



AGRICULTURAL DEVELOPMENT CORPORATION

VACANCIES, DECEMBER 2024.

JOB AND PERSON SPECIFICATIONS

1) RESEARCH OFFICER 11, ADC GRADE 8'

(a) Job Specification

In Crop Research, duties and responsibilities will entail:

- (i) Collecting metrological data and monitor weather changes;
- (ii) Conducting field trials to evaluate crop factors for research programmes;
- (iii) Collecting and compiling data on crop research programmes;
- (iv) Carrying out basic seed bulking of basic seed, breeder's, pre-basic seed/lines and production for seed maize, seed potatoes, seed wheat bean seeds and other crops.
- (v) Undertaking research in the development and promotion of feeds, seeds in collaboration with other partners;
- (vi) Preparing reports relating to research findings and recommendation from the running trials/programmes.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in any of the following fields; Agriculture, Agronomy or its equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer application skills and data analysis.

2) PRINCIPAL ENGINEER (AGRICULTURE)- ADC GRADE 5

(a) Job Specification

Duties and responsibilities will entail:

- (i) Overseeing and implementing engineering programmes.
- (ii) Conducting feasibility studies and investigation on agricultural engineering works;
- (iii) Carrying out data analysis for design of agricultural engineering works;
- (iv) Carrying out detailed design and preparation of bill of quantities of agricultural engineering works;
- (v) Carrying out specialized repair and maintenance of agricultural engineering works;
- (vi) Verifying and validating agricultural engineering designs in accordance with set standards;
- (vii) Implementing agricultural engineering design works;
- (viii) Training farm staff in agricultural engineering technologies;
- (ix) Conducting trainings, on-farm trials and demonstrations; and
- (x) Preparing of technical reports.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of nine (9) years in relevant work experience three (3) of which should have been the grade of Senior Engineer(Agriculture) or in comparable positions;
- (ii) Bachelors degree in any of the following fields; Agricultural Engineering or Mechanical Engineering or equivalent qualification from a recognized institution;
- (iii) Registered with the Engineers Board of Kenya as a Graduate Engineer;
- (iv) Current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) Membership with the Institution of Engineers of Kenya (IEK);
- (vi) proficiency in computer application

3) PRINCIPAL AGRICULTURAL OFFICER-CROPS ADC GRADE 5

(a) Job Specifications

Duties and responsibilities at this level will entail:

- (i) Ensuring effective and result oriented implementation and management of approved crop production programs;
- (ii) Supervising and analyzing crop performance data and making appropriate recommendations on improvement;
- (iii) Undertaking quarterly and annual crops performance report;
- (iv) Supervising the collection, analysis and management of agriculture crops data;
- (v) Ensuring effective use of farm inputs as per set recommended rates and budgets.
- (vi) Coordinating collection, and packaging of new and existing agricultural technologies;
- (vii) Managing and controlling trans-boundary pests, diseases and invasive species;
- (viii) Promoting climate change adaptation and mitigation and environmental management in agriculture;
- (ix) Developing proposals for agricultural programs and projects;
- (x) Conducting Training for agricultural stakeholders and staff on modern farming techniques/technologies and
- (xi) Preparing technical reports on crop production.

(b) Person specifications

For appointment to this grade, an officer must have:

- (i) Cumulative service period of nine (9) years' At least three (3) of which should have been at the grade of Senior Agricultural Officer or in a comparable position;
- (ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture Economics; Crop Protection; Dry-land Resource Management; Farm Management;

- Horticulture; Food Science and Technology or equivalent qualification from a recognized institution;
- (iii) Management Course lasting not less than four (4) weeks from a recognized institution.
 - (iv) Experience in crop production and data analysis and
 - (v) Proficiency in computer applications.

4) AGRICULTURAL OFFICER1- ADC GRADE 7

(a) Job Specifications

Duties and responsibilities at this level will entail:

- (i) Collecting and compiling agriculture crop data;
- (ii) Providing technical and administrative guidance to staff in the farm;
- (iii) Advising the technical team on matters pertaining to crops development;
- (iv) Setting performance targets and goals for the farm;
- (v) Collecting and analyzing agriculture crop data for the development and review of agricultural policies, strategies and standards;
- (vi) Packaging and dissemination of new and existing agricultural technologies;
- (vii) Undertaking surveillance and control of trans-boundary and emerging crop pests, diseases and invasive species;
- (viii) Training agricultural stakeholders and preparing reports on the same; and
- (ix) Preparing technical, financial and administrative reports.

(b) Person specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of three (3) years' experience in the grade of Agricultural Officer II or in comparable position.
- (ii) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Resource Management; Agriculture and Extension; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Horticulture; or equivalent qualification from a recognized institution;

- (iii) Proficiency in computer application skills.

5) AGRICULTURAL OFFICER II, ADC GRADE 8

(a) Job Specifications

Duties and responsibilities at this level will entail:

- (i) Collecting and compiling agriculture crop data;
- (ii) Providing technical and administrative guidance to staff in the farm relating to control of weeds, pests, diseases and soil health management;
- (iii) Assisting the technical team on matters pertaining to crops development and labour management;
- (iv) Providing technical input for the implementation of various agricultural policies and strategies;
- (v) Maintaining and updating agriculture crops database and performance analysis.
- (vi) Collecting, collating and packaging of new and existing agricultural technologies;
- (vii) Assisting in setting of performance targets, budgets, farm plans and goals for the farm;

(b) Person specifications

For appointment to this grade, a candidate must have:

- (i) Bachelors of Science degree in any of the following disciplines:- Agriculture; Agronomy; Agribusiness Management; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Horticulture; or equivalent qualification from a recognized institution and
- (ii) Proficiency in computer applications.

6) VETERINARY OFFICER1, ADC GRADE 7

(a) Job Specifications

Duties and responsibilities at this level will entail:

- (i) Collecting data and preparing report on animal health.
- (ii) Undertaking treatment of animals and disease control activities;
- (iii) Ensuring that livestock medical and health requirements are met and administered as per the animal health standards;
- (iv) Ensuring that livestock drugs and vaccines procured for use are of acceptable standards;
- (v) Supervising standards of hygiene at all times;
- (vi) Supervising usage of semen and ensuring successful high conceptional rate with minimal repetitions;
- (vii) Undertaking comprehensive analysis of individual livestock herd to determine aspects of effective animal husbandry practices including culling;
- (viii) Participating in the training of stakeholders in vector control programmes;
- (ix) collecting data and preparing reports on animal health; and
- (x) Undertaking postmortem examination and other diagnostic tests.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Cumulative three (3) years' experience which should have been at the grade of Veterinary Officer 11 or in comparable position;
- (ii) Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- (iii) Registered by the Kenya Veterinary Board;
- (iv) Proficiency in computer application skills

7) CORPORATE COMMUNICATIONS OFFICER11- ADC GRADE 8

(a) Job Specifications

Duties and responsibilities will entail:

- (i) Implementing communication process and strategies;
- (ii) Carrying out public awareness programmes;
- (iii) Monitoring and responding to media and social media communication;
- (iv) Organizing Corporation's planned events and functions;
- (v) Updating the Corporation's website and social media sites;
- (vi) Preparing media supplements, documentaries and articles;
- (vii) Implementing public relations and communications strategies; and
- (viii) Manning information desk services at publicity events and outreach forums.

b) Person Specification

For appointment to this grade an officer must have:

- (i) Bachelors Degree in Communications, Journalism, Public Relations or its equivalent qualification from a recognized institution and
- (ii) Proficiency in computer applications.

8) CUSTOMER ASSISTANT/SWITCHBOARD- ADC GRADE 11

(a) Job Specifications

Duties and responsibilities will entail:

- (i) Receiving and channelling incoming calls to the respective destinations;
- (ii) Booking outgoing calls and facilitate conversations between callers and receivers;
- (iii) Carrying out routine testing of exchange lines and switchboard facilities;
- (iv) Ensuring that defective equipment is repaired accordingly;
- (v) Maintaining records of telephone equipment and peripherals;
- (vi) Updating the calls register by recording the necessary details of calls;
- (vii) Peruse the visitors' identification documents to ascertain correctness;

- (viii) Answering visitors' questions politely and amicably; and directing visitors to the respective destinations;
- (ix) Maintaining a register on all complaints raised by customers / visitors;
- (x) Operating switch-board;
- (xi) Answering and directing telephone calls; and
- (xii) Providing good customer care service.

(b) Person Specifications

For appointment to this grade a candidate must have:

- (i) Minimum KCSE C-(minus) or its equivalent;
- (ii) Certificate in Telephone Operation, Reception and Front Office or its equivalent from a recognized institution and
- (iii) Proficiency in computer application skills.

9) INFORMATION COMMUNICATIONS TECHNOLOGY OFFICER- ADC GRADE 8

(a) Job Specifications

Duties and responsibilities will entail assisting in:

- (i) Developing documentation of computer programs according to instructions and specifications;
- (ii) Installing and configuring computer systems and solutions;
- (iii) Maintaining application systems;
- (iv) providing end user support and training users on effective and efficient use of ICT facilities;
- (v) Maintaining up-to-date equipment register;
- (vi) Installing, configuring and monitoring Local Area Network components;
- (vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Updating and maintaining the corporation's website; and
- (x) Ensuring Business continuity by performing regular data and application backups.

(b) Person Specifications

For appointment to this grade a candidate must have:

- (i) Bachelors Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.

10)LEGAL OFFICER II ADC GRADE 8

(a) Job Specification

Duties and responsibilities will entail assisting in:

- (i) Providing legal opinion and advise on legal matters;
- (ii) Maintaining an up to date Corporation Court file registry and ensuring its safe custody;
- (iii) Filing and updating legal documents;
- (iv) Representing the Corporation in issues requiring legal address such as debts, claims, legal suits;
- (v) Undertaking legal research;
- (vi) Taking legal actions against persons deemed to injure the operations of the Corporation;
- (vii) Drafting conveyance documents; and
- (viii) Preparing farming bill drafts for editing and approval by appropriate authorities.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Bachelor of Laws (L.L.B) degree from a recognized institution;
- (ii) Postgraduate Diploma in Law from the Kenya School of Law;
- (iii) Admission to the Bar as an Advocate of the High Court of Kenya;
- (iv) Membership with the Law Society of Kenya and
- (v) Proficiency in computer application skills.