



**MINISTRY OF PETROLEUM AND MINING**  
**STATE DEPARTMENT FOR PETROLEUM**

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OFFICE OF THE PRINCIPAL SECRETARY

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Ref. No. MOPM/P/CONF/1/2/1A

Date: 20<sup>th</sup> August, 2018

All Cabinet Secretaries  
All Principal Secretaries  
The Solicitor General, State Law Office  
The Principal Administrative Secretary, Office of the Deputy President  
The Comptroller of State House  
The Inspector General, National Police Service  
The Clerk, National Assembly  
The Clerk, the Senate  
The Chief Executive, Council of Governors  
All County Commissioners

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF PETROLEUM  
AND MINING, STATE DEPARTMENT FOR PETROLEUM**

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

S/NO.	POST	J/G	NO. OF VACANCIES	VACANCY NO.
1.	Principal Petroleum Officer (Mechanical Engineer)	N	1	1/2018
2.	Chief Petroleum Officer (Mechanical Engineer)	M	1	2/2018
3.	Chief Petroleum Officer (Chemical Engineer)	M	1	3/2018
4.	Chief Petroleum Environmental Analyst	M	1	4/2018
5.	Chief Petroleum Technologist	M	2	5/2018

6.	Senior Petroleum Technologist	I	3	6/2018
7.	Petroleum Technologist I	K	4	7/2018

Interested and qualified persons are requested to make their applications by completing one (1) application form, PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke)

Completed application forms together with certified copies of certificates should reach the **Principal Secretary, State Department for Petroleum, Ministry of Petroleum and Mining, P.O Box 30582-00100 Nairobi OR hand delivered to Nyayo House, HRM & D Registry, 22<sup>nd</sup> Floor, Room 2202 on or before Friday, 7<sup>th</sup> September, 2018.**

**Please note that:-**

- **Candidates should not attach original documents to the application form.**
- **Only shortlisted and successful candidates will be contacted.**
- **Canvassing in any form will lead to automatic disqualification.**

**1. VACANCY NO. 1/2018: PRINCIPAL PETROLEUM OFFICER (MECHANICAL ENGINEER), JOB GROUP 'N' - ONE (1) POST**

<b>Terms of service:</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>Ksh. 53,370-79,530 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 35,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh. 8,000 p.m.</b>
<b>Leave Allowance (Once Annually)</b>	<b>Ksh. 6,000</b>

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Petroleum Officer (Mechanical Engineer), Job Group 'M' or comparable and relevant position in the Public Service for at least three (3) years;
- ii. Bachelors Degree in Mechanical Engineering or its equivalent from a recognized institution;
- iii. Been registered by the Engineers Registration Board of Kenya;

- iv. Current valid Annual Practising Licence from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK);
- vi. Attended a Management Course lasting not less than four (4) weeks from a recognized Institution;
- vii. Attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized Institution; and
- viii. Demonstrated general administrative ability required for direction, control and implementation of mechanical engineering programmes.
- ix. Shown merit and ability as reflected in work performance and results.

**(b) Duties and responsibilities**

Duties and responsibilities will entail;

- i. Designing of equipment systems for oil and gas production installation;
- ii. Participating in computation and interpretation of downhole and discharge;
- iii. Coordinating measurement of downhole parameters including temperature, flow-rate and pressure of oil and gas;
- iv. Supervising engineering operations relating to petroleum exploration, development and production;
- v. Evaluating petroleum Engineering Models and technical reports relating to engineering work programmes;
- vi. Computing and interpreting of petroleum engineering related models; and
- vii. Liaising with stakeholders on engineering and other cross-cutting issues.

**2. VACANCY NO. 2/2018: CHIEF PETROLEUM OFFICER (MECHANICAL ENGINEER), JOB GROUP 'M'- ONE (1) POST**

<b>Terms of service:</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>Ksh. 46,230-61,840 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 28,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh. 8,000 p.m.</b>
<b>Leave Allowance (Once Annually)</b>	<b>Ksh. 6,000</b>

**(a) Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Served as Senior Petroleum Officer (Mechanical Engineer I), Job Group 'L' or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. A Bachelor's Degree in Mechanical Engineering or its equivalent from a recognized institution;
- iii. Been registered by Engineers Registration Board of Kenya;
- iv. Current valid annual practicing License from the Engineers Registration Board of Kenya;
- v. Corporate membership with the Institution of Engineers of Kenya (IEK); and
- vi. Shown merit and ability as reflected in work performance and results.

**(b) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. Monitoring and supervision of engineering operations relating to petroleum exploration, development and production;
- ii. Preparing and analyzing Petroleum Engineering Models and technical reports relating to engineering work programmes;
- iii. Preparing updated results on engineering work programmes;

- iv. Monitoring measurement of down hole parameters including temperature, flow rate and pressure of oil and gas; and
- v. Monitoring implementation of petroleum drilling and related engineering work programmes for designated projects.

**3. VACANCY NO. 3/2018: CHIEF PETROLEUM OFFICER (CHEMICAL ENGINEER), JOB GROUP 'M' – ONE (1) POST**

Terms of service:	Permanent and Pensionable
Salary Scale:	Ksh. 46,230-61,840 p.m.
House Allowance:	Ksh. 28,000 p.m.
Commuter Allowance:	Ksh. 8,000 p.m.
Leave Allowance (Once Annually)	Ksh. 6,000

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Petroleum Officer, (Chemical Engineer I), Job Group 'L', for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- ii. Bachelor of Science degree in any of the following fields:- Chemical Engineering, Environmental Science/Engineering, Physical Sciences, Environmental Science, Chemistry, Physics or its equivalent qualification from a recognized Institution; and
- iii. Shown merit and ability as reflected in work performance and results.

**(b) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. Developing Process design and analysis;
- ii. Generating chemical engineering reports;
- iii. Carrying out safety and hazard assessment including technical inspection of oil and gas installations;
- iv. undertaking plant design and operations;

- v. Analysing construction specifications and operating instructions; and
- vi. Compiling safety notices and permits under the Petroleum Act.

**4. VACANCY NO. 4/2018: CHIEF PETROLEUM ENVIRONMENTAL ANALYST, JOB GROUP 'M'  
– ONE (1) POST**

<b>Terms of service:</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>Ksh. 46,230-61,840 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 28,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh. 8,000 p.m.</b>
<b>Leave Allowance (Once Annually)</b>	<b>Ksh. 6,000</b>

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Petroleum Environmental 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 disciplines: Environment, Environmental Science, Environmental Geology, Environmental Management and Natural Resources, or its equivalent qualification from a recognized institution;
- iii. Certificate in Health, Safety and Environment related to petroleum or its equivalent qualification lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer applications 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 will entail:

- i. Maintaining management system documentation and procedures in relation to Health, Safety and Environment in liaison with other relevant Government Agencies;

- ii. Ensuring environmental documentation complies with quality management procedures;
- iii. Ensuring Health, Safety and Environment audits for oil and gas are undertaken;
- iv. Reporting on oil and gas Health, Safety and Environment matters; and
- v. Reviewing Environmental and Social Impact Assessment Reports related to oil and gas operations in consultation with relevant Government Agencies.

**5. VACANCY NO. 5/2018: CHIEF PETROLEUM TECHNOLOGIST, JOB GROUP 'M' – TWO (2) POSTS**

<b>Terms of service:</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>Ksh. 46,230-61,840 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 28,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh. 8,000 p.m.</b>
<b>Leave Allowance (Once Annually)</b>	<b>Ksh. 6,000</b>

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Laboratory Technologist, Job Group 'L', for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- ii. A Diploma in any of the following disciplines: Analytical Chemistry, Applied Chemistry, Earth Science, Civil Engineering or equivalent qualification from a recognized institution;
- iii. Certificate in Supervisory Skills course lasting not less than two (2) 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 will entail:

- i. Ensuring maintenance of analytical database, laboratory stores, records and equipment for geological petroleum activities;
- ii. Interpreting data on petroleum drilling core samples;
- iii. Coordinating archiving of laboratory samples;
- iv. Planning petroleum geological field surveys;
- v. Undertaking analytical /diagnostic work on rock, water, oil and gas;
- vi. Preparing standard operating procedures for the laboratory activities;
- vii. Preparing laboratory reports and work plans;
- viii. Undertaking technical evaluation of laboratory and field equipment; and
- ix. Ensuring quality assurance in petroleum activities.

**6. VACANCY NO. 6/2018: SENIOR PETROLEUM TECHNOLOGIST, JOB GROUP 'L' – THREE (3) POSTS**

<b>Terms of service:</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>Ksh. 40,410-50,810 p.m.</b>
<b>House Allowance:</b>	<b>Ksh. 28,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh. 6,000 p.m.</b>
<b>Leave Allowance (Once Annually)</b>	<b>Ksh. 6,000</b>

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Laboratory Technologist I, Job Group 'K', for a minimum period of three (3) years or in a comparable and relevant position in the Public Service ;
- ii. A Diploma in any of the following disciplines: Analytical Chemistry, Applied Chemistry, Earth Science, Civil Engineering or equivalent qualification from a recognized institution;
- 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 will entail:

- i. Maintaining analytical database, laboratory stores, records and equipment for geological petroleum activities;
- ii. Analysing data on petroleum drilling core samples;
- iii. Archiving of laboratory samples;
- iv. Conducting petroleum geological field surveys; and
- v. Undertaking analytical /diagnostic work on rock, water, oil and gas.

**7. VACANCY NO. 7/2018: PETROLEUM TECHNOLOGIST I, JOB GROUP 'K' – FOUR (4) POSTS**

<b>Terms of service:</b>	Permanent and Pensionable
<b>Salary Scale:</b>	Ksh. 35,400-46,230 p.m.
<b>House Allowance:</b>	Ksh. 16,500 p.m.
<b>Commuter Allowance:</b>	Ksh. 5,000 p.m.
<b>Leave Allowance (Once Annually)</b>	Ksh. 6,000

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Laboratory Technologist II, Job Group 'J', for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- ii. A Diploma in any of the following disciplines: Analytical Chemistry, Applied Chemistry, Earth Science, Civil Engineering or equivalent qualification from a recognized institution;
- iii. Certificate in Computer Applications skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. Receiving and registering samples;
- ii. Compiling data on petroleum drilling core samples;
- iii. Analyzing laboratory samples;
- iv. Participating in petroleum geological field surveys.
- v. Conducting analytical /diagnostic work on rock, water, oil and gas; and
- vi. Maintaining of laboratory equipment for geological petroleum activities.



Andrew N. Kamau, CBS  
FOR: CABINET SECRETARY

Copy to: **The Cabinet Secretary, CBS**  
Ministry of Petroleum and Mining

**The Secretary/Chief Executive**  
Public Service Commission