



SOUTH EASTERN KENYA UNIVERSITY

JOB VACANCIES

Kitui County–SEKU Livestock Improvement Programme (KCSLIP)

28th August, 2018

South Eastern Kenya University (SEKU) has vacancies in the Kitui County–SEKU Livestock Improvement Programme (KCSLIP):

1. ASSISTANT FARM MANAGER -GRADE 7/8

a) Duties and Responsibilities

Reporting to the Farm Manager, the incumbent will be responsible for the supervision and management of all functions pertaining to the smooth running of the livestock farm under Kitui County –SEKU Livestock Improvement Programme (KCSLIP). As an Assistant Manager in charge of the Farm, the incumbent will be tasked with the following duties and responsibilities:

- i. Work closely with the Farm Manager in ensuring that the Farm operates effectively by ensuring optimum utilization and management of the farm resources at minimal costs.
- ii. Increase output of livestock and livestock products through improved efficiency in the management of livestock production systems.
- iii. Oversee maintenance and repair of farm machinery and equipment.
- iv. Participate in various and Departmental Meetings on livestock issues.
- v. Assist in preparing budgets for the farm materials
- vi. Supervise and appraise the performance of Animal Health Assistant and produce annual reports.
- vii. Perform any other duties as may be assigned by the Farm Manager from time to time.

b) Job Requirements

- i. A Bachelor's degree or a Diploma in Animal Production, Veterinary Medicine, Agriculture, Agricultural Economics, Agribusiness, Farm Management or its equivalent from a recognized University. Master's degree will be an added advantage.
- ii. Six (6) years relevant working experience for the bachelor's degree or ten (10) years' experience for the Diploma at a level of Farm Manager or Assistant Farm Manager.
- iii. Assist the Farm Manager in providing technical support services for academic, research, innovations for income generating activities of the farm.
- iv. Must have hands-on experience in management in a busy livestock farm.
- v. Must be result oriented with excellent organizational skills.
- vi. Must be committed, interested and available to attend to matters of the farm.
- vii. Must be computer literate.

2. ANIMAL HEALTH ASSISTANT- GRADE 5/6

a) Duties and Responsibilities

Reporting to the Assistant Farm Manager, the incumbent will be responsible assisting in disease diagnosis, animal treatment and keeping medical records in the livestock farm under Kitui County –SEKU Livestock Improvement Programme (KCSLIP). As an Animal Health Assistant in charge of the Farm, the incumbent will be tasked with the following duties and responsibilities:

- i. Animal disease diagnosis and timely reporting to the Assistant Farm Manager.
- ii. Participate in animal health and control technologies including vaccination programmes.
- iii. Assist in identification, prescription and treatment injured and sick animals.
- iv. Assist the Assistant Farm Manager to increase output of livestock and livestock products through improved efficiency in the management of livestock production systems.
- v. Ensuring animals are given adequate feeds and correct minerals supplements for good health.
- vi. Participate in Departmental Meetings on livestock issues.
- vii. Participate in the animal breeding programmes
- viii. Preparing reports and keeping medical records of sick animals in the farm.
- ix. Perform any other duties as may be assigned by the Assistant Farm Manager from time to time

b) Job Requirements

- i. A Diploma or Certificate in Animal Health from Animal Health and Industrial Training Institute (HAITI) or a Diploma in Animal Health from a recognized agricultural institution in Kenya.
- ii. Three (3) years relevant working experience for the Diploma or six (6) years for the Certificate at a level Animal Health Assistant in a busy livestock farm.
- iii. Assist the Assistant Farm Manager in providing technical support services for academic, research, innovation for income generating activities of the farm.
- iv. Must be result oriented with have excellent organizational skills.
- v. Must be committed, interested and available to attend to matters of the Farm.
- vi. A Certificate of Animal Insemination (AI).

3. ACCOUNTS CLERK -GRADE III/IV

a) Duties and Responsibilities

Reporting to the Assistant Farm Manager, and under the overall supervision of the Deputy Finance Officer, the incumbent will be responsible for keeping farm records updated, preparing financial reports and reconciling transactions pertaining to the smooth running of the livestock farm under Kitui County –SEKU Livestock Improvement Programme (KCSLIP). As an Accounts Clerk in charge of the Farm, the incumbent will be tasked with the following duties and responsibilities:

- i. Ensuring efficient filing system and organizing office activities.
- ii. Verifying and compiling accurate financial and farm records.
- iii. Processing accounting statistics and transactions of the farm
- iv. Ensure application of sound principles, systems and techniques in accounting for finances, assets, revenues expenditures and costs.
- v. Keep track of inventory concerning the day to day operations for internal controls.
- vi. Perform any other duties as may be assigned by the Assistant Farm Manager from time to time.

b) Job Requirements

- i. KCSE grade C- and above or its equivalent qualification.
- ii. CPA 1 or equivalent with three (3) years' experience as an accounts clerk.
- iii. Must be result oriented with have excellent organizational skills.
- iv. Must be committed, interested and available to attend to matters of the farm.
- v. Must be computer literate with accounting packages.

4. HERDSMAN/WATCHMAN- GRADE I/II

a) Duties and Responsibilities

Reporting to the Assistant Farm Manager, the incumbent will be responsible for grazing and taking care of animals in the livestock farm under Kitui County –SEKU Livestock Improvement Programme (KCSLIP). As a herdsman/watchman in charge of the Farm, the incumbent will be tasked with the following duties and responsibilities:

- i. Grazing and taking care of animals in the farm.
- ii. Watering of the animals in the farm
- iii. Reporting and animals incidence to Assistant Farm Manager
- iv. To transport milk to the required collection points.
- v. Provide general support for the farm

b) Job Requirements

- i. KCSE grade D+ and above or its equivalent qualification.
- ii. Three (3) years' experience of dealing with animals.
- iii. Must be committed, interested and available to attend to animals in the farm.
- iv. Must be familiar with animal activities.

Applications, in ten (10) copies, should be addressed to:

The Deputy- Vice-Chancellor Administration and Human Resource Management
South Eastern Kenya University
P.O. BOX 170-90200,
KITUI, KENYA

So as to be received on or before **Friday 28th September, 2018.**

The KCSLIP is an equal opportunity employer