

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

Our Vision

"To be the lead service commission in the provision, management and development of competent human resource for the Public Service".

Our Mission

"To transform the public service to become professional, efficient and effective for the realization of national development goals".

VACANT POSITIONS IN THE PUBLIC SERVICE

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications as follows:

- (i) **online** through the Commission website www.publicservice.go.ke or job portal www.pscjobs.go.ke
- OR**
- (ii) by completing **ONE** PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission's websites.

Completed applications should be sent or delivered to:

**THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
COMMISSION HOUSE
P.O. BOX 30095 - 00100
NAIROBI**

Please Note

- (i) Candidates should **NOT** attach any documents to the application form. ALL the details requested in the advertisement should be filled on the **form**. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates/documents.
- (vi) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 13th November, 2018**

(I) NEW ENTRY POSITIONS

VACANCIES IN THE MINISTRY OF DEFENCE

REGISTERED NURSE III - TEN (10) POSTS - V/NO. 130/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m

(Job Group 'H')

For appointment to this grade, a candidate must have:

- (i) a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, or Kenya Registered Midwifery, Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (ii) a registration certificate issued by the Nursing Council of Kenya; and
- (iii) a valid practising license from Nursing Council of Kenya.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level include:

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery;
- (iii) providing health education and counselling to patients/clients and community on identified health needs;
- (iv) facilitating patients' admission and initiating discharge plans;
- (v) maintaining records on patient's/clients health condition and care;
- (vi) ensuring a tidy and safe clinical environment; and
- (vii) collecting and compiling data.

MEDICAL RECORDS OFFICER III - FOUR (4) POSTS - V/NO. 131/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m

(Job Group 'H')

For appointment to this grade, a candidate must have a Diploma in Health Records or equivalent qualifications from a recognized institution.

Duties and Responsibilities

- (i) receiving and registering patients
- (ii) booking appointment, receiving and registering patients to speciality clinics and consultants;
- (iii) updating bed bureau and balancing bed returns;
- (iv) capturing data from service points and editing patient cases records;
- (v) storing, retrieving and maintaining medical records and ensuring confidentiality;
- (vi) preparing, maintaining and updating patient master index; and
- (vii) indexing diseases and surgical procedures according to the International classification of Diseases and Procedures

NUTRITION OFFICER III - ONE (1) POST - V/NO. 132/2018

Basic Salary Scale Kshs.23,780 - Kshs.29,190 p.m (Job Group 'H')

For appointment to this grade, a candidate must have:

- (i) a three (3) year Diploma in Nutrition, Dietetics or Community Nutrition from a recognized institution;
- (ii) been registered by Kenya Nutritionists and Dietetics Institute (KNDI); and
- (iii) been licensed by Kenya Nutritionists and Dietetics Institute (KNDI).

Duties and Responsibilities

- (i) nutrition screening, assessment and classification of patient/clients nutritional status;
- (ii) prescription and oversight of appropriate nutrition support (oral, tube or parenteral);
- (iii) offering nutrition counseling and education to patients as indicated and following up;
- (iv) verifying of diet orders and diet changes;
- (v) supervision of preparation of specially modified meals;
- (vi) nutrition commodity accounting; and
- (vii) monitoring food quality and meal acceptance and recommending adjustment.

RADIOGRAPHER III - TWO (2) POSTS - V/NO. 133/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m (Job Group 'H')

For appointment to this grade, a candidate must have:-

- (i) a Diploma/Higher National Diploma in medical imaging sciences from a recognized institution;
- (ii) been registered with the Society of Radiography in Kenya (SORK); and
- (iii) been licensed by the Radiation Protection Board.

Duties and Responsibilities

- (i) providing imaging services X-Ray, CT, MRI, Ultra Sound at station;
- (ii) planning, evaluating and implementing individual patient radiological procedures;
- (iii) assisting the radiologist in diagnostic specialized procedure; and
- (iv) maintaining patient records.

TECHNICAL INSTRUCTOR III - FIVE (5) POSTS - V/NO. 134/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m (Job Group 'H')

For appointment to this grade, a candidate must have:

a Diploma in Technical Education from a recognized institution;

OR

a Diploma in any of the following fields; Mechanical Engineering, Electrical & Electronics Engineering, Technical drawing, Sheet Metal, Spray Painter/ Panel Beater, Material Science and Automotive Technology from a recognized institution.

Duties and Responsibilities

- (i) undertaking training in areas of specialization in accordance with the syllabus;
- (ii) preparing teaching/learning materials and schemes of work;
- (iii) setting and marking examination/assignment;
- (iv) carrying out research work under the guidance and supervision of a senior trainer; and
- (v) supervising trainees projects and practical work.

ICT OFFICER III - TWO (2) POSTS - V/NO. 135/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m (Job Group 'H')

For appointment to this grade, a candidate must have:

- (i) a Kenya Certificate of Secondary Education mean grade C plain with at least a C- in Mathematics and English/Kiswahili or its approved equivalent; and
- (ii) a Diploma in any of the following disciplines: Computer Science, Electrical/Electronics Engineering or its equivalent qualification from a recognized institution.

Duties and Responsibilities

This will be the entry and training grade for this cadre. Duties and responsibilities include:

- (i) writing and testing simple computer programs according to instructions and specifications;
- (ii) assisting in the implementation of the computer systems;
- (iii) providing user support and training of users;
- (iv) repairs and maintenance of ICT equipment and associated peripherals;

- (v) monitoring the performance of ICT equipments; and
- (vi) reporting any faults for further action.

PRINTER III - TWO (2) POSTS - V/NO. 136/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m (Job Group 'H')

For appointment to this grade, a candidate must have:

a Diploma in Printing Technology from a recognized institution;

OR

City and Guilds of London Institute Certificate in Printing from a recognized institution.

Duties and Responsibilities

- (i) updating of production chart-boards;
- (ii) posting direct operational hours to cost cards;
- (iii) copy holding and exposing line work;
- (iv) processing films and plates;
- (v) Opaqueing films;
- (vi) maintaining machinery and equipment;
- (vii) filing and recording plates, films and artworks;
- (viii) operating A4 and A3 printing machines; and
- (ix) hand folding printed documents.

VACANCY IN THE MINISTRY OF HEALTH

REGISTERED NURSE III (MATHARI NATIONAL TEACHING AND REFERRAL HOSPITAL) - ONE HUNDRED AND TWENTY (120) POSTS - V/NO. 137/2018

Basic Salary Scale Ksh.23,780 - Ksh.29,190 p.m (Job Group 'H')

For appointment to this grade, a candidate must have:

- (i) a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (ii) Registration Certificate issued by the Nursing Council of Kenya; and
- (iii) a valid practising license from the Nursing Council of Kenya.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level include:

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- (iii) referring patients and clients appropriately;
- (iii) facilitating patients' admission and initiating discharge plans;
- (iv) maintaining records on patient's/clients health condition and care;
- (v) ensuring a tidy and safe clinical environment; and
- (vi) collecting and compiling data.

VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING

LAND ADJUDICATION AND SETTLEMENT OFFICER II - TWELVE (12) POSTS - V/NO. 138/2018

Basic Salary Scale: Ksh.29,190 - Ksh.34,440 p.m.

(Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines; Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology or Community Development from a university recognized in Kenya.

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level include:

- (i) checking demarcated parcel boundaries;
- (ii) preparing adjudication records;
- (iii) maintain land adjudication and settlement records, demarcation books, case proceedings and preliminary index diagrams;
- (iv) collecting baseline data for planning of settlement schemes;
- (v) preparing periodic reports in respect to the activities of a given land adjudication section or settlement scheme; and
- (vi) sensitizing communities on land adjudication and settlement matters.

LAND ADMINISTRATION OFFICER II - FIFTY-EIGHT (58) POSTS - V/NO. 139/2018

Basic Salary Scale: Ksh.29,190.00 – Ksh.34,440.00 p.m.

(Job Group 'J')

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in any of the following disciplines: Land Economics, Land Administration, Geography, Economics, Agricultural Economics, Environmental Science or any other related field from a university recognized in Kenya;

OR

a general degree plus a diploma in any of the following fields: Land Administration, Survey, Cartography, Real Estate Agency, Environmental Science or any other relevant diploma certificate from a recognized institution.

Duties and Responsibilities

An officer at this level will be regarded as being on job training for the first two (2) years and will work under the supervision of a Senior Land Administration Officer. Specific duties and responsibilities include:

- (i) processing applications for development control including: subdivisions, change/extension of user and lease extensions;
- (ii) making requisition for approved development applications as well as preparation of advertisement notices;
- (iii) carrying out investigations on Land Rent Defaulters in consultation with the officer in-charge of land rent section; and
- (iv) undertake site inspections alongside Senior Officers.

LECTURER III, KENYA INSTITUTE OF SURVEY AND MAPPING (KISM) - NINE (9) POSTS - V/NO. 140/2018

Basic Salary Scale: Ksh.29,190 – Ksh.34,440 p.m.

(Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in Physical Sciences, Mathematics, Physics, Geography, Information Technology, Business Studies, relevant field or equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level include:

- (i) teaching specified subjects;
- (ii) preparation of teaching and learning materials; and
- (iii) setting and marking examinations/test papers in accordance with the syllabus.

GEOSPATIAL DATA MANAGEMENT OFFICER II - NINE (9) POSTS - V/NO. 141/2018

Basic Salary Scale: Ksh.35,400 - Ksh.46,230 p.m.

(Job Group 'K')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Philosophy in Technology (Printing/Geoinformatics /Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics or Geomatic Engineering from a university in recognized. Kenya

Duties and Responsibilities

This is the entry and training grade of this cadre. An officer at this level will work under the guidance of a Senior Officer. Specific duties and responsibilities include:

- (i) checking, processing, registering, digitizing, indexing; and
- (ii) preserving geospatial records from public and private producers.

CARTOGRAPHER II - SEVENTY (70) POSTS - V/NO. 142/2018

Basic Salary Scale: Ksh.35,400 - Ksh.46,230 p.m.

(Job Group 'K')

For appointment to this grade, a candidate must have: a Bachelors degree in any of the following disciplines: Philosophy in Technology (Geoinformatics/Geoinformatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering from a university recognized in Kenya.

Duties and Responsibilities

This is the entry and training grade for this grade. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities include:

- (i) drawing survey and deed plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams;
- (ii) entering approved geographical names in geospatial database;
- (iii) preparing topographical base maps for special purpose maps; and
- (iv) revising base maps from aerial imageries.

PHYSICAL PLANNER -TWENTY SEVEN - (27) POSTS - V/NO. 143/2018

Basic Salary Scale: Ksh.35,400 - Ksh.46,230 p.m.

(Job Group 'K')

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in any of the following disciplines: Urban and Regional planning, Urban planning or Town planning from a university recognized in Kenya; and

- (ii) been a graduate member of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter).

Duties and Responsibilities

- (i) preparing and implementing physical plans for national regional, urban areas and cities;
- (iii) processing development applications;
- (iv) maintaining physical planning records; and
- (i) undertaking feasibility studies on physical, social, economic and environmental characteristics.

(II) PROMOTIONAL POSITIONS

VACANCIES IN THE MINISTRY OF DEFENCE

DIRECTOR CORPORATE AFFAIRS AND INTERNATIONAL RELATIONS – ONE (1) POST V/NO. 144/2018

Basic Salary Scale: Ksh.130,420 – Ksh.193,410 p.m.

(Job Group ‘S’

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Public/Corporate Communications/ International Relations, Job Group ‘R’ or in a comparable and relevant position in the Public Service.
- (ii) a Bachelors degree in any of the following fields: Law, Peace, Conflict and Security Studies, Communication Studies, Information Sciences, Public Relations, International Relations or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Law, Peace, Conflict and Security Studies, Communication Studies, Information Sciences, Public Relations, International Relations or equivalent and relevant qualification from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution.
- (v) a clear understanding of national, regional and global security issues and international relations and the use of information communication towards their promotion;
- (vii) demonstrated merit as reflected in work performance and results.

Duties and Responsibilities

- (i) formulating, implementing and reviewing communication policies, strategies and programmes;
- ((iii) monitoring and evaluating implementation of policies, programmes and strategies;
- (iv) coordinating parliamentary matters and county government relations;

- (v) coordinating implementation of bilateral and other international relations programmes including the negotiation and implementation of relevant agreements, treaties and conventions;
- (vi) building stakeholder relations;
- (vii) undertaking comprehensive research and analysis on relevant geopolitical and economical issues;
- (viii) liaising with the media, Government offices and MDAs, international organizations and other stakeholders with the aim of securing the strategic interests of the ministry;
- (ix) coordinating official functions and designing relevant protocols; and
- (x) coordinating response to public complains presented to the ministry.

SENIOR PRINCIPAL LECTURER - INTERNATIONAL SUPPORT TRAINING CENTRE (IPSTC) - ONE - (1) POST V/NO. 145/2018

Basic Salary Scale: Ksh.84,080 - Ksh.112,660 p.m.

(Job Group 'P'

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in Job Group 'N' in the field of Peace, Conflict and Security Studies, International Relations or Public Administration or in a comparable and relevant position in the Public Service.
- (ii) a Bachelors degree in Peace, Conflict and Security Studies, International Relations, Political Science, Social Sciences or relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in Peace, Conflict and Security Studies, International Relations, Political Science or relevant and equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Training of Trainers or any other relevant and equivalent qualification from a recognized institution; and
- (v) fluency in spoken and written English.

NOTE: fluency in international language(s) is an added advantage.

Duties and Responsibilities

- (i) analyzing emerging conflict trends and contributing to policy frameworks for regional interventions
- (ii) contributing to conflict alert systems, policy briefings and research relevant; to emerging regional and global peace and security issues, especially in the Eastern Africa region;
- (iii) conducting demand led research on relevant issues and presenting papers and related publications,
- (iv) conducting background research and updating country profiles in Eastern Africa with focus on issues related to peace support operations;

- (v) organizing and participating in relevant conferences, meetings, symposiums, colloquiums and workshops;
- (vi) designing and delivery of training programmes related to conflict prevention, conflict management and post-conflict recovery; and
- (vii) providing inputs for training related to peace operations at tactical, operational and strategic level education.

SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION