciplines from recognized institution.
- Experience of at least 6 years, three of which must be at senior level in a reputable organization.

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Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization and team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.
- Should have the ability to coach, develop and motivate subordinate staff effectively.

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

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| Job Title: | Senior Fisheries Officer |
| Salary scale: | U3SC |
| Reports to: | Principal Fisheries Officer |
| Responsible for: | Fisheries Officer Fisheries Officer (Aquaculture) |

Key Functions

1. Implement plans and programmes in the fisheries sub-sector.
2. Promote adoption of improved fish production and development technologies.
3. Identify and report fish pests, aquatic weeds and disease outbreaks.
4. Supervise fisheries establishments including collecting and sending samples to referral laboratories.
5. Collect, collate, analyse and disseminate data on fisheries sub sector.
6. Conduct monitoring, control and surveillance in the fisheries sub sector in the district.
7. Support fish inspection and certification activities in the district.
8. Build capacity of staff and other stakeholders on delivery of fisheries sub sector services.
9. Promote primary processing technologies for value addition in the fisheries industry in the district.
10. Carry out sensitization of stakeholders on all aspects of fish legislation and sustainable utilization of natural fisheries resources
11. Maintain and regularly update farmer's register
12. Promote farmer institutional development
13. Promote agribusiness services
14. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
15. Monitor fish stocks in natural water bodies and fish farms in collaboration with research institutions and MAAIF.
16. Prepare and submit activity reports to the supervisor.

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Person specifications

- Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution.
- Experience of at least 3 years in fisheries management and development in a reputable organisation.
- Post Graduate Training in disciplines related to fisheries management and development will be an added advantage.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization and team work, leadership and managerial skills.

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|-------------------------|---|
| Job Title: | Fisheries Officer (Aquaculture) |
| Salary scale: | U4SC |
| Reports to: | Senior Fisheries Officer |
| Responsible for: | Assistant Fisheries Development Officer |

Key Functions

1. Implement Aquaculture plans and programmes in the district.
2. Promote adoption of improved fish farming and post-harvest handling technologies.
3. Identify and report fish pests, aquatic weeds and disease outbreaks.
4. Collect and send samples of fish, pests, feeds, sediments and water to referral laboratories.
5. Collect, collate, analyse and disseminate data on aquaculture production and development.
6. Participate in monitoring, control and surveillance in the fisheries sub sector in the district.
7. Support fish inspection and certification activities in the district.
8. Build capacity of fish farmers and other stakeholders on delivery of aquaculture services.
9. Carry out sensitization of stakeholders on all aspects of fish farming legislation and sustainable utilization of fisheries resources.
10. Collaborate with research institutions in seed and feed production and identify constraints for attention of research and development.
11. Liaise with Senior Agricultural Engineer on provision of water for fisheries production.
12. Maintain and regularly update farmer's register
13. Promote farmer institutional development
14. Promote agribusiness services
15. Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders
16. Prepare and submit activity reports to the supervisor.

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Person specifications for Fisheries Officer (Aquaculture)

Honors Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution.

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SUB COUNTY LEVEL

| | |
|-------------------------|---|
| Job Title: | Fisheries Officer |
| Salary scale: | U4SC |
| Reports to: | Senior Assistant Secretary |
| Responsible for: | Assistant Fisheries Development Officer |

Key Functions

1. Provide guidance on policy and planning in the fisheries sub-sector in the sub county.
2. Quality assurance of fisheries services, inputs and products.
3. Guide and Promotion of capture fisheries and aquaculture Production.
4. Management of fish health measures:-
 - i) Active fisheries Disease Surveillance, i.e. collection of various samples for laboratory Investigations.
 - ii) Prompt reporting and mitigation of fish disaster outbreaks such as poisoning, and use of explosives.
5. Create awareness and enforcement of fisheries laws, regulations and standards through inspection, issuance of permits and certificates at landing sites, markets and processing plants.
6. Capacity building of service providers and extension staff on fisheries management and Production.
7. Support the formation and development of BMUs and guide, support and monitor their performance
8. Prepare and disseminate reports to relevant stakeholders

Person specifications

Honors Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution.

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Job Title: Assistant Fisheries Development Officer
Salary Scale: U5SC
Reports to: Fisheries Officer

Key Functions

1. Assist the fisheries Officer in the delivery of fisheries services in the Sub-county.
2. Ensure that fish operators are licensed.
3. Ensure public health and hygiene in fish trade.
4. Participate in collect fisheries statistics and data.
5. Prepare and disseminate reports to the Fisheries Officer.

Person specifications

A Diploma in either Aquaculture or Fisheries Management from recognized Institution.

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District Level

Veterinary Division

Job title: Principal Veterinary Officer

Salary scale: U2SC

Responsible to: District Production Officer

Responsible for: Senior Veterinary Officer
Animal Husbandry Officer

Job purpose:

To plan, organize, coordinate, manage and monitor the livestock sub sector programmes and activities of the District and ensure adequate and high quality services for increased production of livestock, livestock products for food and nutrition security, income and exports.

Key Functions

1. Develop and implement plans and budgets, regarding the livestock sub-sector;
2. Coordinate all activities related to the livestock sub-sector;
3. Provide linkage, information flow and collaboration with MAAIF in general and the Directorate of Animal Resources in particular;
4. Ensure the prevention, control and eradication of animal diseases and parasites;
5. Monitor animal disease outbreak and prevalence in the District;
6. Enforce standards and veterinary regulations in the livestock sub – sector;
7. Undertake veterinary inspection and certification to promote trade in livestock, livestock products and by- products;
8. Maintain and regularly update farmer's register
9. Promote farmer institutional development
10. Promote agribusiness services

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11. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
12. Maintain a livestock sub-sector data bank;
13. Carry out quality assurance and auditing of delivery of veterinary services in the district.
14. Build capacity of technical staff at the Local Governments;
15. Collaborate with stakeholders on generation, dissemination and adoption of livestock technologies;
16. Support public private partnership for value addition for livestock, livestock products and by-products along the value chain;
17. Monitor and evaluate the performance of the livestock sub sector in the District;
18. Prepare and disseminate reports to the district council, MAAIF and other stakeholders.

Person specifications

- Bachelor of Veterinary Medicine plus a Post Graduate Qualification in Veterinary related disciplines from recognized institution.
- must be a registered veterinary surgeon.
- Experience of at least 6 years three of which must have served at senior level in a reputable organization.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- should have communication, mobilization and team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.
- should have the ability to coach, develop and motivate subordinate staff effectively.

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

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| Job title: | Senior Veterinary Officer |
| Salary scale: | U3SC |
| Responsible to: | Principal Veterinary Officer |
| Responsible for: | Animal Husbandry Officer Veterinary Officer |

Key Functions

1. Implement plans and programmes in the livestock sub-sector
2. Promote adoption of improved breeds and livestock production technologies.
3. Identify and report animal disease incidences and outbreaks.
4. Supervise laboratory activities, including sending samples to referral laboratories.
5. Promote animal health and animal welfare.
6. Collate and disseminate data on livestock sub sector.
7. Control intra and inter-district movement of animals and animal products.
8. Enforce quarantine and stock routes regulations.
9. Carry out veterinary inspection and certification.
10. Ensure licensing of traders in livestock, livestock products and by-products in collaboration with MAAIF.
11. Ensure implementation of veterinary public health programs in the district.
12. Build capacity of staff and other stakeholders on delivery of livestock sub sector services.
13. Maintain and regularly update farmer's register
14. Promote farmer institutional development
15. Promote agribusiness services
16. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

Person specifications for Veterinary Officer

- Bachelor of Veterinary Medicine from recognized institution.
- Post Graduate Training in veterinary medicine as added advantage.
- Experience of at least 3 years in delivery of veterinary services in a reputable organization.
- must be a registered veterinary surgeon

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- should have communication, mobilization and team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

| | |
|-------------------------|------------------------------------|
| Job title: | Animal Husbandry Officer |
| Salary scale: | U4SC |
| Responsible to: | Senior Veterinary Officer |
| Responsible for: | Assistant Animal Husbandry Officer |

Key Functions

1. Implement plans and programmes for animal production
2. Promote adoption of improved breeds and animal production technologies.
3. Collate and disseminate data on animal production.
4. Build capacity of staff and other stakeholders on delivery of animal production services.
5. Promote environmentally friendly and economically viable animal production systems in various parts of the district.
6. Establish and maintain an effective animal production management information system.
7. Manage the provision of sustainable services including market research for continuous national herd growth and improved animal production consistent with the prevailing macroeconomic policies;
8. Provide advice on the establishment and maintenance of the appropriate infrastructure required for animal production;
9. Monitor and evaluate implementation of animal production policies legislation, plans and strategies in the district.
10. Carry out sensitization of stakeholders on all aspects of animal production and management.
11. Liaise with Senior Veterinary Officer on provision of animal production facilities and structures.
12. Maintain and regularly update farmer's register
13. Promote farmer institutional development
14. Promote agribusiness services
15. Regularly conduct training needs assessments and develop capacity building programs for stakeholders
16. Prepare and submit activity reports to the supervisor.

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

Person specifications for Animal Husbandry Officer

- An Honors Bachelor's Degree in either Animal Production, or Animal Science from recognized institution.

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

SUB COUNTY LEVEL

| | |
|-------------------------|------------------------------------|
| Job Title: | Veterinary Officer |
| Salary scale: | U4SC |
| Reports to: | Senior Assistant Secretary |
| Responsible for: | Assistant Animal Husbandry Officer |

Key Functions

1. Provide guidance on policy and planning in the animal sub-sector in the sub county.
2. Provide quality assurance on agricultural services, inputs and products.
3. Promotion of Animal Health and Production.
4. Responding to disease outbreaks.

(i) Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.

(ii) Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East coast fever through mass vaccination, quarantine and administration of curative drugs.

(iii) Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.

5. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-

(i) Animals have appropriate housing.

(ii) Animals have adequate feeding and nutrition.

(iii) Animals receive required Health Services

(iv) Humane handling of animals during transportation, shows, work, sports and slaughter.

(v) Ensure responsible ownership of animals.

6. Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.

REVISED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR PRODUCTION DEPARTMENT IN LOCAL GOVERNMENTS 2017

7. Ensure control of tsetse flies, ticks and vectors of veterinary importance
8. Capacity building of service providers and extension staff on pest, disease control and Production.
9. Provision of veterinary public health services e.g. meat/milk inspection.
10. Prepare and disseminate reports to relevant stakeholders
11. Maintain and regularly update farmer's register
12. Promote farmer institutional development
13. Promote agribusiness services
14. Regularly conduct training needs assessments and develop capacity building programs for stakeholders

Person specifications for Veterinary Officer

Bachelor's Degree in Veterinary Medicine from recognized institution.

Must be a registered veterinary surgeon