



## PUBLIC SERVICE COMMISSIONS

### Our Vision

*"A citizen-centric public service"*

### Our Mission

*"To reform and transform the public service for efficient and effective service delivery"*

## ADVERTISEMENT - 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 **ONLINE** through the Commission website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal: [www.pscjobs.go.ke](http://www.pscjobs.go.ke)

### Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. 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.
- (vi) It is a criminal offence to present fake certificates/ documents.
- (vii) 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 19<sup>th</sup> June 2023 latest 5.00 pm (East African Time)**.

## VACANCIES IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

### STATE DEPARTMENT FOR CORRECTIONAL SERVICES

**DIRECTOR, PROBATION AND AFTERCARE SERVICE - ONE (1) POST- V/No. 51/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.133,870 – Kshs.197,800 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs.48,000 – 60,000 p.m. (Depending on duty Station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs.20,000p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government.</b>	
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>	

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

- (i) served for a minimum period of three (3) year in the grade of Deputy Director of Probation, CSG '6' or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;
- (iii) Masters degree in any of the following disciplines; Sociology, Criminology, Guidance and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organizational of the Department; and
- (v) been conversant with government policies on Criminal Justice Administration and Management of Offenders; and
- (vi) shown merit and ability as reflected in work performance.

#### **Duties and Responsibilities**

An officer at this level will deputize the Secretary, Probation and Aftercare services at Department of Probation and Aftercare Service headquarters. Specific duties and responsibilities include:

- (i) formulating, reviewing and implementing government policies on crime prevention and rehabilitation;
- (ii) formulating, interpreting and implementing government programmes and activities on crime prevention and treatment of offenders in the community;
- (iii) directing and controlling departmental activities in all Counties and at the headquarters;
- (iv) ensuring efficient and effective organization and operation of the Department;
- (v) supervising probation services countrywide;

- (vi) liaising with the Judiciary, National Police Service, Children Service and Prisons Service and other legal sectors including development partners for better management of the Criminal Justice System; and

**DEPUTY DIRECTOR, PROBATION AND AFTERCARE SERVICE - TWO (2)  
POSTS - V/No. 52/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.99,900 – Kshs.169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs.20,000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs.16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government.</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director Probation and Aftercare Service, CSG '7' or in comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;
- (iii) shown initiative, administrative ability and efficiency in programme organization, direction and control of probation services;
- (iv) conversant with Government Policies on Criminal Justice Administration and Management of Offenders;
- (v) demonstrated a high degree of professional competence, administrative capabilities and initiative in work performance; and
- (vi) shown merit and ability as reflected in work performance.

**Duties and Responsibilities**

An officer at this level will report to the Director, Probation and Aftercare Service. Specific duties and responsibilities include:

- (i) coordinating all the programmes in the Department;
- (ii) providing oversight on departmental planning, budgeting, and programme implementation,
- (iii) creating linkages and liaising with other criminal justice agencies and partners on matters pertaining to Probation, Community Service Orders, Victims Services, Parole, and Aftercare for the benefit of the supervised;
- (iv) ensuring that statutory review board meetings are held and maintained and ensuring that professional standards are adhered to and maintained;

- (v) ensuring that all activities performed are in conformity with plans, schedules, targets, and budget and any deviations rectified;
- (vi) ensuring overall staff performance appraisals indicating achievements levels and targets are met;
- (vii) being an alternate Chairman to professional and administrative committees; and
- (viii) co-ordinating day-to-day administration of the department including staff training and development.

**ASSISTANT DIRECTOR, PROBATION AND AFTERCARE SERVICE - NINE (9)  
POSTS- V/No. 53 /2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 – Kshs.121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs.16, 800 - 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs.12, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years in the grade of Principal Probation Officer, CSG '8' or in a comparable and relevant position in the Wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;
- (iii) be conversant with High Court etiquettes and procedures in criminal matters;
- (iv) a good understanding of rehabilitation programmes of complex and serious offenders; and
- (v) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be deployed at the County Probation Office to be in charge of High Court field stations or deputize the Deputy Director Probation at the Department of Probation and Aftercare Service Headquarters.

**At the Departmental Headquarters**

Specific duties and responsibilities include: -

- (i) coordinating, supervising, monitoring and evaluating the departmental programmes in the field;
- (ii) planning offenders' rehabilitation programs for field stations;
- (iii) receiving, analyzing, and disseminating statistics; and
- (iv) coordinating research activities and liaising with penal institutions and other stakeholders on research findings.

### **At the field offices (County Level)**

Specific duties and responsibilities include: -

- (i) being in charge of the High Court and its jurisdiction on all aspects of probation work;
- (ii) attending cases originating from the High Court and Court of Appeal;
- (iii) conducting social inquiry on all referred cases from the High Court and Court of Appeal;
- (iv) taking charge of offenders placed by the High Court and Court of Appeal under mandatory community-based supervision, rehabilitation and resettlement;
- (v) liaising with all other agents of criminal justice administration for efficient and effective criminal justice delivery;
- (vi) facilitating and promoting reconciliation of offenders in the community;
- (vii) supervising, rehabilitating, and reintegrating offenders to the community;
- (viii) coordinating and liaising with other departments or agencies in promoting activities within the area of jurisdiction;
- (ix) coordinating activities of review committees and the courts in relation to community service order; and
- (x) serving as secretary to the Divisional Review Committee.

## **STATE DEPARTMENT FOR INTERNAL SECURITY AND NATIONAL ADMINISTRATION**

### **DEPUTY COUNTY COMMISSIONER II - ONE HUNDRED AND SEVENTEEN (117) POSTS - V/No. 54/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.87,360 – Kshs.121,430 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs.16,800 - 45,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs.12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of (3) years in the grade of Senior Assistant County Commissioner/Senior Assistant Secretary CSG '8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any social science or equivalent qualifications from a university recognized in Kenya;
- (iii) a Certificate in Administrative Officer's Induction course lasting not less than four (4) weeks;
- (iv) passed Administrative Officers Examination;
- (v) a Certificate in Administrative Officer's Paramilitary course lasting not less than three (3) weeks;

- (vi) a Diploma in Public Administration (DPA) OR Advanced Public Administration (APA) certificate; and
- (vii) shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- (i) coordination of National Government functions which include promoting cohesion, integration and patriotism to enhance peace and national unity;
- (ii) handling complex administration, social economic and political issues;
- (iii) coordinating disaster management and emergency response;
- (iv) implementing decisions of the security and intelligence committees;
- (v) interpreting and disseminating government policies;
- (vi) facilitating citizen participation in the development and implementation of government policies, programmes and projects;
- (vii) coordinating national and state functions;
- (viii) managing and maintaining administrative boundaries, security roads airstrip and vital installation;
- (ix) coordinating campaigns against drugs, alcohol and substance abuse;
- (x) providing agency services for other government institutions; and
- (xi) conducting civil marriages and promoting peace building and conflict resolution.

## **VACANCIES IN THE NATIONAL TREASURY AND ECONOMIC PLANNING**

### **THE NATIONAL TREASURY**

#### **DIRECTOR, ACCOUNTING SERVICES - ONE (1) POST - V/No. 55/2023.**

<b>Basic Salary Scale:</b>	<b>Kshs.169,140 - Kshs.324,430 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs.80, 000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Kshs.24, 000 p.m.</b>	
<b>Entertainment Allowance:</b>	<b>Kshs.65,000 p.m.</b>	
<b>Extraneous Allowance:</b>	<b>Kshs.60,000 p.m.</b>	
<b>Domestic Servants Allowance:</b>	<b>Kshs.15,600 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service</b>	<b>Permanent or Local Agreement</b>	

#### **For appointment to this grade, an officer must have:**

- (i) served for a minimum period of three (3) years at the grade of Senior Deputy Accountant General, CSG '5' or in a comparable and relevant position in the wider public service or private sector;

- (ii) a Masters degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, or equivalent qualification from a university recognized in Kenya;
- (iii) passed Part III of Certified Public Accountant (K) or its equivalent qualification from a recognized institution;
- (iv) registered with the Institute of Certified Public Accountant of Kenya (ICPAK), and Registration of Accountants Board (RAB);
- (v) demonstrated a thorough understanding of National goals, policies and development objectives and the ability to transform them into accounting standards, policies and programmes;
- (vi) broad experience and knowledge of the Country's Public Sector Financial Management, policies and goals;
- (vii) shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director General, Accounting Services and Quality Assurance. Duties and responsibilities will include:

- (i) advising the Government on accounting matters;
- (ii) designing and developing government accounting systems;
- (iii) advising on financial reporting formats;
- (iv) liaising with local and international accounting standard bodies on matters relating to financial reporting and standards;
- (v) reviewing requests from MDAs and Sub-Counties for write-offs and making recommendations;
- (vi) directing and controlling the operations of the Exchequer account;
- (vii) initiating the development and review of the Scheme of Service for Accountants;
- (viii) approving departmental budgets and plans;
- (ix) training, developing and deploying of Accounts staff; and
- (x) managing performance.

### **DIRECTOR, NATIONAL SUB -COUNTY TREASURIES - ONE (1) POST - V/No. 56/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.169,140 - Kshs.324,430 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs.80, 000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Kshs.24, 000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Kshs.65,000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Kshs.60,000 p.m.</b>
<b>Domestic Servants Allowance:</b>	<b>Kshs.15,600,p.m</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service</b>	<b>Permanent or Local Agreement</b>
<b>Terms of Service</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of three (3) years at the grade of Senior Deputy Accountant General, CSG '5' or in comparable and relevant position in the wider public service or private sector;
- (ii) a Masters degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, or equivalent qualification from a University recognized in Kenya;
- (iii) passed Part III of Certified Public Accountant (K) or its equivalent qualification from a recognized university in Kenya;
- (iv) registered with the Institute of Certified Public Accountant of Kenya (ICPAK), and Registration of Accountants Board (RAB);
- (v) demonstrated a thorough understanding of National goals, policies and development objectives and the ability to transform them into accounting standards, policies and programmes;
- (vi) broad experience and knowledge of the Country's Public Sector Financial Management, policies and goals;
- (vii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director General, Accounting Services and Quality Assurance. Specific duties and responsibilities will include;

- (i) advising on financial reporting formats;
- (ii) providing advisory services to stakeholders on financial and accounting matters;
- (iii) providing guidance on cash and Treasury management;
- (iv) ensuring Sub-County Treasuries accounting data is incorporated in the (MDAs) ledgers;
- (v) ensuring timely submission of statutory and management financial reports;
- (vi) overseeing issuance of AIE to Sub-Counties;
- (vii) authorizing payments;
- (viii) ensuring safe custody of government assets, records and accountable documents;
- (ix) reviewing responses to audit queries;
- (x) facilitating arrangements for bank mandates; and
- (xi) maintaining an inventory of bank accounts opened.

**DIRECTOR, DEBT SETTLEMENT - ONE (1) POST - V/No. 57/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.169,140 - Kshs. 324,430 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs.80, 000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Kshs.24, 000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Kshs.65,000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Kshs.60,000 p.m.</b>
<b>Domestic Servants Allowance:</b>	<b>Kshs.15,600,p.m</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>

<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been in the grade of Deputy Director, Debt Settlement CSG '6' and above or in comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following fields: Economics and Statistics, Economics and Mathematics, Computer Science, Information Communication Technology, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Economics, Finance, Accounting, Project Planning & Management, Business Administration, International Relations, Computer Science, Information Communication & Technology or any other equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in any of the following fields: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis And Modeling/Reporting, Policy Formulation, Public Debt Restructuring, or any other equivalent qualification from a recognized institution;
- (v) demonstrated clear understanding of National Development Goals, values and principles of governance; and
- (vi) demonstrated professional competence and managerial capabilities.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director General, Public Debt Management. Specific duties and responsibilities include;

- (i) developing policies and strategies on debt recording and settlement;
- (ii) overseeing creation and maintenance of comprehensive, reliable and up-to-date database for all public and publicly guaranteed debts taken by both the national and county governments;
- (iii) overseeing the development of frameworks for interfacing the debt management systems with key National Treasury and CBK financial management systems;
- (iv) direct production of reliable and timely debt service, forecasts for inputting into the budgetary process and debt statistics to support analysis, statutory reporting and debt data dissemination;
- (v) overseeing reconciliation of debt records and development of cash flow projections for debt servicing;
- (vi) ensuring timely payments under the Consolidated Fund Service;
- (vii) overseeing dissemination of public debt data and ensuring safe custody of loan agreements;
- (viii) validating public debt data; and
- (ix) coordinating the development and implementation of strategic plans and

performance management.

## **DEPUTY DIRECTOR, DEBT SETTLEMENT - THREE (3) POSTS - V/No. 58/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.99,900 - Kshs.169,140 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs.20,000 - 50,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs.16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

### **For appointment to this grade, an officer must have:**

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Debt Settlement CSG 7' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Economics and Statistics, Economics and Mathematics, Computer Science, Information Communication Technology, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a university recognized in Kenya;
- (iii) certificate in any of the following fields: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis and Modeling/Reporting, Policy formulation, Public Debt restructuring, or any other equivalent qualification from a recognized institution;
- (iv) demonstrated professional competence and managerial capabilities.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Debt Settlement. Specific duties and responsibilities will include;

- (i) providing guidance in preparation of debt reports;
- (ii) overseeing Period End Processing of the debt database;
- (iii) coordinating preparation of debt data for reporting and analysis;
- (iv) overseeing bank reconciliation;
- (v) authorizing Payment Advice and cash call ups;
- (vi) coordinating preparation of final annual accounts for Consolidated Fund Service;
- (vii) undertaking research on recording and settlement;
- (viii) evaluating the recording and settlement function;
- (ix) coordinating funding of Consolidated Fund Service and cash management;
- (x) authorizing exchequer requisition; and
- (xi) custodian of stock of Payment Advice Forms (PAs) and Loan agreements.

## **ASSISTANT DIRECTOR, DEBT SETTLEMENT - TWO (2) POSTS - V/No. 59/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 - Kshs.121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 - 45,000 p.m.(Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

### **For appointment to this grade, an officer must have:**

- (i) served for a minimum period of three (3) at the grade of Principal Debt Settlement Officer, 'CGS 8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Economics and Statistics, Economics and Mathematics, Computer Science, Information Communication Technology, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a university recognized in Kenya;
- (iii) certificate in any of the following fields: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis and Modeling/Reporting, Policy formulation, Public Debt restructuring, or any other equivalent qualification from a recognized institution;
- (iv) demonstrated professional competence and managerial capabilities.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Debt Settlement. Specific duties and responsibilities include:

- (i) monitoring and updating Period End Processing debt data;
- (ii) evaluating debt data for reporting and analysis;
- (iii) reviewing bank reconciliation reports and authorizing Payment Advice and cash call ups;
- (iv) evaluating final annual accounts for Consolidated Funds Service;
- (v) undertaking research on debt recording and settlement;
- (vi) initiating periodic reviews of recording and settlement functions;
- (vii) participating in funding and cash management;
- (viii) reviewing exchequer requisition;
- (ix) establishing internal control mechanisms; and
- (x) ensuring safe custody of stock of Payment Advice Forms (PAs) and Loan agreements.

## **DIRECTOR, RESOURCE MOBILIZATION - ONE (1) POST - V/No. 60/2023**

**Basic Salary Scale:** **Kshs.169,140 - Kshs. 324,430 p.m. (CSG 4)**

<b>House Allowance:</b>	<b>Kshs.80, 000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Kshs.24, 000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Kshs.65,000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Kshs.60,000 p.m.</b>
<b>Domestic Servants Allowance:</b>	<b>Kshs.15,600 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should be in the grade of Deputy Director, Resource Mobilization, CSG '6' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Economics, Finance, Accounting, Project Planning and Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in any of the following: Corporate Governance, Advocacy, Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation or Project Management, Policy Formulation or equivalent qualifications from a recognized institution;
- (v) demonstrated professional competence, managerial capabilities and integrity;
- (vi) demonstrated clear understanding of National Development Policies, goals and objectives.

**Duties and Responsibilities**

The officer at this level will be responsible to the Director General, Directorate of Public Debt Management. Specific duties and responsibilities will include;

- (i) overseeing the development and implementation of resources mobilization policies and strategies;
- (ii) overseeing the harmonization, alignment and coordination of aid effectiveness in line with international Declarations;
- (iii) mobilizing development partners' support;
- (iv) forecasting external and domestic inflows in the annual national estimates;
- (v) advising on financing and credit agreements for loans, grants and donations;
- (vi) monitoring implementation of donor funded Projects;
- (vii) overseeing fulfillment of conditions precedent;
- (viii) liaising with counties on resource mobilization;
- (ix) coordinating research on resources mobilization to inform Policy development;
- (x) advising on issuance of national government guarantees and on-lending management;
- (xi) educating and updating investors on the economic performance to achieve

- increased demand for Government's domestic and international debt securities;
- (xii) facilitating communication with investors and rating agencies;
- (xiii) preparing briefs on market feedback and anticipated market reactions to policy changes;
- (xiv) preparing and disseminating country memoranda to market participants;
- (xv) executing the global investor relations programmes;

**SENIOR DEPUTY DIRECTOR, RESOURCE MOBILIZATION - TWO (2) POSTS - V/No. 61/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.133,870 - Kshs.197,800 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs.48,000 - 60,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 20,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>	

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

- (i) served for a minimum period of twelve (12) years, three (3) of which should have been in the grade of Assistant Director, Resource Mobilization CSG '7' and above or in comparable and relevant position in the Wider Public Service or Private Sector;
- (ii) a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, or any other equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in any of the following fields: Negotiation skills and Foreign Aid Management, Policy Formulation, Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation or Project Management or equivalent qualification from a recognized institution;
- (iv) demonstrated clear understanding of National goals, values and principles of governance.

**Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Resource Mobilization. Specific duties and responsibilities will include:

- (i) developing resource mobilization policies and strategies;
- (ii) interpreting and implementing relevant statutes, policies and regulations on Public Finance Management;
- (iii) harmonizing, aligning and coordinating aid effectiveness in line with international declarations;
- (iv) forecasting of external and domestic inflows in the annual national estimates;

- (v) coordinating the preparation of agreements and memoranda between the government and various development partners;
- (vi) mobilizing domestic and external resources;
- (vii) liaising with Accounting Officers to ensure counterpart funding is adequately provided in the budget;
- (viii) recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- (ix) coordinating disbursements and reimbursements of funds;
- (x) reviewing domestic borrowing annual plan;
- (xi) representing Treasury in the Auction committee meetings at the CBK;
- (xii) undertaking due diligence on emerging debt instruments and providing guidance on issuance;
- (xiii) developing policy documents on primary and secondary domestic debt market;
- (xiv) negotiating for domestic and external loans and grants;
- (xv) drafting/vetting the terms and conditions for guarantees;
- (xvi) educating and updating investors on the economic performance to achieve increased demand for Government's domestic and international debt securities;
- (xvii) preparing briefs on market feedback and anticipated market reactions to policy changes; and
- (xviii) preparing and disseminating country memoranda to market participants.

**DEPUTY DIRECTOR, RESOURCE MOBILIZATION - EIGHT (8) POSTS -  
V/No. 62/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99,900 – Kshs.169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Resource Mobilization Officer, CSG '8' and above or in a comparable relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, or any other equivalent qualification from a university recognized institution;
- (iii) a certificate in any of the following: Public Debt Management, Project Management, Debt Management, Performance Assessment, Debt Sustainability

- Analysis or Macro- Economic Analyses and Modeling, Financial Modeling/Reporting, Public Debt Management, Public Debt Restructuring Policy Formulation or equivalent qualification from a recognized institution;
- (iv) demonstrated professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Resource Mobilization. Specific duties and responsibilities include;

- (i) planning, appraising, monitoring and evaluating projects;
- (ii) liaising with domestic and external partners on budgeting, counterpart funding, disbursements and reimbursements of funds;
- (iii) recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- (iv) carrying out due diligence on new debt instruments;
- (v) participating in issuance of public debt instruments and negotiating domestic and external loans;
- (vi) drafting and vetting the terms and conditions for guarantees;
- (vii) reviewing financing and credit agreements for loans, grants and donations;
- (viii) representing Treasury in the Auction committee meetings at the Central Bank of Kenya (CBK);
- (ix) reviewing borrowing proposals and loan agreements and participating in loan negotiations;
- (x) educating and updating investors on the economic performance;
- (xi) preparing briefs on market feedback and anticipated market reactions to policy changes; and
- (xii) preparing and disseminating country memoranda to market participants.

### **SENIOR DEPUTY DIRECTOR, DEBT MANAGEMENT - TWO (2) POSTS - V/No. 63/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 133, 870 – Kshs.197,800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs . 48,000 - Kshs. 60,000 p.m.(Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 20, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

### **For appointment to this grade, an officer must have:**

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Debt Management, CSG '6' or in a comparable and relevant position in the wider public service or private sector;

- (ii) a Bachelors degree in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following field; Economics, Finance Accounting, Project Planning & Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) certificate in any of the following fields, public debt management, monitoring and evaluation, project management, debt management performance management assessment, debt sustainability analysis, macro-economic analyses and modelling, financial modelling /reporting policy formulation, public debt restricting or any other equivalent qualification from a recognized institution in Kenya;
- (v) demonstrated clear understanding of National development goals and objectives;
- (vi) demonstrated professional competence and managerial capabilities.

### **Duties and Responsibilities**

An officer at this level will report to the Director, Debt Management. Specific duties and responsibilities include:

- (i) overseeing development of policies and strategies on risk management;
- (ii) providing guidance in determining borrowing ceilings for national and county Governments;
- (iii) formulating debt management policies and strategies;
- (iv) reviewing proposals to inform the determination of annual borrowing threshold;
- (v) overseeing formulation of debt strategy and preparation of fiscal reports relating to public debt;
- (vi) overseeing the assessment, monitoring and management of contingent liabilities including PPP Programmes/projects;
- (vii) overseeing budget implementation on annual borrowing plans;
- (viii) advising on policy changes in debt management;
- (ix) providing leadership o collaborations with Central Bank of Kenya and other key stakeholder for effective debt management;
- (x) overseeing designing of benchmarks, compliance to the debt strategy and monitoring performance of set benchmarks;
- (xi) making recommendations for debt restructuring, derivative financial instruments in accordance with the best international practice; and
- (xii) reviewing statutory and management report.

### **DEPUTY DIRECTOR, DEBT MANAGEMENT - FOUR (4) POSTS - V/No. 64/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99, 900 – Kshs.169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>

**Medical Cover:** As provided by the Government  
**Terms of Service:** Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Debt Settlement CSG '7' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Economics and Statistics, Economics and Mathematics, Computer Science, Information Communication Technology, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in any of the following fields: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis and Modeling/Reporting, Policy formulation, Public Debt restructuring, or any other equivalent qualification from a recognized university in Kenya;
- (iv) demonstrated professional competence and managerial capabilities.

**Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Debt Management. Specific duties and responsibilities include:

- (i) providing guidance in determining borrowing ceilings for national and county Governments;
- (ii) formulating debt management policies and strategies;
- (iii) reviewing proposals to inform the determination of annual borrowing threshold;
- (iv) reviewing medium term debt strategy paper;
- (v) reviewing debt management reports and making recommendations;
- (vi) providing medium and long-term forecasts of debt servicing and interest income;
- (vii) reviewing reports on interest and exchange rates trends and their effects on debt servicing;
- (viii) coordinating the assessment, monitoring and management of contingent liabilities including PPP programmes/projects;
- (ix) undertaking periodic reviews of existing debt management policies and reviewing debt sustainability reporting formats/templates;
- (x) preparing statutory and management reports and proposals for debt restructuring;

- (xi) liaising with Central Bank of Kenya and other National Treasury Departments for effective debt Management;
- (xii) reviewing benchmarks on debt portfolios that reflect the country's debt strategy;
- (xiii) monitoring risk controls and compliance with debt policy and annual debt borrowing thresholds; and
- (xiv) monitoring and supervising debt performance against set benchmarks.

**ASSISTANT DIRECTOR, DEBT MANAGEMENT - FOUR (4) POSTS -  
V/No. 65/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 – Kshs.121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 – 45, 000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for at least three (3) years in the grade of Principal Debt Management Officer 'CSG 8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a university recognized in Kenya;
- (iii) certificate in any of the following fields: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analyses and Modelling, Financial Modelling/Reporting, Public Debt Restructuring, Policy Formulation, Public Private Partnership or any other equivalent qualification from a recognized university in Kenya;
- (iv) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Debt Settlement. Specific duties and responsibilities will include:

- (i) monitoring and updating Period End Processing debt data;
- (ii) evaluating debt data for reporting and analysis;

- (iii) reviewing bank reconciliation reports;
- (iv) authorizing Payment Advice and cash call -ups;
- (v) evaluating final annual accounts for Consolidated Funds Service;
- (vi) coordinating systems backups and upgrades;
- (vii) undertaking research on debt recording and settlement;
- (viii) initiating periodic reviews of recording and settlement functions;
- (ix) participating in funding and cash management;
- (x) reviewing exchequer requisition;
- (xi) establishing internal control mechanisms; and
- (xii) ensuring safe custody of stock of Payment Advice Forms (PAFs) and Loan agreements.

**DEPUTY DIRECTOR, ASSETS MANAGEMENT - FOUR (4) POSTS -  
V/No. 66/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99,900 – Kshs.169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 – kshs. 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>

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

- (i) served for a minimum period of (3) years at CSG '7' in any of the following cadres: Debt Management, Economist, Public Administration, Supply Chain Management Officer, Finance Officer, Engineer, Accountant, Investment Officer, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following field; Administration, Business Administration, Engineering, Computer Science, Information Communication & Technology, Finance Procurement ,Economics And Statistics, Economics and Mathematics, Economics, Commerce or any other equivalent qualification from a recognized university institution in Kenya;
- (iii) certificate in any of the following fields, corporate governance, Public Financial Management, Asset /Fleet Management, Project Planning, Appraisal Or Monitoring and Evaluation, Risk Management ,Liability Management, Public Policy analysis or operational research or equivalent qualification from a recognized institution in Kenya;
- (iv) demonstrated professional competence and managerial capabilities.

**Duties and Responsibilities**

- (i) reviewing policy, legislation and regulation on asset management;
- (ii) undertaking research on asset management to inform policy development;
- (iii) undertaking fiscal risk assessment;
- (iv) participating in the formulation of criteria for procurement and disposal of assets;

- (v) modelling approach to asset management based on international best practices;
- (vi) monitoring fiscal risk assessment;
- (vii) participating in the formulation of criteria for procurement and disposal of assets;
- (viii) analyzing data to determine the optimum asset, fleet and liabilities levels as a tool for allocating resources;
- (ix) formulation and implementing asset management policy;
- (x) initiating preparation of plans ,reports and funding proposals;
- (xi) reviewing reports on optimum asset, fleet and liabilities levels;
- (xii) providing support to MDAs and counties on asset, fleet and liabilities management;
- (xiii) mentoring and coaching staff.

**ASSISTANT DIRECTOR, ASSETS MANAGEMENT - FOUR (4) POSTS -  
V/No. 67/2022**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 – Kshs. 121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 – Kshs. 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>

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

- (i) served for at least three (3) years at CSG '8' in any of the following cadres: Principal Assets Management Officer, Economist, Administrator, Supply Chain Management Officer, Finance Officer, Engineer, Accountant, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following field; Administration, Business Administration, Engineering, Computer Science Information Communication &Technology, Finance Procurement, Economics and Statistics, Economics and Mathematics, Economics, Commerce or any other equivalent qualification from a university recognized institution in Kenya;
- (iii) certificate in any of the following fields, Corporate Governance, Public Financial Management, Asset /Fleet Management, Project Planning, Appraisal or Monitoring and Evaluation, Risk Management, Liability Management, Public

- Policy Analysis, Operational Research or comparable qualification from a recognized institution;
- (iv) demonstrated professional competence and managerial capabilities.

#### **Duties and Responsibilities**

- (i) initiating policy legislation framework and regulation on asset management;
- (ii) undertaking research on asset management;
- (iii) implementation and management in the government;
- (iv) undertaking fiscal risk assessment;
- (v) participating in the formulation of criteria for procurement and disposal of assets;
- (vi) analyzing data to determine the optimum asset fleet and liabilities levels;
- (vii) providing support to MDAs and counties on asset fleet and liabilities management.

#### **ASSISTANT INTERNAL AUDITOR GENERAL - FORTY (40) POSTS - V/No. 68/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 - Kshs.121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 – 45,000 p.m.(Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

#### **For appointment to this grade an officer must have:**

- (i) served for a minimum period of eight (8) years, three (3 ) of which should have been at the grade of Senior Internal Auditor, CSG '9' and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Commerce (Finance or Accounting option), Business Administration (Finance or Accounting option) or its equivalent qualification from a recognized institution plus Certified Public Accountants III (CPAK) or Certified Internal Auditor (CIA) III;
- (iii) be a member of either IIA, ICPAK, ACFE, ISACA or any other recognized professional body;
- (iv) demonstrated administrative capabilities, competence in planning, conducting and supervising both financial and management audits; and
- (v) demonstrated merit and ability as reflected in work performance and results.

**NOTE:**

Possession of Certificate in any of the following: Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor, or Forensic Auditing from a recognized institution will be considered an added advantage.

**Duties and Responsibilities**

The Assistant Internal Auditor General will be responsible to the Senior Internal Auditor General for the management of Internal Audit activities. Specific duties and responsibilities include:

- (i) evaluating the effectiveness of risk management, controls and governance processes of a public entity and recommend improvements;
- (ii) undertaking audit verification assignments;
- (iii) supervising compilation of audit findings and audit working papers for assignments;
- (iv) preparing assignment work/engagement plan;
- (v) preparing internal audit reports;
- (vi) reviewing audit findings and audit working papers for assignments;
- (vii) leading a team of auditors;
- (viii) monitoring implementation of audit recommendations;
- (ix) coaching and mentoring of staff; and
- (x) preparing training projections and budgets.

**DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS - ONE (1) POST - V/No.69/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.169,140 - Kshs.324,430 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs.80, 000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Kshs.24, 000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Kshs.65,000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Kshs.60,000 p.m.</b>
<b>Domestic Servants Allowance:</b>	<b>Kshs.15,600,p.m</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

**For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years in the grade of Senior Deputy Director, Intergovernmental Fiscal Relations, CSG '5' or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following field; Economics, Economics & Statistics, Economics and Mathematics, Economics and Finance, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;

- (iii) a Masters degree in any of the following field, Economics, Economic Policy Management, Project Planning Management from a university recognized in Kenya;
- (iv) certificate in any of the following fields: Policy Formulation, Financial Modelling, Macro-Economic Modelling, Public Expenditure Analysis/Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management Regional Integration, Negotiation, Advocacy , Corporate Governance or comparable qualification from a recognized institution;
- (v) demonstrated understanding of national development goals; policies and objectives, national values and principles of governance as well as leadership capabilities.

### **Duties and Responsibilities**

- (i) coordinating and strengthening financial and fiscal relations between the national and county governments;
- (ii) coordinating capacity building to county government on public financial management;
- (iii) overseeing the development and review of policy legal and institution frameworks governing the intergovernmental fiscal relations and county financial management;
- (iv) overseeing the analysis, consolidation and monitoring of budgets, economic data and financial reports by the County Governments;
- (v) coordinating the development of planning budgeting and reporting framework for the county government to ensure standardization;
- (vi) coordinating technical support as well as secretariat services to intergovernmental activities;
- (vii) overseeing the development and regular review of the frameworks for inter-governmental fiscal transfers;
- (viii) overseeing preparation of the division of Revenue Bill and county allocation of Revenue Bill;
- (ix) coordinating research on matters relating to inter- governmental fiscal relations county government finances and service delivery;
- (x) overseeing the monitoring of adherence to legal frameworks and County Governments Financial Management System;
- (xi) coordinating the development and implementation of financial recovery plans;
- (xii) overseeing, monitoring and evaluating of implementation of fiscal and financial frameworks for urban areas and cities;
- (xiii) providing leadership in the development and oversight an implementation of a comprehensive county government financing system;

- (xiv) advising the management on matters relating to strengthening of County Public Finance Management (PFM), institution capacities to implement, manage and support governance, development and service delivery.

**DEPUTY DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS - FOUR  
(4) POSTS - V/No. 70/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99,900 – Ksh. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 – Ksh. 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>

**For appointment to this grade an officer must have:**

- (i) served for a minimum period of ten (10) years , three (3) of which should be at the grade of Principal Intergovernmental Fiscal Relations Officer, CSG '8' and above or in comparable positions in the wider public service;
- (ii) a Bachelors degree in any of the following field; Economics, Economics & Statistics, Economics And Mathematics, Economics and Finance, Actuarial Science or any other equivalent qualification
- (iii) certificate in any of the following fields, Policy Formulation, Financial Modelling, Macro-Economic Modelling, Public Expenditure Analysis/Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management Regional Integration, Negotiation, Advocacy or Advocacy or Corporate governance from a recognized institution in Kenya;
- (iv) demonstrated understanding of national development goals; policies and objectives, national values and principles of governance as well as leadership capabilities.

**Duties and Responsibilities**

- (i) coordinating and strengthening financial and fiscal relations between the national and county governments;
- (ii) coordinating capacity building to County Government on public financial management matters;
- (iii) coordinating the review of legal framework governing intergovernmental fiscal relations and county financial management;
- (iv) monitoring analyzing and consolidating budgets, economic data and financial reports for county governments;

- (v) coordinating the development of planning, budgeting and reporting frameworks for the county government to ensure standardization;
- (vi) providing logistical and technical support as well as secretariat services to intergovernmental institutions overseeing intergovernmental fiscal relations;
- (vii) preparing the division of Revenue Bill and County Allocation Revenue Bill in consultation with Commission of Revenue Allocation and other relevant bodies;
- (viii) overseeing loans and grants to County Government;
- (ix) conducting research on matters relating to intergovernmental fiscal relations, county government finances and services delivery;
- (x) monitoring adherence to legal framework for County Financial Management Systems;
- (xi) coordinating the development and implementation of financial recovery plans for counties that are in financial distress; and
- (xii) monitoring and evaluating the implementation of the fiscal financing framework for urban areas and cities.

**ASSISTANT DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS - FOUR (4) POSTS - V/No. 71/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 - Ksh. 121,430 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 - 45,000 p.m.</b>	<b>(Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade an officer must have:**

- (i) served for a minimum period of eight (8) years, three (3) of which should be in the grade of Senior Intergovernmental Fiscal Relations Officer CSG '9' and above or in a comparable and relevant position wider public service;
- (ii) a Bachelors degree in any of the following field; Economics, Economics & Statistics, Economics and Mathematics, Economics and Finance, Actuarial Science or any other equivalent qualifications from a university recognized in Kenya;
- (iii) a Certificate in any of the following fields: Policy Formulation, Financial Modelling, Macro-Economic Modelling, Public Expenditure Analysis/ Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management, Regional Integration, Negotiation, Advocacy, Corporate Governance or comparable qualification from a recognized institution; and
- (iv) demonstrated merit and ability as reflected in work performance and result;

**Duties and Responsibilities**

- (i) providing secretariat services to the intergovernmental budget and economic council;

- (ii) participating in the development of inter-governmental fiscal policies and strategies;
- (iii) monitoring county government compliance with the requirement of county financial management system prescribed by national legislation;
- (iv) reviewing legal framework for county financial management and intergovernmental fiscal relations;
- (v) preparing monetary report on consolidated county budgets and fiscal data;
- (vi) undertaking research on intergovernmental fiscal matters;
- (vii) reviewing intergovernmental fiscal policies; laws and regulations;
- (viii) reviewing county government's cash disbursement schedule, departmental work plans procurement and cash flow plans;
- (ix) undertaking fiscal risk assessment;
- (x) implementing and monitoring financial recovery plans; and
- (xi) providing liaison services horizontally and vertically of fiscal matters.

**DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS - ONE (1) POST - V/No. 72/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.169,140 - Kshs. 324,430 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs.80, 000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Kshs.24, 000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Kshs.65,000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Kshs.60,000 p.m.</b>
<b>Domestic Servants Allowance:</b>	<b>Kshs.15,600 p.m</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been in the grade of Deputy Director Financial and Sectoral Affairs, CSG '6' or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree, in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Commerce, Actuarial Sciences or any other equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics or Commerce, Development Planning, Actuarial Sciences or any other equivalent qualifications from a university recognized in Kenya;
- (iv) certificate in one of the following fields: Economic Modelling, Public Expenditure Analysis/Management, Policy Formulation, Financial Modelling, Tax Policy Analysis, Revenue Estimation, Regional Integration, Advocacy Skills, Negotiation, Corporate Governance or comparable qualification from a recognized Institution;

- (v) demonstrated professional competence, leadership abilities and high degree of integrity as reflected in work performance and results; and
- (vi) demonstrated understanding of national development goals, policies and objectives, National values and principles of governance as well as leadership capabilities.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director General, Budget, Fiscal and Economic Affairs for providing overall leadership and management in the department. Specific duties and responsibilities will include:

- (i) formulating, evaluating and promoting financial and sectoral policies;
- (ii) creating an enabling environment for private sector development;
- (iii) overseeing the formulation of competition and financial markets Policies and regulations;
- (iv) coordinating the implementation of Anti-Money laundering policies;
- (v) overseeing the development and operationalization of policies to position Kenya as an International Financial hub;
- (vi) coordinating impact assessment of bilateral and multilateral economic and financial agreements on financial and other sectors;
- (vii) Synchronizing micro finance policies and regulations and monitoring their implementation;
- (viii) coordinating and synchronizing research findings on financial and sectoral issues to inform policy development;
- (ix) analyzing the financial implication of other policies and measures including infrastructure development and governance reforms on the social sector's objectives;
- (x) undertaking review of all policy and strategies including cabinet memoranda presented to the National Treasury and make appropriate recommendations;
- (xi) reviewing existing regional trade policies and participate in the development of Kenya's trade development policy and strategies;
- (xii) providing leadership and back up support to trade negotiations under regional integration, multilateral and bilateral arrangements;

### **DEPUTY DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS – SIX (6) POSTS - V/No. 73/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99,900 – Kshs.169,140 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50, 000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 16, 000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director Financial and Sectoral Affairs, CSG '7' or in a comparable and relevant position in the wider public service for at least three years;
- (ii) a Bachelors degree, in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Commerce, Actuarial Sciences or any other equivalent qualifications from a university recognized in Kenya;
- (iii) certificate in one of the following fields: Economic Modelling, Public Expenditure Analysis/Management, Policy Formulation, Financial Modelling, Tax Policy Analysis, Revenue Estimation, Regional Integration, Advocacy Skills, Negotiation, Corporate Governance or comparable qualification from a recognized institution; and
- (iv) demonstrated professional competence, leadership abilities and high degree of integrity as reflected in work performance and results; and
- (v) demonstrated understanding of national development goals, policies and objectives, National Values and Principles of Governance as well as leadership capabilities.

**Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Financial and Sectoral Affairs. Specific duties and responsibilities include:

- (i) reviewing responses on financial and sectoral policy matters including all issues raised by Parliamentary Committees;
- (ii) formulating, reviewing, evaluating and promoting financial and sectoral economic policies and strategies;
- (iii) reviewing quarterly financial and sectoral forecasts as a basis for discussions with key stakeholders and inform policy formulation and reviews;
- (iv) reviewing MDAs submissions of the budget policy proposals at the sector level and making appropriate recommendations;
- (v) researching and reviewing emerging financial and other sectoral policy issues, proposals and developing policies, programmes and projects;
- (vi) monitoring implementation of MDAs policies, programmes, and projects and commitments;
- (vii) reviewing frameworks for regulating carbon financing and trading and make appropriate recommendations;
- (viii) reviewing frameworks for facilitating and creating an enabling environment for Private Sector Development and make appropriate recommendations;
- (ix) reviewing competition and financial markets Policies and regulations;
- (x) coordinating the implementation of Anti-Money laundering policies;
- (xi) reviewing policies to position Kenya as an International Financial hub;
- (xii) initiating and reviewing cabinet memoranda on financial and sectoral issues;
- (xiii) undertaking review of all policy and strategies, including cabinet memoranda presented to the National Treasury; and
- (xiv) reviewing existing regional trade policies and participate in the development of Kenya's trade development policy and strategies;

**ASSISTANT DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS - FIVE (5)  
POSTS - V/No. 74/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 - Kshs. 121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 - 45, 000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years in the grade of Senior Economic Policy Analyst I 'CSG 8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree, in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Commerce, Actuarial Sciences or any other equivalent qualifications from a recognized university in Kenya;
- (iii) certificate in one of the following fields: Economic Modelling, Public Expenditure Analysis/Management, Policy Formulation, Financial Modelling, Tax Policy Analysis, Revenue Estimation, Regional Integration, Advocacy Skills, Negotiation, Corporate governance or comparable qualification from a recognized Institution; and
- (iv) demonstrated professional competence, leadership abilities and high degree of integrity as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Financial and Sectoral Affairs. Duties and responsibilities will include:

- (i) preparing responses on financial and sectoral policy matters including all issues raised by Parliamentary Committees;
- (ii) monitoring projects and programme implementation on a periodic basis;
- (iii) formulating, reviewing, evaluation and promotion of financial and sectoral economic policies and strategies;
- (iv) reviewing quarterly financial and sectoral forecasts as a basis for discussions with key stakeholders and inform policy formulation and reviews;
- (v) analyzing MDAs submissions of the budget policy proposals at the sector level and making appropriate recommendations;
- (vi) evaluating emerging policy issues, proposals and compiling information required in the development of policies, programmes and projects;
- (vii) monitoring and forecasting expenditures and making appropriate recommendations;
- (viii) reviewing financial and sectoral policy implementation and monitoring reports;

- (ix) reviewing bilateral and multilateral economic and financial agreements to assess their impact on financial and other sectors;
- (x) follow up and participating in regional integration, bilateral and multilateral negotiations and implementation of trade and investment agreements;
- (xi) reviewing frameworks for regulating carbon financing and trading and facilitating and creating an enabling environment for Private Sector development;
- (xii) implementing Anti-Money laundering policies; and
- (xiii) developing and operationalizing policies to position Kenya as an International Financial hub.

**SENIOR CHIEF FINANCE OFFICER/SENIOR DEPUTY DIRECTOR OF BUDGETS - THREE (3) POSTS - V/No. 75/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 133,870 – Kshs. 197,800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs. 48,000 - 60,000 p.m.(Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 20, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of three (3) years in the grade of Chief Finance Officer/Deputy Director Budget, CSG '6' or in a comparable and relevant position in the Wider Public Service or Private Sector;
- (ii) a Bachelors degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, from a university recognized in Kenya;
- (iii) a Masters degree in Business Administration (MBA), Economics, Finance, Commerce or in any other Financial related discipline from a University recognized in Kenya;
- (iv) shown outstanding capability in Financial Management; and
- (v) demonstrated professional competence, managerial capabilities and integrity.

**Duties and Responsibilities:**

An officer at this level will head a Finance Department in a Ministry/State Department or deputize the Director of Budget in the National Treasury. Specific duties and responsibilities include:

**(a) At the Ministries/State Department**

The officer will be required to develop budgetary requirements and coordinate the

activities of the Ministry /Department. The Specific duties will include:

- (i) scheduling of expenditures consistent with work plans;
- (ii) identifying contract liability projections and budgeting of the contractual and legal financial obligations;
- (iii) providing leadership in the Budget management;
- (iv) budget planning, preparation and implementation;
- (v) coordinating the preparation of annual work plans, procurement plans and cash management;
- (vi) advising the Accounting Officer on financial management matters;
- (vii) coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports; and
- (viii) undertaking risk assessment and management of the Budget.

**(b) At The National Treasury (Budget Department)**

A Senior Deputy Director of Budget, will deputize the Director of Budget. Specific duties and responsibilities include;

- (i) coordinating the overall resource allocation in line with national policy;
- (ii) undertaking risk assessment on overall Budget policy;
- (iii) coordinating the linkage of the overall budget to the sectoral and ministerial cash plans;
- (iv) coordinating the development of budget policy, budget systems and reforms; and
- (v) coordinating capacity building in the Finance/Budget function.

**CHIEF FINANCE OFFICER/DEPUTY DIRECTOR OF BUDGETS - TWENTY THREE (23) POSTS - V/No. 76/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99,900 – Kshs. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of two (2) years in the grade of Senior Principal Finance Officer/ Assistant Director of Budget, CSG '7' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, from a university recognized in Kenya;
- (iii) shown outstanding capability in Financial Management; and
- (iv) demonstrated outstanding capability in financial management.

## **Duties and Responsibilities**

An officer at this level will head a Finance Department in a Ministry/State Department or deputize the Director of Budget in the National Treasury. Specific duties and responsibilities include:

### **(a) At the Ministries/ State Department**

A Chief Finance Officer will head and coordinate activities of the Finance Department at the Ministry/State Department Level. The officer will be required to develop budgetary requirements and will be responsible to the Accounting Officer for the overall financial management of the Ministry/State Department including risk management. Specific duties and responsibilities include: -

- (i) systematic scheduling of expenditure consistent with work plans;
- (ii) estimating liability projections for the identification and budgeting of contractual and legal financial obligations;
- (iii) budget planning, preparation and implementation at the ministry level;
- (iv) providing leadership in the Budget management;
- (v) coordinating the preparation of annual work plans, procurement plans and cash management;
- (vi) advising the Accounting Officer on financial management matters;
- (vii) coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports; and
- (viii) undertaking risk assessment and management of the Budget.

### **(b) At the National Treasury (Budget Department)**

The Chief Finance Officer, will deputize the Director of Budget. Specific duties and responsibilities include;

- (i) coordinating the allocation of resources among a number of Ministries through the sector process;
- (ii) providing leadership in budget management to a number of Desk officers who are in charge of ministries;
- (iii) taking charge of all matters pertaining to the budget including preparation, printing and submission of the estimates to Parliament;
- (iv) dealing with parliamentary questions and issues pertaining to expenditure monitoring and control;
- (v) advising the Treasury on Budget management; and
- (vi) assessing the risks involved in new and existing budget policies.

**SENIOR PRINCIPAL FINANCE OFFICER/ASSISTANT DIRECTOR OF BUDGETS - NINETEEN (19) POSTS - V/No. 77/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 - Kshs. 121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 - 45,000 p.m.(Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of two (2) years in the grade of Principal Finance Officer/Principal Budget Officer, CSG '8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, from a University recognized in Kenya;
- (iii) demonstrated professional competence in Financial Management; and,
- (iv) shown merit and ability in related work performance and results.

**Duties and Responsibilities**

**At the Ministries/Departments**

Duties and Responsibilities at this level will include:-

- (i) coordinating the preparation of Financial Year and the Medium-Term Budget Estimates in Ministries;
- (ii) preparing quarterly expenditure forecast;
- (iii) reviewing proposals, seeking additional expenditures and reallocation of voted funds during the year;
- (iv) monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;
- (v) coordinating activities and work of all officers handling Development Partners financed projects, monitoring implementation of such projects and reviewing of reimbursements; and,
- (vi) coordinating the design and financial aspects for all new projects and agreements with donor agencies.

**At The National Treasury (Budget Department)**

Duties and Responsibilities at this level will include:-

- (i) coordinating budget preparation for MDAs;
- (ii) analyzing budget proposals from MDAs;
- (iii) undertaking technical reviews of budget estimates, programme performance and Supplementary Estimates;
- (iv) undertaking reviews and analysis of MDAs expenditure reports on a monthly basis and other periodical and statutory budgetary reports; and
- (v) convening Sector Working Groups to discuss Budget submissions.

## DEPUTY DIRECTOR PENSIONS – SIX (6) POSTS - V/No. 78/2023

<b>Basic Salary Scale:</b>	<b>Kshs. 99 900 – Kshs. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50, 000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>

### **For appointment to this grade, an officer must have:**

- (i) served for a minimum period of ten (10) years, three (3) of which should be at the grade of Principal Pensions Officer, CSG '8' and above or in a comparable and relevant position in the Wider Public Service;
- (ii) a Bachelors degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Risk Management, Human Resource Management or any other relevant qualification from a university recognized in Kenya;
- (iii) demonstrated high degree of professional competency and managerial capability in pensions matters;
- (iv) understanding of Pension Laws and ability to interpret and give guidance on the same; and
- (v) demonstrated merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this grade will be responsible to the Senior Deputy Director of Pensions on all matters pertaining to pensions. Specific duties and responsibilities include:

- (i) implementing and monitoring the effectiveness of the existing Pensions Policies;
- (ii) vetting and securing the pensions claim documents;
- (iii) approving statutory awards;
- (iv) initiating, developing and reviewing of pensions policies and strategies;
- (v) coordinating research on matters relating to pensions in Public and Private sector;
- (vi) initiating reviews on pensions regulations and pensions legislation amendments for onward transmissions to the office of the Attorney General;
- (vii) monitoring and co-ordination of services between the field offices and the Pensions Department;
- (viii) providing leadership in either Assessment or Payroll or Claims Divisions;

- (ix) assisting in administering and coordinating the operations of the Pensions Management Information System;
- (x) developing annual divisional work plans;
- (xi) developing departmental annual work plans; and
- (xii) performance management and capacity building in the area of deployment.

#### **ASSISTANT DIRECTOR, PENSIONS – FOUR (4) POSTS - V/No. 79/2023**

<b>Basic Salary Scale:</b>	<b>Kshs 87,360 – Kshs. 121,430 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs 16,800 – 45,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

#### **For appointment to this grade, an officer must have:**

- (i) served for cumulative eight (8) years, three (3) of which should be at the grade of Senior Pensions Officer, CSG 9 and above or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Risk Management, Human Resource Management or any other relevant qualification from a recognized University in Kenya;
- (iii) demonstrated high degree of professional competency and managerial capability in pensions matters;
- (iv) understanding of Pension Laws and ability to interpret and give guidance on the same; and
- (v) demonstrated merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

An officer at this grade will be responsible to the Deputy Director of Pensions on all matters related to Pensions. Specific duties and responsibilities include:

- (i) coordinating the processing of pensions claim documents;
- (ii) vetting and securing the pensions claim documents;
- (iii) initiating, developing and reviewing of pensions policies and strategies;
- (iv) certifying statutory awards;
- (v) researching on matters relating to pensions;
- (vi) drafting reviews on pensions regulations and pensions legislation amendments;
- (vii) monitoring changes in pensions legislation that may affect the pensions function;
- (viii) administering the Pensions Management Information System;
- (ix) representing the department in pensions litigations and court cases;

- (x) developing sectional annual work plans; and
- (xi) performance Management and capacity building in the area of deployment.

## MINISTRY OF ROADS AND TRANSPORT

### STATE DEPARTMENT FOR TRANSPORT

**DEPUTY DIRECTOR, AIRCRAFT ACCIDENT INVESTIGATION, - ONE (1)  
POST- V/No. 80/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 133,870 – Kshs. 197,800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs. 48,000 – Ksh 60,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 20,000p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of ten (10) years in the field of Aircraft Accident Investigation or in a comparable and relevant position in the wider public service or private sector;
- (i) a Bachelors degree in any of the following disciplines:- Aviation Safety; Aviation Science; Airline Operations; Psychology; Human Factors, Business Administration, Social Science, Physical Science from a university recognized in Kenya;
- (ii) a Commercial or Airline Transport Pilot License with Instrument and Twin Rating with a minimum of 1250 hours flying experience

**OR**

Air Traffic Controller's License, Certificate or Diploma in Aerodrome and Approach Control Ratings, and Private Pilot Licence with a minimum period of three (3) years' experience;

- (iii) certificate in State Safety Programme/Safety Management systems from an International Civil Aviation Organization recognized Institution;
- (iv) certificate in Aircraft Accident Investigation Training from recognized institution;
- (v) certificate in Government Aviation Safety Inspector's Course from an International Civil Aviation Organization recognized institution;
- (vi) demonstrated a high level of professional competence, managerial, and administrative capability in work performance.

Note: possession of a Masters Degree in a relevant field will be considered an added advantage.

### **Duties and Responsibilities**

- (i) in-charge of operations division;
- (ii) investigating major accidents and compiling final reports;
- (iii) conducting aircraft accident investigations outside Kenya;
- (iv) coordinating recovery of wreckage;
- (v) conducting on site accident and incident assessment;
- (vi) managing hazards on site;
- (vii) identifying and taking witness statements and conducting witness interviewing;
- (viii) collecting, documenting, analyzing and preserving evidence and preparing preliminary accident/incident reports as well as preparing aircraft accident notifications;
- (ix) developing, issuing and monitoring implementation of safety recommendations; downloading and analyzing data from Flight Recorders;
- (x) testing and analyzing aircraft components and structures;
- (xi) overseeing the Aircraft;
- (xii) accident Investigation laboratory; promoting aircraft accident prevention programmes;
- (xiii) analyzing factual information and writing reports in accordance with Annex 13 to the Chicago Convention;
- (xiv) liaising with aircraft accidents victims and their families and coordinating provision of assistance;
- (xv) issuing accident notifications to International Civil Aviation Organization (ICO) and other interested parties.

### **SENIOR AIRCRAFT ACCIDENT INVESTIGATOR - FOUR (4) POSTS- V/No. 81/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 – Kshs. 121,430 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16, 800 - 45,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 12, 000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of three (3) years in the grade of Aircraft Accident Investigator or in a comparable and relevant position in the wider public service or private sector;

- (ii) a Bachelors degree in any of the following disciplines:- Aeronautical Engineering, Electronics Engineering, Avionics Engineering, Mechanical Engineering, Aerospace Engineering, Aircraft Design, Aircraft Engine Design Forensic Science, Aviation Safety, Aviation Science, Airline Operations, Business Administration, Social Science, Physical Science or any other relevant degree from a recognized institution; and either
- (iii) a Commercial or Airline Transport Pilot License with Instrument and Twin Rating with a minimum of 1250 hours flying experience

**OR**

Air Traffic Controller's License with Aerodrome and Approach Ratings with a minimum period of three (3) years' experience as an Air Traffic Controller and Aircraft Maintenance Engineer's Licence;

- (iv) a Certificate in Government Aviation Safety Inspector's Course from an International Civil Aviation Organization recognized institution;
- (v) a Certificate in State Safety Programme/Safety Management systems from an International Civil Aviation Organization recognized Institution;
- (vi) a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution; and
- (vii) demonstrated professional competence and administrative ability in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include: -

- (i) conducting on-site preliminary accident and incident assessment;
- (ii) compiling, documenting and preserving evidence;
- (iii) investigating light aircraft accidents and serious incidents;
- (iv) updating aircraft accidents database;
- (v) issuing preliminary accident/incident reports;
- (vi) disseminating safety reports and implementing safety recommendations;
- (vii) preparing aircraft accident notifications;
- (viii) analyzing factual information and writing reports in accordance with annex 13 to the Chicago Convention; and
- (ix) providing logistical support during investigations.

**VACANCY IN THE MINISTRY OF INVESTMENT, TRADE AND INDUSTRY**

**STATE DEPARTMENT FOR TRADE**

**DIRECTOR, INTERNAL TRADE - ONE (I) POST - V/No. 82/2023**

**Basic Salary Scale:** Kshs. 133,870 - Kshs. 197,800 p.m. (CSG 5)  
**House Allowance:** Kshs. 48,000 - 60,000 p.m. (Depending on duty station)

<b>Commuter Allowance:</b>	<b>Kshs. 20, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

**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, Internal Trade or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Business Relations or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Business & Information Technology, Entrepreneurship, Trade Law, Economics or International Trade, Business/Relations or equivalent from a university recognized in Kenya;
- (iv) demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development programmes/ projects.

**Duties and Responsibilities**

The Director, Internal Trade will be responsible to the Secretary, Trade for the overall management and administration of the Internal Trade Department. Specific duties and responsibilities include:

- (i) formulating and overseeing implementation of domestic policies accessing the impact of regional and multi-lateral trade policies on trade and investment on the business environment;
- (ii) analyzing trade policy and the impact of regulatory instruments on the business environment;
- (iii) overseeing trade and investment promotion activities through trade fairs and exhibitions;
- (iv) facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs);
- (v) directing policies strategies and programmes on E-commerce and overseeing the establishment of business information and solution centers;
- (vi) coordinating activities of public private sector partnership for trade development
- (vii) overseeing formulation of value chain to increase efficiency by promoting the development of wholesome hubs, wholesome markets and tier I retail markets and the management of joint Loan Board (JLB) Scheme;
- (viii) coordinating research and markets intelligence for domestic trade development;
- (ix) oversizing training and extension services and providing consultancy services on internal trade issues; and

- (x) Overseeing human resource, financial and asset management issues of the department and Institution operational accountability.

## VACANCIES IN MINISTRY OF TOURISM, WILDLIFE AND HERITAGE

### STATE DEPARTMENT FOR CULTURE & HERITAGE

#### ASSISTANT DIRECTOR, KENYA NATIONAL ARCHIVES AND DOCUMENTARY SERVICES (KNADS) - EIGHT (8) POSTS - V/No. 83/2023

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 - Kshs. 121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 - 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

For Appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years in the grade of Principal Archivist, CSG '8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines; Information Science, (Record and Archives Management Option), Library and Information Science (Record and Archives Management Option), Science (Record and Archives Management Option) from a University recognized in Kenya.  
Or  
a Bachelor s degree in Social Science from a university recognized in Kenya and a Post Graduate Diploma in Records Management and Archival Studies from a recognized institution.
- (iii) be conversant with the Public Archives and Documentation Service Act (Cap 19), Records Disposal Act (Cap 14 ) and other policy documents relating to the management of public records and archives; and
- (iv) demonstrated a high degree of professional competence, administrative capabilities in initiating implementing archival policies.

#### **Duties and responsibilities.**

Duties and responsibility for this post includes:

- (i) assessing the condition of records and recommending appropriate remedy;
- (ii) coordinating training on records and archives management;
- (iii) coordinating biannual stocktaking of the archival materials;
- (iv) ensuring Security of records from physical, biological, or chemical agents of destruction;

- (v) ensuring safe custody and maintenance of archival holding;
- (vi) overseeing the development of records retention / disposal schedules in sector;
- (vii) compiling administrative history and descriptive list for records groups;
- (viii) developing annual archival calendar for records to be released to the public for access;
- (ix) developing standardizing notes for guided tours;
- (x) ensuring periodical rotation of gallery exhibition; and
- (xi) ensuring maintenance of microfilming, audio visual and conversation equipment.

#### **ASSISTANT DIRECTOR, CULTURE - SEVEN (7) POSTS - V/No. 84/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 87,360 – Kshs. 121,430 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 –Kshs. 45,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

#### **For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years in the grade of Principal Culture Officer or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor degree in any of the following discipline; Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre, Arts, Music, Fine Arts, Kiswahili and Literacy Studies, Political Science, Psychology, Indigenous Languages or its equivalent from a university recognized in Kenya;
- (iii) shown merit outstanding professional competence and administrative ability as reflected in work performance and results.

#### **Duties and responsibilities**

- (i) verifying and endorsing registration forms for cultural practitioners; from association and committees for effective service delivery disseminating cultural information to the community;
- (ii) initiating and participating in cultural development activities;
- (iii) coordinating community activities to preserve and promote tangible and intangible cultural diversity;
- (iv) undertaking capacity building workshops, seminars, symposia, exhibitions, concert, festivals, competition and research, meeting and disbursement of cultural grants and preparing cultural groups to participate during national and international functions;
- (v) ensuring the development of creative cultural programmes and preparing periodic reports;
- (vi) ensuring the development of creative cultural industries;
- (vii) recommending persons for awards and honors as national heroes and heroines
- (viii) identifying development partners and strengthening linkages existing linkages with stakeholders for cultural development and posterity;

- (ix) establishing and managing the community cultural center; and
- (x) participating in cultural cooperation protocol meeting and organizing local, region and international cultural exchange programmes.

## STATE DEPARTMENT FOR TOURISM

### **DIRECTOR, TOURISM RESEARCH, POLICY & INNOVATION - ONE (1) POST - V/No. 85/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 133,870 - Kshs.197,800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs. 48,000 - 60,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of twelve (12) years, three (3) years of which should be at the grade of Assistant Director, Research, Policy and Innovation CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting option), International Relations, Economics, Statistics or relevant qualifications from a university recognized in Kenya;
- (iii) A clear understanding of the overall Nation goals, and development objectives and ability to translate them into Tourism Policies and Programmes.

**Note:-** Possession of a Masters degree in a relevant field from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities: -**

- (i) guiding the development, review and implementation of National Tourism policies, standards, norms, regulations and guidelines;
- (ii) coordinating the implementation of National Tourism legislation, plans and strategies;
- (iii) coordinating sectoral implementation of the National Tourism Blueprint (NTB 2030) and Kenya's vision 2030 programmes and projects;

- (iv) spearheading the setting of national goals, targets and indicators for sustainable tourism development;
- (v) coordinating the development and implementation of a five-year Tourism Strategy;
- (vi) providing leadership in mainstreaming Tourism Policy issues into the National Development Policies, Goals and Objectives;
- (vii) Overseeing monitoring and evaluation on the effectiveness of the implementation of the national tourism policies plans, strategies and Tourism Act by the various actors.
- (viii) coordinating the development of an implementation framework and criteria for vetting expatriates working in the tourism sector;
- (ix) coordinating the development, proposing and oversighting incentives in the tourism sector including policy, fiscal, tax, administrative and regulatory incentives;
- (x) coordinating development and monitoring the implementation of tourism standards for quality assurance;
- (xi) coordination development, populating and maintaining a tourism database and dynamic portal to harness information of all tourism establishments and industry actors;
- (xii) coordinating the preparation and implementation of the department's performance contracts and appraisal system for staff;

**DEPUTY DIRECTOR TOURISM RESEARCH, POLICY AND INNOVATION -  
TWO (2) POSTS - V/No. 86/2023**

<b>Salary Scale:</b>	<b>Kshs. 99,900 - Kshs. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - Kshs. 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of ten (10) years with three (3) years' service in the grade of Principal Tourism, Research, Policy and Innovation Officer CSG '8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management,

Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option), Economics, Statistics or International Relations, or equivalent and relevant qualifications from a university recognized in Kenya;

- (iii) demonstrated professional competence in Tourism Management and gained managerial and administrative capability; and
- (iv) a clear understanding of overall National goals, policies and development objectives and ability to translate them into Tourism Policies and Programmes.

**Duties and Responsibilities:**

- (i) coordinating the development, review and implementation of National Tourism policies, standard, norms, regulations and guidelines;
- (ii) mainstreaming Tourism Policy issues into the National Development Policies, Goals and Objectives;
- (iii) monitoring and evaluation on the effectiveness of the implementation of the national tourism policies, plan, strategies and tourism act by the various actors;
- (iv) facilitating development and implementation of service excellence standards in the tourism sector;
- (v) facilitating the development of relevant human capital for the tourism sector;
- (vi) supporting the development of an implementation framework and criteria for vetting expatriates working in the tourism sector;
- (vii) facilitating development and monitoring the implementation of tourism standards for quality assurance;
- (viii) coordinating development, populating and maintaining a tourism database and dynamic portal to harness information of all tourism establishments and industry actors;
- (ix) initiating identification of tourism research areas in liaison with stakeholders;
- (x) conducting research relevant to development and promotion of tourism; and
- (xi) supporting the preparation and implementation of the department's performance contracts and appraisal system for staff.

**ASSISTANT DIRECTOR, TOURISM RESEARCH, POLICY & INNOVATION - TWO (2) POSTS - V/No. 87/2023**

**Salary Scale:** Kshs. 87,360 – Kshs. 121,430 p.m. (CSG 7)  
**House Allowance:** Kshs. 16,800 – 45,000 p.m. (Depending on duty station)

<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of eight (8) years three (3) of which should be at the grade of Senior Tourism, Research, Policy and Innovation Officer, CSG '9' and above or in a comparable and relevant position in the Wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option) Economics, Statistics, International Relations, or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities:**

- (i) developing/reviewing programs for implementation of National Tourism policies, standards, norms, regulations and guidelines;
- (ii) supporting the implementation of National Tourism legislation, plans and strategies;
- (iii) coordinating and participating in the international and local tourism negotiations;
- (iv) supporting development and implementation of tourism related strategy;
- (v) supporting development and implementation of tourism related statures, protocols, treaties and conventions;
- (vi) tracking the monitoring of the implantation of business tourism strategy;
- (vii) providing input in implantation of the Memorandums of understanding (MOU's) and agreements of corporations with other countries on tourism;
- (viii) tracking compliance in the implementation of UNWTO agreements, protocols, treaties and conventions;
- (ix) coordinating preparation and updating of Kenya's tourism products development for stakeholder's uptake; and
- (x) supervising maintenance on up to database of investors, collaborators, partners and other relevant stakeholders.

**DIRECTOR, TOURISM DEVELOPMENT AND PROMOTION - ONE (1) POST - V/No. 88/2023**

<b>Basic Salary Scale:</b>	<b>Ksh 133,870 - Kshs. 197,800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs. 48,000 - 60,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of twelve (12) years, three (3) of which should be at the grade of Assistant Director, Tourism Development and Promotion, CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option) International Relations, Public Administration/Political Science or equivalent and relevant qualifications from a university recognized in Kenya: and
- (iii) a clear understanding of the overall Nation goals, and development objectives and ability to translate them into Tourism Policies and Programmes.

**Note:-** Possession of a Masters degree in a relevant field from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities: -**

- (i) coordinating promotion of Kenya as a premier tourist destination;
- (ii) overseeing development and implementation of tourism partnership promotions;
- (iii) coordinating tourism safety and security in collaboration with other key enforcement agencies.

- (iv) coordinating Kenya's regional tourism engagements (EAC, COMESA, NEPAD, IGAD) etc.
- (v) spearheading relations with the United Nations World Tourism Organization;
- (vi) overseeing development and implementation of tourism related statutes, protocols, treaties and conventions;
- (vii) coordinating the promotion of Kenya as a Meetings, Incentives, Conventions/Conferences and Exhibitions (MICE) destination;
- (viii) coordinating the monitoring of the implementation of business tourism strategy;
- (ix) providing strategic leadership implementation of the Memorandums of Understanding (MOU's) and agreements of corporations with other countries on tourism;
- (x) ensuring compliance in the implementation of UNWTO agreements, protocols, treaties and conventions;
- (xi) providing leadership in Kenya's participation in bilateral and region meetings and forums in the field of tourism;
- (xii) coordinating sectoral implementation of the Kenya Vision 2030 programmes and projects related to tourism; and
- (xiii) coordinating the development and implementation of guidelines for Public Private Partnership (PPP) in tourism.

**DEPUTY DIRECTOR, TOURISM DEVELOPMENT AND PROMOTION - TWO  
(2) POSTS - V/No. 89/2023**

<b>Basic Salary Scale:</b>	<b>Ksh 99,900 - Kshs. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be at the grade of Principal Tourism Development and Promotion Officer, CSG '8' and above or in a comparable and relevant position in the wider public service;
- (ii) Bachelors degree in any of the following disciplines: Tourism, Tourism management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce

- (Marketing Option, Accounting Option) Economics, Statistics Relations, or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence in Tourism Management and gained managerial and administrative capability;

### **Duties and Responsibilities**

Duties and responsibilities at this level shall include: -

- (i) Coordinating, monitoring and evaluation on the implementation of tourism development and promotion policies, frameworks and strategies.
- (ii) Coordinating sectoral implementation of the Kenya Vision 2030 programmes and projects related to tourism;
- (iii) Coordinating tourism safety and security in collaboration with other key enforcement agencies;
- (iv) Facilitating in establishment and support of strategic linkages with sector stakeholders;
- (v) Coordinating Kenya's regional tourism engagement (EAC, COMESA, NEPAD, IGAD etc).
- (vi) Coordinating relations with the United Nations World Tourism Organization;
- (vii) Coordinating the promotion of Kenya as a Meetings, Incentives, Conventions/Conferences and Exhibitions (MICE) destination;
- (viii) Coordinating the monitoring of the implementation of business tourism strategy;
- (ix) Facilitating the organization of sectors representation in the inter-ministerial committees to address cross cutting issues in tourism;
- (x) Coordinating the implementation of the Memorandums of Understanding (MOU's) and agreements of corporations with other countries on tourism;
- (xi) Facilitating compliance in the implementation of UNWTO agreements, protocols, treaties and conventions;
- (xii) Supporting promotion of tourism flagship projects;
- (xiii) Coordinating sensitization and creation of awareness on tourism products development for stakeholder's uptake;
- (xiv) Facilitating the development of relevant human capital for the tourism sector;
- (xv) Coordinating the development and implementation of guidelines of Public Private Partnerships (PPP) in tourism; and
- (xvi) Promoting of building rapport and maintain good relationships, linkages with investors, collaborators, partners and other stakeholders.

**ASSISTANT DIRECTOR, TOURISM DEVELOPMENT AND PROMOTION -  
TWO (2) POSTS - V/No. 90/2023**

**Basic Salary Scale:                      Kshs. 87,360 - Kshs. 121,430 p.m.                      (CSG 7)**

<b>House Allowance:</b>	<b>Kshs. 16,800 – 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of eight (8) years, three (3) years of which should be at the grade of Senior Tourism Development and Promotion Officer, CSG '9' and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option), International Relations or relevant qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities**

- (i) supporting in development and implementation of tourism partnership promotions;
- (ii) organizing tourism safety and security in collaboration with other key enforcement agencies;
- (iii) participating in Promoting relations with the United Nations World Tourism Organizations;
- (iv) supporting development and implementation of tourism related statutes, protocols, treaties and conventions;
- (v) coordinating organization of Kenya's regional tourism engagements (EAC, COMESA, NEPAD, IGAD etc), meetings incentives, conventions/Conferences and Exhibitions (MICE) destination;
- (vi) tracking the monitoring of the implementation of business tourism strategy;
- (vii) providing input in implementation of the Memorandums of Understanding (MOU's) and agreements of corporations with other countries on tourism.
- (viii) tracking compliance in the implementation of UNWTO agreements, protocols, treaties and conventions.
- (ix) undertaking sensitization and creation of awareness on tourism products development for stakeholder's uptake;

- (x) carrying out the development and implementation of guidelines for Public Private Partnerships (PPP) in tourism; and
- (xi) supervising maintenance of up to date database of investors, collaborators, partners and other relevant stakeholders.

**DIRECTOR, TOURISM INVESTMENT AND FINANCE - ONE (1) POST - V/No. 91/2023**

<b>Basic Salary Scale:</b>	<b>Ksh 133,870 - Kshs. 197,800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs. 48,000 - 60,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of twelve (12) years, three (3) years of which should be at the grade of Assistant Director, Tourism Investment and Finance Officer, CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting option), International Relations, Economics, Statistics or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a clear understanding of the overall Nation goals, and development objectives and ability to translate them into Tourism Policies and Programmes.

**Note:-** Possession of a Masters degree in a relevant field from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities: -**

- (i) overseeing the interpretation of tourism policies on investments and finance;
- (ii) determining the process of profiling investment opportunities in the tourism sector;
- (iii) coordinating stakeholders' consultations on tourism investment and finance;
- (iv) coordinating development and review of frameworks for tourism partnerships and entrepreneurship;

- (v) coordinating the implementation of tourism incentives and disincentives schemes;
- (vi) spearheading the formulation, review and implementation of special financing schemes for tourism sector;
- (vii) providing strategic leadership in capacity building through offering business and investment advisory services for tourism development;
- (viii) coordinating the promotion of programmes funded under tourism funds and other development partners;
- (ix) spearheading the establishment and maintaining a database on tourism investments;
- (x) overseeing monitoring and evaluation on the effectiveness of the implementation of tourism investment and finances policies, plans and strategies;
- (xi) coordinating the preparation and implementation of the department's performance contract and appraisal system for staff;
- (xii) planning and budgeting for departmental activities;

**DEPUTY DIRECTOR TOURISM INVESTMENT AND FINANCE - ONE (1) POST  
- V/No. 92/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 99,900 - Kshs. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 – 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of ten (10) years, three (3) years of which should be at the grade of Principal Tourism Investment and Finance Officer, CSG '8' and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option ) Economics, Statistics and International Relations or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence in tourism management and gained managerial and administrative capability;

### **Duties and Responsibilities:**

- (i) interpreting and implementing tourism policies, strategies and programmes on investment and finance coordinating;
- (ii) facilitating the process of profiling investment opportunities in the tourism sector;
- (iii) coordinating stakeholder's consultations, the on tourism investment and finance;
- (iv) coordinating development and review of frameworks for tourism partnerships and entrepreneurship;
- (v) facilitating the formulation, review and implementation of special financing schemes for the tourism sector;
- (vi) coordinating capacity building through offering business and investment advisory services for tourism development;
- (vii) facilitating the promotion of programmes funded under tourism funds and other development partners;
- (viii) initiating the establishment and maintaining a database on tourism investments;
- (ix) coordinating, monitoring and evaluation on the effectiveness of the implementation of tourism investment and finance policies, plans and strategies; and
- (x) supporting the preparation and implementation of the department's performance contracts and appraisal system for staff.

### **ASSISTANT DIRECTOR, TOURISM INVESTMENT AND FINANCE - ONE (1) POST - V/No. 93/2023**

<b>Salary Scale:</b>	<b>Kshs. 87,360 - Kshs. 121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 - 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of eight (8) years, three (3) years of which should be at the grade of Senior Tourism Investment and Finance Officer, CSG '9' and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-Tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option Relations, Economics, Statistics or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities:**

- (i) carrying out the interpretation and implementation of tourism policies on investments and finance;
- (ii) coordinating the process of profiling investment opportunities in the tourism sector;
- (iii) organizing stakeholder's consultations on tourism investment and finance;
- (iv) coordinating development and review of frameworks for tourism partnerships and entrepreneurship;
- (v) coordinating the implementation of tourism incentives and disincentives schemes;
- (vi) coordinating the formulation of tourism incentives and disincentives schemes;
- (vii) coordinating the formulation, review and implementation of special financing schemes for the tourism sector;
- (viii) coordinating capacity building through offering business and investment advisory services for tourism development;
- (ix) coordinating the promotion of programmes funded under Tourism Funds and other development partners;
- (x) supervising the establishment and maintaining a database on tourism investments;
- (xi) monitoring and evaluation on the effectiveness of the implementation of tourism investment and finance policies, plans and strategies.

**STATE DEPARTMENT FOR WILDLIFE**

**DIRECTOR, PARTNERSHIP AND WILDLIFE CO-EXISTENCE - ONE (1) POST-V/No. 94/2023**

**Basic Salary Scale:** Kshs. 133,870 – Kshs. 197,800 p.m. (CSG 5)  
**House Allowance:** Kshs. 48,000 – 60,000 p.m. (Depending on duty station)

<b>Commuter Allowance:</b>	<b>Kshs. 20,000p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a cumulative period of twelve (12) years, Three (3) years of which should be at the grade of Assistant Director Partnership and Wildlife Co-Existence CSG '7' and above or in a comparable and relevant positions in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following areas: Natural Resources Management, Wildlife Management, Range Management, Environmental Sciences or any other approved equivalent qualifications or relevant and comparable qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (iv) demonstrated a clear understanding in the formulation, development and interpretation of wildlife policies and legislation.

**Note:-** Possession of a Masters degree in a relevant field from a university recognized in Kenya will be considered an added advantage.

### **Duties and Responsibilities**

The Director, Partnership and Wildlife Co-Existence will coordinate and provide oversight in the formulation and implementation of policies and strategies necessary for partners, stakeholder, and communities to participate in sustainable wildlife conservation, utilization, and human wildlife conflict resolutions. Specific duties and responsibilities include:

- (i) providing leadership in formulation and implementation of wildlife policies, regulations and guidelines outside parks and reserves;

- (ii) promoting cooperation between the national and county governments, private sector, NGOs, conservancies, and such other institutions engaged in wildlife protection, conservation and management;
- (iii) promoting effective mitigation of human wildlife conflicts, support piloting of different mitigation strategies to reduce human wildlife conflict and develop guidelines;
- (iv) promoting establishment of effective wildlife compensation schemes in consultation with stakeholders;
- (v) developing comprehensive public outreach and awareness programs embedded within public participation strategies, including e-learning platforms;
- (vi) promoting creation of a culture of conservation in the youths through projects and partnerships in wildlife conservation stewardship;
- (vii) coordinating implementation, monitoring and evaluation of strategies for securing wildlife corridors and dispersal areas;
- (viii) promoting sustainable exploitation and utilization of wildlife resources;
- (ix) coordinating formulation of policies and strategies for alternative income generating ventures/activities from wildlife resources for communities;
- (x) coordinating the county governments and communities to establish new reserves, conservancies and sanctuaries where applicable.

**DEPUTY DIRECTOR, PARTNERSHIP AND WILDLIFE CO-EXISTENCE - THREE  
(3) POSTS- V/No. 95/2023**

<b>Basic Salary Scale</b>	<b>Kshs 99,900- Ksh 169,140 p.m. (CSG 6)</b>
<b>House Allowance</b>	<b>Kshs. 20, 000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance</b>	<b>Kshs.16, 000 p.m.</b>
<b>Leave Allowance</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>

**For appointment to this grade a candidate must have:**

- (i) served for cumulative ten (10) years, three (3) of which should be at the grade of Principal Partnership and Wildlife Co-Existence Officer CSG '8' and above or in a comparable and relevant position in the Wider public service;
- (ii) a Bachelors degree from a recognized university in any of the following areas: Wildlife Management, Natural Resources Management, Marine Resource Management, Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Environment Planning and Management, Range Management, Bio Resource Conservation and Management, Coastal and Marine Resource Management, Conservation Biology, Ecology, Zoology or equivalent qualifications from a university recognized in Kenya;
- (iii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of wildlife function.

**Duties and responsibilities**

The Deputy Director will assist the Director in the overall management of the directorate or be deployed to be in-charge of a division. Specific duties and responsibilities include:

- (i) coordinating development and implementation of policies and strategies for collaborative wildlife management and human-wildlife conflict management;
- (ii) coordinating development of frameworks and platforms for promotion of cooperation between the national and the County Governments, Private Sector, NGOs and such other institutions engaged in Wildlife Protection, Conservation and Management;
- (iii) coordinating development and implementation of strategies for effective mitigation of human wildlife conflicts and adverse processes and activities affecting wildlife conservation;
- (iv) coordinating establishment of effective wildlife compensation schemes in consultation with relative stake holders;
- (v) coordinating development and implementation of a framework and mechanisms for resolution of disputes, complaints and other alternative dispute related to human wildlife conflicts;
- (vi) coordinating development of strategies and guideline on exploitation, utilization and equitable sharing of accrued benefits from wildlife resources;
- (vii) coordinating development and implementation of frameworks for joint implementation of resolutions, agreements and protocols;
- (viii) coordinating, designing and implementation of strategies for monitoring, evaluation and securing wildlife corridor and dispersal areas;

- (ix) coordinating development and implementation of a framework for sensitization, education, public outreach and involvement of relevant stakeholders in wildlife conservation and management; and
- (x) coordinating development and implementation of a monitoring and evaluation strategy for mainstreaming community engagement in natural resource management.

**DIRECTOR, WILDLIFE POLICY AND STRATEGY - ONE (1) POST- V/No. 96/2023**

<b>Basic salary scale:</b>	<b>Kshs. 133,870 - Kshs. 197,800 p.m.</b>	<b>(CSG 5)</b>
<b>House allowance:</b>	<b>Kshs. 48,000 - 60,000p.m. (Depending on duty station)</b>	
<b>Commuter allowance:</b>	<b>Kshs. 20,000p.m.</b>	
<b>Leave allowance:</b>	<b>As existing in the Civil Service</b>	
<b>Annual leave:</b>	<b>30 working days per financial year</b>	
<b>Medical cover:</b>	<b>as provided by the government</b>	
<b>Terms of service:</b>	<b>Permanent or Local Agreement</b>	

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

- (i) served for a minimum period twelve (12) years, three (3) of which should be at the grade of Assistant Director, Wildlife Policy & Strategy, CSG '7' and above or in a comparable and relevant positions in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following fields: Natural Resources Management, Wildlife Management, Range Management, Environmental Sciences or any other relevant and equivalent qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (iv) demonstrated a clear understanding in the formulation, development and interpretation of wildlife policies and legislation.

**Note:-** Possession of a Masters degree in a relevant field from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities**

The Director, Wildlife Policy and Strategy will provide oversight in the review, formulation and implementation of the Wildlife Research, Assessment, Monitoring and Training Policy, Strategy and Legislation in Kenya. Specific duties and responsibilities include:

- (i) formulation of policy for wildlife research, assessment, monitoring and training;

- (ii) developing and promote innovative and strategic investments for the sustainable use of wildlife resources and biodiversity including bio prospecting.
- (iii) coordinate formulation of policies and regulation for conservation, management and utilization of wildlife species and terrestrial and aquatic habitats
- (iv) mainstreaming wildlife research, assessment, monitoring and training issues into wildlife conservation and management and other sectoral policies, programmes and plans and to guide decision making;
- (v) coordinating development of the national wildlife research, assessment, monitoring and training strategy and monitor its implementation.
- (vi) establishing natural resources baseline and economic value of natural capital for mainstreaming in national accounting process
- (vii) coordinating with various agencies wildlife resource surveys and remote sensing to establish inventory and update of status of wildlife resources countrywide.
- (viii) to be the custodian for and manager of national species and habitat information management systems.
- (ix) coordinate the preparation of biannual national Wildlife Conservation Status Report to the National Assembly to include the status of efforts to develop and implement recovery plans for all nationally listed species and on the status of all species for which such plans have been developed.
- (x) being the focal point for International Treaties, Conventions and Agreements relating to the Conservation and Management of Wildlife to which Kenya is party.
- (xi) coordinating development of country position on the listing of endangered species to international conventions e.g IUCN, CITES, CMS, CBD, RAMSAR, LAFT, AEW, NAIROBI convention etc.
- (xii) promoting collaborations with national and international institutions and stakeholders to ensure effective mechanisms and standards exists for conserving and managing wildlife species diversity.

**DEPUTY DIRECTOR, WILDLIFE POLICY AND STRATEGY -THREE (3) POSTS-V/No. 97/2023**

<b>Basic salary scale</b>	<b>Kshs. 99,900 – Kshs. 169,140 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance</b>	<b>Kshs. 20, 000 - 50,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance</b>	<b>Kshs.16, 000 p.m.</b>	
<b>Leave Allowance</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a cumulative period of ten (10) years, three (3) years of which should be at the grade of Principal Wildlife Policy and Strategy Officer, CSG '8' and above or in a comparable and relevant position in the wider public service.
- (ii) a Bachelors degree in any of the following areas: Natural Resources Management, Wildlife Management, Range Management, Environmental Sciences or equivalent qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (iv) demonstrated a clear understanding in the formulation, development and interpretation of wildlife policies and legislation.

### **Duties and Responsibilities**

Specific duties and responsibilities include: -

- (i) developing appropriate regulatory framework for Wildlife based technology innovation adoption and transfer that contribute to conservation and livelihoods and in line with national Agenda.
- (ii) developing policies and guidelines governing knowledge management to promote innovation and appropriate technology transfer;
- (iii) establishing a Wildlife and biodiversity conservation technology and innovation fund and wildlife-based innovation hubs;
- (iv) developing a Wildlife and innovation strategy;
- (v) undertaking outreach programs to establish Wildlife youth/academia innovation events/reward schemes;
- (vi) undertaking capacity building through Small Medium Entrepreneurship Schemes, negotiations and contractual agreements based on the CBD and Nagoya Protocol; and
- (vii) developing a policy on benefit sharing arising from Wildlife based technologies and innovation.

### **ASSISTANT DIRECTOR, WILDLIFE POLICY AND STRATEGY - SIX (6) POSTS-V/No. 98/2023**

<b>Basic Salary Scale</b>	<b>Kshs. 87,360 – Kshs.121,430 p.m. (CSG 7)</b>
<b>House Allowance</b>	<b>Kshs.16, 800p.m - 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance</b>	<b>Kshs.12, 000 p.m.</b>
<b>Leave Allowance</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave</b>	<b>30 working days per financial year</b>
<b>Medical Cover</b>	<b>As provided by the Government</b>
<b>Terms of Service</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years in the grade of Principal Wildlife Officer, CSG '8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: - Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Education, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Bio Resource Conservation and Management, Botany, Climate Change and Development, Forestry, Coastal and Marine Resource Management, Conservation Biology, Ecology, Marine Resource Management, Natural Resource Management, Wildlife Management, Zoology or its equivalent and relevant qualification from a university recognized in Kenya; and
- (iii) demonstrated administrative and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) monitoring wildlife conservancy strategic policies;
- (ii) planning and formulating wildlife conservation programmes;
- (iii) liaising with other stakeholders in the development of general guidelines, standards, agreements, procedures in the Wildlife sub-sector;
- (iv) initiating national policies impacting on forest development, wildlife conservation, governance and participation;
- (v) developing procedures for sustainable exploitation, utilization, management and conservation of wildlife resources;

### **ASSISTANT DIRECTOR, WILDLIFE SERVICES - SIX (6) POSTS- V/No. 99/2023**

<b>Basic Salary Scale</b>	<b>Kshs. 87,360- Kshs. 121,430</b>	<b>(CSG 7)</b>
<b>House Allowance</b>	<b>Kshs.16, 800p.m - 45,000 p.m. (Depending on duty station)</b>	
<b>Commuter Allowance</b>	<b>Kshs.12, 000 p.m.</b>	
<b>Leave Allowance</b>	<b>As existing in the Civil Service</b>	
<b>Annual Leave</b>	<b>30 working days per financial year</b>	
<b>Medical Cover</b>	<b>As provided by the Government</b>	
<b>Terms of Service</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Wildlife Officer, CSG '8' or in a comparable position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Environmental Science, Environmental Conservation and Natural Resource Management,

- Environmental Conservation, Environmental Resource Conservation, Environmental Education, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Bio Resource Conservation and Management, Botany, Climate Change and Development, Forestry, Coastal and Marine Resource Management, Conservation Biology, Ecology, Marine Resource Management, Natural Resource Management, Wildlife Management , Zoology or its equivalent and relevant qualification from a recognized institution;
- (iii) demonstrated administrative and professional competence as reflected in work performance and results.

#### **Duties and Responsibilities**

- (i) planning and formulating wildlife conservation programmes;
- (ii) liaising with other stakeholders in the development of general guidelines, standard, agreements, procedures in the wildlife sub-sector;
- (iii) initiating national policies impacting on the forest development, wildlife conservation, governance and participation;
- (iv) developing procedures for sustainable exploitation, utilization, management and conservation of wildlife resource;
- (v) monitoring wildlife conservancy strategic policies.

## MINISTRY OF LABOUR & SOCIAL PROTECTION

### STATE DEPARTMENT FOR LABOUR & SKILLS DEVELOPMENT

#### **SENIOR DEPUTY REGISTRAR OF TRADE UNIONS ONE (1) POST - V/No. 100/2023**

<b>Basic Salary Scale:</b>	<b>Kshs. 133,870 – Kshs. 197, 800 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs.48, 000 - 60,000p.m (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh.20, 000p.m</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the government</b>
<b>Terms of Service:</b>	<b>Permanent or Local Agreement</b>

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

- (i) served for a minimum period of twelve (12) years, three (3) of which should be at the grade of Assistant Registrar of Trade Unions, CSG '7' or in a comparable relevant position in the wider public service;
- (ii) a Bachelors Degree in Law, (LLB) with a Post Graduate Diploma in legal studies from the Kenya School of Law;
- (iii) a Masters Degree in any social science from a university recognized in Kenya;
- (iv) admission as an advocate of the High Court of Kenya;
- (v) a valid and current membership with the Law Society of Kenya.

### **Duties and Responsibilities**

- (i) overseeing the due process of registration of trade unions, employers' organizations, federations and amalgamations;
- (ii) guiding the promotion of a healthy regulatory framework for the operations of trade unions, employer's organizations and federations;
- (iii) Oversees the due process of registration of trade unions, employers' organizations, federations and amalgamations;
- (iv) overseeing the registration of Trade Unions, employers' organizations and federations constitutions that comply with the Labour Relations Act;
- (v) overseeing general regulation of trade unions in accordance with the law and the Trade Unions Individual Constitutions;
- (vi) issuing circulars to trade unions, employers' organizations and federations hold general elections after the five-year period as stipulated by the law;
- (vii) spearheads the registration of the newly elected trade unions, employers' organizations and federations' officials upon completion of the general elections;
- (viii) advising the National Labour Board on registration, suspension and deregistration of trade unions and employers' organizations;
- (ix) providing information and advice to employees' organisations and to the public in general, with respect to the rights and obligations of trade unions;
- (x) overseeing the implementation of court orders directed to the Registrar on specific reports in certain circumstances to guide the courts the determination of cases;
- (xi) overseeing the preparation and submission of instructions to the Office of Attorney General for concurrence on representation in court cases whenever the Registrar has been cited as a respondent and appearing in court as and when required; and
- (xii) overseeing the Registration of elected trade unions officials after elections and whenever such changes are made;

## DEPUTY REGISTRAR OF TRADE UNIONS -ONE (1) POST CSG 6 - V/No. 101/2023

<b>Basic Salary Scale:</b>	<b>Kshs 99,900 – Kshs. 169,140 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs. 20,000 - 50,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent/Local Agreement</b>

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

- (i) served for a minimum period of ten (10) years, three (3) years of which should be at the grade of Principal Registrar of Trade Unions CSG '8' and above or in a comparable relevant position in the wider public service;
- (ii) a Bachelors Degree in Law (LLB) with a post graduate diploma in legal studies from the Kenya School of Law;
- (iii) admission as an advocate of the High Court of Kenya;
- (iv) a Post graduate Diploma in legal studies from the Kenya School of Law
- (v) a valid and current membership with the Law Society of Kenya.

### **Duties and Responsibilities**

Specific duties and responsibilities will include:

- (i) guiding the due process of registration of trade unions, employers' organizations, federations and amalgamations;
- (ii) coordinating the promotion of a healthy regulatory framework for the operations of trade unions, employer's organizations and federations;
- (iii) guiding the due process of registration of trade unions, employers' organizations, federations and amalgamations;
- (iv) coordinating the promotion of a healthy regulatory framework for the operations of trade unions, employer's organizations and federations;
- (v) overseeing the registration of trade unions, employers' organizations and federations constitutions that comply with the Labour Relations Act;
- (vi) coordinating the general regulation of trade unions in accordance with the law and the Trade Unions Individual Constitutions;
- (vii) oversees the Issuance of circulars to trade unions, employers' organizations and federations hold general elections after the five-year period;

- (viii) coordinates the registration of the newly elected trade unions, employers' organizations and federations officials upon completion of the general elections and whenever such changes are made;
- (ix) represents the Senior Deputy Registrar the National Labour Board;
- (x) oversees and coordinates the inspection of trade union books of accounts and records to ensure that trade union dues are applied in accordance with the law and takes appropriate action as per reports submitted;
- (xi) coordinates and facilitates the preparation and submission of instructions to the Office of Attorney General for concurrence on representation in court cases;
- (xii) spearheads the drafting and response to parliamentary questions and complaints from the office of the commission on Administrative Justice (Ombudsman);and
- (xiii) maintains and keeps custody of the trade unions' Register.

**ASSISTANT REGISTRAR OF TRADE UNIONS/SENIOR PRINCIPAL STATE COUNSEL -TWO (2) POSTS - V/No. 102/2023**

<b>Basic Salary Scale:</b>	<b>Kshs.87,360 – Kshs. 121,430 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Kshs. 16,800 – 45,000 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Kshs. 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As existing in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent /Local Agreement</b>

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

- (i) served for a minimum period of Eight (8) years, three (3) years of which should be at the grade of Senior Registrar of Trade Unions CSG '9' and above or in a comparable relevant position in the Wider public service;
- (ii) a Bachelor's degree in law (LLB) and post graduate in legal studies from the Kenya School of Law;
- (iii) admission as an advocate of the High Court of Kenya;
- (iv) a Post graduate Diploma in legal studies from the Kenya School of Law

- (v) a valid and current membership with the Law Society of Kenya.

### **Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) oversees the due process of registration of Trade Unions, Employers' Organizations, federations and amalgamations;
- (ii) guides the promotion of a healthy regulatory framework for the operations of trade unions, employer's organizations and federations;
- (iii) oversees general regulation of trade unions in accordance with the law and the Trade Unions Individual Constitutions;
- (iv) supervises and reviews the compiled reports on trade unions, employers' organizations and federations whose annual returns have not been approved to due to non-compliance as well as those that have failed to file their annual returns;
- (v) oversees the due process of registration of trade unions, employers' organizations, federations and amalgamations;
- (vi) guides the promotion of a healthy regulatory framework for the operations of trade unions, employer's organizations and federations;
- (vii) oversees general regulation of trade unions in accordance with the law and the Trade Unions Individual Constitutions;
- (viii) supervises and reviews the compiled reports on trade unions, employers' organizations and federations whose annual returns have not been approved to due to non-compliance as well as those that have failed to file their annual returns;
- (ix) oversees the preparation and submission of instructions to the Office of Attorney General for concurrence on representation in court cases whenever the Registrar has been cited as a respondent and appearing in court as and when required;
- (x) oversees the general registration and regulation of Trade Unions, employers' organizations and federations;
- (xi) coordinates the implementation of court orders directed to the Registrar on specific reports in certain circumstances to guide the courts the determination of cases;
- (xii) facilitates the implementation of research findings on court case.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**