



**MINISTRY OF LABOUR & SOCIAL PROTECTION
OFFICE OF THE CABINET SECRETARY**

Tel: +254 (0) 2729800
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PSC-9/2018/6079

Social Security House, Bishops Road
P.O. Box 40326-00100
Nairobi - KENYA

When replying, please quote

Ref: No. MEACL&SP/4/21 (S)L/Vol. I/(64)

Date: 20th September 2018

All Principal Secretary Secretaries
All county Public Service Boards
The Solicitor General & Department of Justice
The Comptroller of State House
The Inspector General National Police Service
The Principal Administrative Secretary – DPSM
The Clerk, National Assembly
The National Council for Persons with Disability
All Heads of Departments



**INTERNAL RE-ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF LABOUR
& SOCIAL PROTECTION – STATE DEPARTMENT FOR LABOUR**

Applications are invited from suitably qualified serving officers in the Public Service for the re-advertised vacant positions shown here below.

No	Designation	J/G	No. of Posts	Vacancy No.
1	Chief Labour Officer	M	28	3/2018
2	Chief Nursing Officer	M	1	1/2018

Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke or Ministry's website www.labour.go.ke

Please note:

- Candidates should NOT attach copies of academic, professional documents or transcripts. All the details requested in the advertisement should be filled in the form.

- Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic, Professional Certificates and Transcripts during interviews;
- Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.
- Only shortlisted and successful candidates will be contacted.

Completed application forms should reach the Cabinet Secretary, Ministry of Labour and Social Protection, P.O. Box 40326-00100, NAIROBI or hand delivered to National Social Security Fund (NSSF) Building, Block 'A', Eastern Wing, 5th Floor Registry, on or before 22nd October 2018.

CHIEF LABOUR OFFICER, JOB GROUP 'M' – TWENTY EIGHT (28) POSTS, ADVERT NO. 3/2018

Salary Scale: Kshs.44,750 – Kshs.59,860 p.m.

For appointment to this grade, an officer must have:-

- Served in the grade of Senior Labour Officer, Job Group 'L' for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- Bachelor's Degree in any of the following disciplines: Human Resource Management/Planning/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a recognized institution;
- Certificate in Prosecution course lasting not less than three (3) months from a recognized institution will be an added advantage;
- Departmental certificate in Labour Administration lasting not less than one (1) month;
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- Advising trade unions, employer's associations, employees and employers in labour laws and labour relations matters;
- Handling of complex labour complaints and reconciling parties involved in trade disputes;
- In addition, the officer will be involved in settling strikes disputes and lockouts; and
- Preparing strikes reports.

CHIEF REGISTERED NURSE, JOB GROUP 'M' – ONE (1) POST, ADVERT NO.1/2018

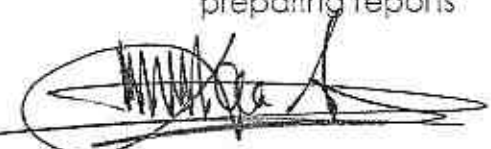
Salary Scale: Kshs.44,750 – Kshs.59,860 p.m.

For appointment to this grade, an officer must have:-

- i. Served for a minimum period of three (3) years in the grade of Senior Registered Nurse, Job Group 'L' or in a comparable and relevant position in the Public Service;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practising License from the Nursing Council of Kenya; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities include:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing health education and counselling to patients/clients and community on identified health needs;
- iii. Facilitating patients/clients referral appropriately
- iv. Conducting clinical teaching and assessment of nursing staff and students;
- v. Conducting occupational health needs assessment and making appropriate recommendations;
- vi. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- vii. Conducting desk reviews on health reports and implementing recommendations related to nursing;
- viii. Monitoring healthcare outcomes at the service delivery unit and preparing reports


Hon. (Amb) Ukur Yatani
CABINET SECRETARY



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**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF LABOUR &
SOCIAL PROTECTION – STATE DEPARTMENT FOR LABOUR**

Applications are invited from suitably qualified serving officers in the Public Service for the advertised vacant positions shown here below.

No	Designation	J/G	No. of Posts	Vacancy No.
1	Clerical Officer II	F	47	15/2018
2	Drivers III	D	42	16/2018
3	Support Staff III	A/B	9	17/2018
4	Senior Support Staff/Subordinate Staff	D	37	18/2018

Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke or Ministry's website www.labour.go.ke

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CLERICAL OFFICER II, JOB GROUP 'F' – FORTY SEVEN (47) POSTS, ADVERT NO.15/2018

Salary Scale: Kshs.16,890 – Kshs.20,800 p.m.

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade an officer must

- i. Be a serving officer in the Public Service;
- ii. Have a Kenyan Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- iii. Have a Certificate in computer applications skills from a recognized institution.

Duties and Responsibilities

- i. Collecting statistical records
- ii. Carrying out transactions related to accounts or personnel information
- iii. Filing receipts
- iv. Receiving, filing and dispatching correspondences;
- v. Preparing Pay Change Advices (PCAs);
- vi. Preparing initial documents for issuance of stores;
- vii. Photocopying and scanning documents;
- viii. Checking general office cleaning; and
- ix. Keeping safe custody of equipment, documents and records

DRIVER III, JOB GROUP 'D' – FORTY TWO (42) POSTS, ADVERT NO.16/2018

Salary Scale: Kshs.14,610 – Kshs.16,250 p.m.

Terms of Service: **Permanent and Pensionable or Local Agreement**

For appointment to this grade, a candidate must:-

- i. Be a serving officer in the Public Service;
- ii. Have a Kenyan Certificate of Secondary Education (KCSE) Mean Grade D (Plain) or its equivalent qualification from a recognized institution;
- iii. Have a valid driving license free from any current endorsement(s) for class(es) of vehicles (s) an officer is required to drive;
- iv. Have attended a First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognized institution;
- v. Have passed suitability Test for Drivers Grade III;
- vi. Passed practical Test for Drivers conducted by the respective Ministries/Departments;
- vii. A valid Certificate of good conduct from the Kenya Police; and
- viii. At least two (2) years driving experience.

Duties and Responsibilities include:

This is the entry grade into the Drivers' cadre. Duties and responsibilities at this level will entail: Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's Cooling, oil, electrical and brake systems, tyre pressure etc; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicles on and off the road; safety of the passengers and/or goods therein; and maintain cleanliness of vehicle.

SUPPORT STAFF III, JOB GROUP 'A'/'B' – NINE (9) POSTS, ADVERT NO.17/2018

Salary Scale: Kshs.13,280 – Kshs.14,150 p.m.

Terms of Service: **Permanent and Pensionable or Local Agreement**

For appointment to this grade, a candidate must:-

- i. Be a serving officer in the Public Service;
- ii. Have a Certificate of Secondary Education (KCSE);
- iii. Have a Kenya Certificate of Education (KCE); or
- iv. Have a leaving certificate

Duties and Responsibilities include:

This is the entry grade into the Support Staff cadre. Duties and responsibilities of this level are general office cleanliness, receiving and dispatching letters, general office messenger.

SENIOR SUPPORT STAFF/SUBORDINATE STAFF, JOB GROUP 'D' – TWENTY (20) POSTS, ADVERT NO.18/2018

Salary Scale: Kshs.14,610 – Kshs.16,250 p.m.

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate must:-

- i. Be a serving officer in the Public Service;
- ii. Have a Certificate of Secondary Education (KCSE) Mean Grade D (Plain).
- iii. Have a Kenya Certificate of Education (KCE) Division IV.

Duties and Responsibilities include:

Successful candidates will be deployed in any of the station within the Ministry and assignments will include:

Carrying out cleaning and messengerial duties as instructed.



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- iv. Have attended a First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- v. Have passed suitability Test for Drivers Grade III;
- vi. Passed practical Test for Drivers conducted by the respective Ministries/Departments;
- vii. A valid Certificate of good conduct from the Kenya Police; and
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