SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Agro-Industry and Food Security
Post: Animal Control Officer
Salary: Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (19 24 56)
Effective Date: 23 July 2015
Age Limit: Between 18 and 40 years of age
Qualifications:
A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics and Chemistry or Physics or Biology or Passes in at least two subjects including Mathematics and Chemistry or Physics or Biology obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should have a good physique with their Body Mass Index (BMI) values ranging between 18.50 and 24.99 and they should be able to undergo strenuous physical exercise. They should have a normal eyesight (without glasses or contact lenses) and also satisfy the following minimum requirements –

For male candidates
Height: 1 m 70
Chest Measurement: 84 cm
(normal inspiration)

For female candidates
Height: 1 m 63

C. Candidates should –
(i) have knowledge of basic animal care;
(ii) possess good organising, communication and interpersonal skills;
(iii) possess a valid driving licence (manual gear); and
(iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
23 July 2015
Date
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NOTE
Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of animal control for a period of at least six months, as approved and arranged by the Ministry. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Animal Control Officer in a substantive capacity.

Duties:

1. To assist —
   (i) officers in the Division of Veterinary Services/Livestock in the implementation and enforcement of regulations in force relating to the care and keeping of animals;
   (ii) members of the Police Force in the investigation of cases of cruelty to animals and the prosecution of these cases in court, in accordance with relevant legislation in force; and
   (iii) officers in the Veterinary Officer Cadre in visiting kennels and registration of animals.

2. To visit land and premises in suspected cases of cruelty to animals.

3. To seize and take custody of animals subject to cruelty.

4. To issue a written notice of non-compliance to owners, as and when necessary.

5. To manage the impounded animal or any animal taken into custody.

6. To maintain a register and an updated list of animal breeders.

7. To capture and impound ill-treated animals or stray animals and to ensure their feeding and care.

8. To issue warnings or citations in connection with animal-related offences, with the approval of the head of section.

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9. To write report of activities and maintain records of impounded and ill-treated animals.

10. To answer queries from the public concerning animal control operations.

11. To use ICT in the performance of his duties.

12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Animal Control Officer in the roles ascribed to him.

**Note**

Animal Control Officers will be required to work outside normal working hours, at night, and on Saturdays, Sundays and Public Holidays.