



**THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE**

Telegraphic Address
Telephone: +254-20-2227436
When replying please quote

OP/CAB. 11/2/2

Ref. No.
and date

STATE HOUSE

P.O. Box 40530-00100

13th September, 2018 Nairobi, Kenya

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All Principal Secretaries
The Secretary/Chief Executive Officer, PSC (K)
The Comptroller of State House
The Principal Administrative Secretary, Office of the Deputy President
The Principal Administrative Secretary, DPSM
The Inspector General, National Police
The Clerk, National Assembly

INTERNAL ADVERTISEMENT

VACANT POSITIONS IN THE EXECUTIVE OFFICE OF THE PRESIDENT AND CABINET AFFAIRS OFFICE

Applications are invited from suitably qualified serving officers in the Civil Service for the vacant posts in the Executive Office of the President and Cabinet Affairs Office.

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.

No.	Designation	JG	No. of Posts	Advert No.
1	Principal Inspector (State Corporations)	N	8	No. 01/2018
2	Chief Inspector (State Corporations)	M	3	No. 02/2018
3	Senior Inspector (State Corporations)	L	10	No. 03/2013

Please note

- Candidates should **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the form.

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates shall be required to produce original of their National Identity Card, academic and professional certificates and transcripts during interviews.
- All serving officers shall be required to produce the original letters of appointment to their current substantive post during the interview

The completed application forms should be sent to:

**The Principal Administrative Secretary
Executive Office of the President
Cabinet Affairs Office
P.O. Box 62345-00200
NAIROBI**

or hand-delivered to: **Harambee Annex, Room No. 012** so as to reach this Office on before **26th September, 2018**.



K. W. KIHARA, CBS
For: HEAD OF THE PUBLIC SERVICE

ADVERT NO: 01/2018

PRINCIPAL INSPECTOR (STATE CORPORATIONS), JOB GROUP 'N' - EIGHT (8) POSTS

Terms of Service: Permanent and Pensionable

BASIC SALARY

Kshs.53,370 x 2,660 - 56,030 x 2,830 - 58,860 x 2,980 - 61,840 x 3,330 - 65,170 x 3,480
- 68,650 x 3,660 - 72,310 x 3,570 - 75,880 x 3,650 - 79,530 p.m

ALLOWANCES

House allowance - 35,000 p.m.
Commuter allowance - 8,000 p.m.
Leave allowance - 6,000 p.a.

(a) For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three (3) years in the grade of Chief Inspector (State Corporations), Job Group M' or in a comparable and relevant position in the Public Service;
- (ii) A Bachelor's degree in any of the following disciplines: - Economics/Statistics, Commerce (Finance, Accounting, Auditing, Business Administrations or Marketing), Public Administration, Human Resource Management or comparable and relevant qualifications from a university recognized in Kenya;
- (iii) A certificate in Management Course lasting not less than four (4) weeks; and
- (iv) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

An officer at this level will undertake specific assignments on any state corporation. Specific duties will include:

- (i) Preparing detailed analytical reports as required;
- (ii) Offering advice on such matters as performance contracting, management, accounting, cost control, budgeting and finance;

- (iii) Evolving a mechanism for effective follow-up of inspection reports; and
- (iv) Supervising, training and developing officers working under him/her.

ADVERT NO: 02/2018

CHIEF INSPECTOR (STATE CORPORATIONS), JOB GROUP 'M' - THREE (3) POSTS

Terms of Service: Permanent and Pensionable

BASIC SALARY SCALE

Kshs.46,230 x 2,120 - 48,350 x 2,460 x 50,810 x 2,560 - 53,370 x 2,660 - 56,030 x 2,830
- 58,860 x 2,980 - 61,840 p.m.

ALLOWANCES

House allowance - 28,000 p.m.
Commuter allowance - 8,000 p.m.
Leave allowance - 6,000 p.a.

(a) For appointment to this grade, an officer must have;

- (i) Served for a minimum period of three (3) years in the grade of Senior Inspector (State Corporations), Job Group 'L' or in a comparable and relevant position in the Public Service;
- (ii) A Bachelor's degree in any of the following disciplines: - Economics/Statistics, Commerce (Finance, Accounting, Auditing, Business Administrations or Marketing), Public Administration, Human Resource Management or comparable and relevant qualifications from a university recognized in Kenya; and
- (iii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

- (i) Undertaking specialized analytical assignments under the overall direction of a team leader.
- (ii) Performing specific duties including assessing the efficacy of policies, regulations and procedures relating to all operations of a State Corporation and preparing analytical reports as required.

ADVERT NO: 03/2018

SENIOR INSPECTOR, (STATE CORPORATIONS), JOB GROUP 'L' – TEN (10) POSTS

Terms of Service: Permanent and Pensionable

BASIC SALARY SCALE

Kshs. 40,410 x 1,850 - 42,260 x 1,930 - 44,190 x 2,040 - 46,230 x 2,120 - 48,350 x 2,460
- 50,810

ALLOWANCES

House allowance - 28,000 p.m.
Commuter allowance - 6,000 p.m.
Leave allowance - 6,000 p.a.

(a) For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three (3) years in the grade of Inspector (State Corporations), Job Group 'K' or in a comparable and relevant position in the Public Service;
- (ii) A Bachelor's degree in any of the following disciplines: - Economics/Statistics, Commerce (Finance, Accounting, Auditing, Business Administrations or Marketing), Public Administration, Human Resource Management or comparable and relevant qualifications from a university recognized in Kenya; and
- (iii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

- (i) Monitoring the management practices in State Corporations and generating appropriate reports;
- (ii) Offering advice on matters relating to management, accounting, cost control, budgeting and finance, procurement, human resources management, performance contracting; and
- (iii) Preparing analytical reports as required.

