

REPUBLIC OF KENYA



THE PRESIDENCY

MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS STATE DEPARTMENT OF PUBLIC SERVICE AND YOUTH OFFICE OF THE CABINET SECRETARY

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P.O. BOX 30050 – 00100
NAIROBI
KENYA

5th November, 2018

All Cabinet Secretaries
The Secretary/CEO, PSC (K)
All County Public Service Boards
All County Governments
The Solicitor General & Department of Justice
The Comptroller of State House
The Inspector General National Police Service
All Heads of Departments

REF: VACANCIES IN THE MINISTRY OF PUBLIC SERVICE YOUTH AND GENDER AFFAIRS- (FOR VARIOUS MINISTRIES/STATE DEPARTMENTS)

Applications are invited from suitably qualified serving officers in the Civil Service for the posts of:

1. Principal Psychological Counsellor, Job Group 'N' – Fourteen (14) posts;
2. Principal Management Analyst, Job Group 'N' – Eight (8) posts;
3. Principal Human Resource Management and Development Officer, Job Group 'N' – Eight (8) posts;
4. Chief Management Analyst, Job Group 'M' – Four (6) posts;
5. Senior Management Analyst, Job Group 'L' – Four (4) posts
6. Senior Human Resource Management and Development Assistant, Job Group 'L' – Thirty (30) posts;

Interested and qualified persons are requested to make their applications by completing ONE application form PSC.2A (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke

Completed application form PSC. 2A (Revised 2016) together with certified copies of certificates and other testimonials should reach the **Principal Secretary, Ministry of Public Service, Youth and Gender Affairs, State Department for Public Service and Youth, P. O. Box 30050 – 00100 NAIROBI** or hand delivered to **Uchumi House, Registry, 16th Floor - Room 1601** on or before **20th November, 2018**.

(1) Advert No. 16/2018 - Principal Psychological Counsellor, Job Group 'N' – Fourteen (14) posts

SALARY SCALE: Kshs.53, 370 to Kshs.79, 530 p.m.

Salary	Kshs. 53,370.00 p.m.
House Allowance –	Depends on the region deployed
Commuter Allowance	Kshs. 8, 000.00 p.m.
Leave allowance (Once Yearly)	Kshs. 6,000.00

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Cumulative period of Service of Ten (10) years, Three (3) of which must have been in the grade of Chief Psychological Counselor, Job Group 'M' and/or Senior Psychological Counselor, Job Group 'L' or Served in a comparable and relevant position in the Public Service;
- (ii) Bachelor's Degree in Counselling Psychology, Psychology (Counselling), or equivalent qualification from a recognized institution;
OR
Bachelor's Degree in any of the following disciplines: Clinical Psychology, Occupational Psychology, Education Psychology (Guidance and Counselling), Social Psychology, Sociology, Social Work **plus** a Diploma in Counselling Psychology or equivalent qualification from a recognized institution;
- (iii) Membership of a counselling professional body;

- (iv) Certificate in Psychological Debriefing Course lasting not less than one (1) week from a recognized institution;
- (v) Certificate in Training of Trainers or Facilitation Course in Psychological Counselling lasting not less than two (2) weeks from a recognized institution;
- (vi) Certificate in Counsellor Supervision Course lasting not less than two (2) weeks from a recognized institution from the Counselors and Psychologists Board;
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in computer application skills from a recognized institution; and

(b) Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) Undertaking client assessment;
- (ii) Developing and administering counselling contract to client(s);
- (iii) Establishing collaborative working relationships with the client for effective psychological counselling services;
- (iv) Providing individual, group, families and trauma counselling services;
- (v) Assessing and evaluating individuals' issues through the use of appropriate psychological counselling skills, methods and techniques;
- (vi) Developing psychological explanation of the client issues;
- (vii) Referring clients to specialists or other institutions for non-counselling services;
- (viii) Developing appropriate psychological counselling therapeutic and treatment plan;
- (ix) Conducting psychological counselling research;
- (x) Analyzing psychological counselling data to identify symptoms and to diagnose the nature of clients' issues;
- (xi) Liaising with other professionals on psychological counselling issues;
- (xii) Providing psychological counselling consultancy services;
- (xiii) Participating in designing and development of psychological counselling tools;

- (xiv) Coordinating psychological counselling programmes and activities;
- (xv) Documenting, recording and keeping appropriate psychological counselling information and records; and
- (xvi) Preparing Psychological Counselling reports.

(2) Advert No. 17/2018 - Principal Management Analyst, Job Group 'N' – Eight (8) posts

SALARY SCALE: Kshs.53, 370 to Kshs.79, 530 p.m.

Salary	Kshs. 53,370.00 p.m.
House Allowance	Kshs. 35,000.00 p.m.
Commuter Allowance	Kshs. 8, 000.00 p.m.
Leave allowance (Once Yearly)	Kshs. 6,000.00

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Management Analyst, Job Group 'M' for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- (ii) Bachelor's degree in any of the following fields: Human Resource Management and Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other relevant Social Science from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less four (4) weeks from a recognizes institution;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) Certificate in Management Consulting Skills will be an added advantage: and
- (vi) Shown merit and ability as reflected in work performance and results;

(b) Duties and Responsibilities

Specific duties and responsibilities will entail:-

- (i) Analyzing operational problems using various management techniques;
- (ii) Researching and customizing new management techniques and benchmarks for the public service;
- (iii) Carrying out staff analysis in Ministries/Departments and Agencies;
- (iv) Carrying out job analysis, workload analysis, operational analysis, and job evaluation among others for application to public service institutions;
- (v) Assessing staff establishment proposals, staff deployment and utilization;
- (vi) Designing organization structures; and developing Schemes of Service and Career Progression Guidelines

(3) Advert No. 18/2018 - Principal Human Resource Management and Development Officer, Job Group 'N' – Eight (8) posts

SALARY SCALE: Kshs.53, 370 to Kshs.79, 530 p.m.

Salary	Kshs. 53,370.00 p.m.
House Allowance	Kshs. 35,000.00 p.m.
Commuter Allowance	Kshs. 8,000.00 p.m.
Leave allowance (Once Yearly)	Kshs. 6,000.00

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Cumulative period of service of Nine (9) years, Three of which must have been in the grade of Chief Human Resource Management and Development Officer , Job Group 'M' and / or Senior Human Resource Management and Development Officer, Job Group 'L' or served in a comparable and relevant position in the Public Service;

- (ii) Bachelor's degree in Human Resource Management/Development or equivalent qualification from a recognized institution;

OR

A Bachelors Degree in Social Sciences and Diploma in Human Resource Management/Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution **or** Part III of the Certified Public Secretaries ExaminationOr its equivalent;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Analyzing the staffing levels and making proposals for succession planning;
- (ii) Analyzing utilization of human resources and advising on proper deployment;
- (iii) Analyzing staff progression and making proposals for career development;
- (iv) Ensuring the correct interpretation and implementation of human resource regulations relating to pensions, human resource information systems, labour laws and other statutes relating to human resource management;;
- (v) Monitoring implementation of decisions of the Ministerial/Departmental Training Committee;
- (vi) Participating in development of training projections and plans;
- (vii) Participating in organization, coordination, monitoring and evaluation of training programmes;
- (viii) Facilitating the nomination of officers for scholarships; custodian of Human Resource Development records;
- (ix) Coordinating training needs assessment; and

- (x) Coordinating the development, up-dating and maintenance of the Human Resource Development database.

(4) Advert. No. 19/2018 – Chief Management Analyst, Job Group 'M' – Six (6) posts

SALARY SCALE: Kshs.46,230 to Kshs.61, 840 p.m.

Salary	Kshs. 46,230.00 p.m.
House Allowance	Kshs. 28,000.00 p.m.
Commuter Allowance	Kshs. 8, 000.00 p.m.
Leave Allowance (Once Yearly)	Kshs. 6, 000.00

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Management Analyst, Job Group 'L' for a minimum period of three (3) years, or in a comparable and relevant position in the Public Service;
- (ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other relevant Social Science from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution;
- (iv) Certificate in Management Consulting Skills or equivalent qualification from a recognized institution will be an added advantage; and
- (v) Membership to a relevant professional body will also be an added advantage; and
- (vi) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Specific duties and responsibilities will entail:

- (i) Collecting data in organizational studies and surveys;
- (ii) Analyzing operational problems using various management techniques;
- (iii) Assessing establishment proposals, providing information for staff deployment and utilization;
- (iv) Researching and customizing new management techniques and benchmarks for the Public Service;
- (v) Developing schemes of service and Career Progression Guidelines; and
- (vi) Preparing initial data to guide drafting of reports.

(5) Advert. No. 20/2018 – Senior Management Analyst, Job Group 'L' – Four (4) posts

SALARY SCALE: Kshs.40,410 to Kshs.50, 810 p.m.

Salary	Kshs. 40,410.00 p.m.
House Allowance	Kshs. 28,000.00 p.m.
Commuter Allowance	Kshs. 6, 000.00 p.m.
Leave Allowance (Once Yearly)	Kshs. 6, 000.00

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Management Analyst I, Job Group 'K' for a minimum period of three (3) years, or in a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other relevant Social Science from a recognized institution;

- (vii) Certificate in computer application skills from a recognized institution;
- (viii) Shown merit and ability as reflected in work performance and results;
- (ix) Certificate in Management Consulting Skills or equivalent qualification from a recognized institution will be an added advantage; and
- (x) Membership to a relevant professional body will also be an added advantage.

(b) Duties and Responsibilities

Specific duties and responsibilities will entail:-

- (i) Collecting data in organizational studies and surveys;
- (ii) Analyzing operational problems using determined management techniques;
- (iii) Assessing staff establishment proposals;
- (iv) Providing information on staff deployment and utilization;
- (v) Drafting Schemes of Service and Career Progression Guidelines; and
- (vi) Preparing data for guiding initial drafting of reports.

(6) Advert. No. 21/2018 – Senior Human Resource Management and Development Assistant, Job Group 'L' – Thirty (30) posts

SALARY SCALE: Kshs.40,410 to Kshs.50, 810 p.m.

Salary	Kshs. 40,410.00 p.m.
House Allowance	Kshs. 28,000.00 p.m.
Commuter Allowance	Kshs. 6, 000.00 p.m.
Leave Allowance (Once Yearly)	Kshs. 6, 000.00

Terms of Service: Permanent and Pensionable

(a) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Cumulative period of service of Nine (9) years, Three (3) of which should have been in the grade of Human Resource Management and Development Assistant, I, Job Group 'K' and/or Human Resource Management and Development Assistant II, Job Group 'J' or served in a comparable and relevant position in the Public Service;
- (ii) Diploma in Human Resource Management//Development or Industrial/Labour Relations from a recognized institution
OR
Part II of Certified Public Secretaries (K) Examination;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Preparing cases for the Ministerial Human Resource Management Advisory Committee;
- (ii) Verifying information relating to recruitment, appointment and transfer;
- (iii) Implementing human resource management decisions within existing rules, regulations and procedures;
- (iv) Verifying payroll/complement data; and
- (v) Processing pension documents.

Dr. F. O. Owino, PhD.
FOR: CABINET SECRETARY