



PUBLIC SERVICE COMMISSION

Our Vision

“A citizen-centric public service”

Our Mission

“To Reform and transform the public service for efficient and effective service delivery”

VACANT POSITIONS IN THE PUBLIC SERVICE

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

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
110/2023	Senior Deputy County Commissioner I/Director of Administration	Internal Security and National Administration	CSG 5	10
111/2023	Senior Deputy County Commissioner II/ Senior Deputy Secretary		CSG 6	6
112/2023	Senior Deputy Government Chemist		CSG 5	1
113/2023	Deputy Government Chemist		CSG 6	7
114/2023	Assistant Government Chemist		CSG 7	13
115/2023	Deputy Director Laboratory Services		CSG 6	9
116/2023	Senior Principal Laboratory Technologist		CSG 7	10
117/2023	Director Investment	The National Treasury and Planning	CSG 4	1
118/2023	Internal Auditor General		CSG 4	1
119/2023	Deputy Director, Foreign Service/Minister- Counsellor I	Foreign Affairs	CSG 6	20
120/2023	Assistant Director, Foreign Service/ Counsellor I -		CSG 7	5
121/2023	Deputy Director, Air Transport	State Department for Transport	CSG 6	1
122/2023	Assistant Director, Air Transport		CSG 7	2
123/2023	Deputy Director, Roads and Railway Transport Services.		CSG 6	2
124/2023	Principal Research Officer		CSG 8	1
125/2023	Chief Quantity Surveyor	State Department for Public Works	CSG 5	1
126/2023	Director, Legal and Enforcement		CSG 5	1

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
127/2023	Deputy Director, Legal and Enforcement		CSG 6	2
128/2023	Senior Principal Legal and Enforcement Officer		CSG 7	1
129/2023	Director, Building Inspection and Audit		CSG 5	1
130/2023	Deputy Director, Building Inspection Audit		CSG 6	2
131/2023	Deputy Director, Building Safety and Quality Assurance		CSG 6	1
132/2023	Senior Principal Built Environment Officer		CSG 7	9
133/2023	Deputy Director, Estate Management	State Department for Housing and Urban Development	CSG 6	4
134/2023	Deputy Director, Housing		CSG 6	4
135/2023	Deputy Director, Metropolitan Development		CSG 6	3
136/2023	Deputy Director, Urban Development		CSG 6	2
137/2023	Senior Principal Superintending Engineer, Roads		CSG 6	1
138/2023	Senior Principal Superintending Building Surveyor		CSG 6	1
139/2023	Agriculture Secretary (Crops)	State Department for Crop Development	CSG 4	1
140/2023	Director, Agriculture		CSG 5	1
141/2023	Deputy Director Agriculture		CSG 6	14
142/2023	Assistant Director – Agriculture-		CSG 7	27
143/2023	Secretary, Agriculture Research and Innovation		CSG 4	1
144/2023	Director, Agricultural Research and Innovation		CSG 5	2
145/2023	Deputy Director, Agricultural Research and Innovation		CSG 6	4
146/2023	Assistant Director, Agricultural Research and Innovation		CSG 7	8
147/2023	Assistant Director of Agriculture, (Food Technologist)		CSG 7	10
148/2023	Deputy Director, Agriculture (Kenya School of Agriculture)		CSG 6	5
149/2023	Engineering Secretary		CSG 4	1

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
150/2023	Senior Principal Superintending Engineer (Agriculture)		CSG 6	1
151/2023	Chief Superintending Engineer (Agriculture)		CSG 7	9
152/2023	Senior Principal Lecturer		CSG 7	16
153/2023	Senior Deputy Director, Livestock Policy Research and Regulations	State Department for Livestock Development	CSG 5	3
154/2023	Deputy Director, Livestock Policy Research and Regulations		CSG 6	1
155/2023	Assistant Director, Livestock Policy Research and Regulations		CSG 7	14
156/2023	Principal		CSG 5	6
157/2023	Senior Deputy Principal		CSG 6	20
158/2023	Senior Principal Lecturer		CSG 7	26
159/2023	Deputy Director, Zoological Services		CSG 6	6
160/2023	Director, Leather Development		CSG 5	1
161/2023	Deputy Director, Leather Development		CSG 6	1
162/2023	Director Laboratory Services		CSG 5	1
163/2023	Assistant Director, Laboratory Services		CSG 7	3
164/2023	Assistant Director, Animal Health		CSG 7	2
165/2023	Senior Deputy Director Livestock Production		CSG 5	3
166/2023	Deputy Director Livestock Production		CSG 6	4
167/2023	Instructor III (Leather Technology)	State Department for Industry	CSG 12	3
168/2023	Archivist III	State Department for Culture and Heritage	CSG 12	40
169/2023	Deputy Director, Community Integration and Peace Building	State Department for ASALs and Regional Development	CSG 6	2
170/2023	Assistant Director, Research and Partnerships		CSG 7	2
171/2023	Assistant Director, Community Integration and Peace Building		CSG 7	2
172/2023	Assistant Director, Strategic Programmes		CSG 7	11
173/2023	Director, Information	State Department for Broadcasting and Telecommunication	CSG 5	8
174/2023	Deputy Director, Information		CSG 6	50
175/2023	Assistant Director, Information		CSG 7	26
176/2023	Director, Public Communications		CSG 5	1

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
177/2023	Deputy Director, Public Communications		CSG 6	22
178/2023	Assistant Director, Public Communications		CSG 7	10

The details of the posts and mode of application can be accessed on the Commission's website.

Interested and qualified persons are required to make their applications **ONLINE** through the Commission website: **www.publicservice.go.ke** or jobs portal: **www.psckjobs.go.ke** so as to reach the Commission on or before **5th September, 2023 (Latest 5 pm East Africa Time)**.

The following advertised posts are hereby cancelled.

V/NO	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCI
82/2023	Director, Internal Trade	State Department for Trade	CSG 5	1
87/2023	Assistant Director Tourism Research, Policy and Innovation	State Department for Tourism	CSG 7	2
90/2023	Assistant Director Tourism Development and Promotion		CSG 7	2
93/2023	Assistant Director Tourism Investment and Finance		CSG 7	1

SECRETARY/CEO
PUBLIC SERVICE COMMISSION



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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 or jobs portal: www.psckjobs.go.ke

Please Note:

- (i) Applicants 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 applicants 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 Kenya's 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 avail Original letters of appointment to the current substantive posts during the interviews.

Applications should reach the Commission **on or before 5th September, 2023 latest 5.00 pm (East African Time)**

VACANCIES IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

STATE DEPARTMENT FOR INTERNAL SECURITY AND NATIONAL ADMINISTRATION

SENIOR DEPUTY COUNTY COMMISSIONER I /DIRECTOR OF ADMINISTRATION- TEN (10) POSTS - V/NO. 110 /2023

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Senior Deputy County Commissioner II/Senior Deputy Secretary, CSG 6;
 - (ii) a Bachelors Degree in any Social Science field or equivalent qualification from a university recognized in Kenya;
 - (iii) a Masters Degree in any Social Science field or equivalent qualification from a university recognized in Kenya;
 - (iv) certificate in Administrative Officers' Induction Course lasting not less than 4 (four) weeks;
 - (v) passed Administrative Officers' Examinations;
 - (vi) certificate in Administrative Officers Paramilitary Course lasting not less than three (3) months from a recognized institution;
 - (vii) a Diploma in Public Administration;
- OR
- Advanced Public Administration (APAO) Certificate;
 - (viii) shown merit and ability as reflected in work performance and results;
 - (ix) demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Administrative Officer's function.

Duties and Responsibilities:-

An officer at this level will be responsible for providing strategic leadership and policy direction in the area of deployment. The officer may be deployed in either Field Administration or in any of the Ministry /State Department Headquarters. Specific duties and responsibilities include:

Field Administration

- (i) coordinating National Government functions which include; promoting cohesion, integration and patriotism to enhance peace and national unity;
- (ii) co-ordinating administrative functions;
- (iii) implementing presidential and Government directives;
- (iv) coordinating implementation of Government policies, programmes and project;
- (v) convening and chairing security and peace committees and coordinating implementation of their resolutions handling public complaints;
- (vi) holding public “barazas” to articulate and facilitate citizen participation in development;
- (vii) ensuring enforcement of lawful administrative actions/decisions;
- (viii) coordinating national and state functions;
- (ix) managing and maintaining administrative boundaries, security roads and airstrips and, vital installations;
- (x) coordinating campaigns against drugs, alcohol and substance abuse;
- (xi) overseeing the provision of agency services Government Department for Pensions Department and the Public Trustee Department;
- (xii) conducting civil marriages;
- (xiii) promoting peace building and conflict resolution; and
- (xiv) managing disasters and emergency response;
- (xv) monitoring, evaluating and compiling reports on implementation of programmes, strategic plans and performance contracts for the department; and
- (xvi) responding to Parliamentary business specific to area of deployment.

Ministry/State Department Headquarters

- (i) formulating and disseminating policies, programmes and strategic plans;
- (ii) representing the Principal Secretary in various meetings and in stakeholders fora;
- (iii) supervising, managing and developing National Government and field offices;
- (iv) coordinating and mobilizing resources for effective public service delivery;
- (v) monitoring, evaluating and compiling reports on implementation of programmes, strategic plans and performance contracts for the department;
- (vi) coordinating responses to audit queries for submission to Parliament; and
- (vii) coordinating parliamentary policy matters, official functions, and litigation matters affecting the department; planning, budgeting, performance management and capacity building.

SENIOR DEPUTY COUNTY COMMISSIONER II/SENIOR DEPUTY SECRETARY - SIX (6) POSTS - V/NO. 111 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Deputy County Commissioner II/Deputy Secretary, CSG 7;
- (ii) a Bachelors Degree in any Social Science field or equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in Administrative Officers' Induction Course lasting not less than four (4) weeks;
- (iv) passed Administrative Officers 'Examinations;
- (v) a certificate in Administrative Officers 'Paramilitary Course lasting not less than three (3) month from a recognized institution;
- (vi) a Diploma in Public Administration;

OR

- Advanced Public Administration (APA) Certificate; and
- (vii) shown merit and ability as reflected in work performance an results.

Duties and Responsibilities:

An officer at this level may be deployed in either Field Administration or in any of the Ministry /State Department Headquarters. Specific duties and responsibilities include:

Field Administration

- (i) coordinating National Government functions which include; promote cohesion, integration and patriotism to enhance peace and national unity;
- (ii) handling complex administrative; socio-economic and political issues;
- (iii) managing and coordinating government functions and activities;
- (iv) coordinating activities and mobilization of resources for development;
- (v) coordinating disaster management and emergency response activities;
- (vi) coordinating management of security;
- (vii) coordinating implementation of decisions of the Security and Intelligence Committees;
- (viii) handling public complaints;
- (ix) interpreting and disseminating Government policies;
- (x) facilitating citizen participation in the development and implementation of Government Policies, programmes and projects;
- (xi) co-ordinating and ensuring enforcement of lawful administrative actions/decisions;
- (xii) co-ordinating national and state functions;

- (xiii) managing and maintaining administrative boundaries, security roads airstrip and vital installations;
- (xiv) responding to parliamentary business;
- (xv) co-ordinating campaigns against drugs, alcohol and substance abuse;
- (xvi) providing agency services for other Government institutions;
- (xvii) conducting civil marriages;
- (xviii) promoting peace building and conflict resolution;
- (xix) implementing Presidential and Government directives;
- (xx) convening and chairing the Security and Intelligence Committee; and
- (xxi) monitoring the implementation of Government programmes and projects and compiling report.

Ministry/ State Department Headquarters

- (i) drafting of briefs, speeches, policy, memoranda, ministerial position and concept papers;
- (ii) overseeing implementation of Government policies;
- (iii) following-up on implementation of Government decision and directives;
- (iv) liaising with state corporations and statutory bodies under the Ministry on policy issues;
- (v) responding to matters pertaining to Parliamentary business;
- (vi) promoting integrity and ethical conduct within the Ministry;
- (vii) managing ministerial resources and assets; and
- (viii) developing departmental work plans.

SENIOR DEPUTY GOVERNMENT CHEMIST - ONE (1) POST - V/NO 112/2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420-p.m.	(CSG 5)
House Allowance:	Ksh.48,000 - Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent/ Local Agreement	

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Government Chemist CSG 6, or in a comparable and relevant position in the wider public service or in the private sector;
- (ii) a Bachelor of Science degree in any of the following disciplines: Chemistry, Forensic Science, Biochemistry or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Chemistry, Biochemistry or Forensic Science from a university recognized in Kenya; and

- (iv) demonstrated high degree of administrative capability, technical and professional competence as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) participating in policy formulation and implementation;
- (ii) providing guidance on strategic direction for all matters pertaining to quantitative and qualitative analytical services and water quality and pollution control services;
- (iii) ensuring adherence to professional standards;
- (iv) coordinating budgeting and costing for technical services;
- (v) developing procedures on the provision of the technical services and initiating the development of the modern information communication technology in the provision of chemists services;
- (vi) coordinating the development and implementation of strategic/work plans for the department; and
- (vii) overseeing training and development of technical personnel.

DEPUTY GOVERNMENT CHEMIST - SEVEN (7) POSTS - V/NO 113 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Government Chemist, CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor of Science degree in any of the following disciplines: Chemistry, Forensic Science, Biochemistry or equivalent qualifications from a university recognized in Kenya; and
- (iii) demonstrated high degree of administrative capability, technical and professional competence as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) providing technical advice to Government agencies and the public on matters relating to analytical services;
- (ii) ensuring availability of supplies and equipment; developing proposals for research projects related to quantitative and qualitative analysis;

- (iii) participating in technical evaluation of quotations and tenders for laboratory stores and services; and
- (iv) identifying training needs, supervising and evaluating staff in the directorate.

ASSISTANT GOVERNMENT CHEMIST - THIRTEEN (13) POSTS - V/NO. 114/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800p.m. – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Chemist, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors of Science degree in any of the following disciplines: Chemistry, Forensic Science, Biochemistry or equivalent qualifications from a university recognized in Kenya; and
- (iii) shown ability and demonstrated merit as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) planning, monitoring and evaluating implementation of analytical and forensic services, providing drugs, chemical substance, crime scene specimens and other materials;
- (ii) coordinating and managing research projects;
- (iii) preparing scientific reports;
- (iv) presenting reports of analysis and providing experts evidence in court;
- (v) liaising with other laboratories and bodies for information exchange to improve standards of performance;
- (vi) undertaking personnel workload management and tracking duties to ensure productive utilization of time materials; and
- (vii) mentoring and coaching staff in the directorate.

DEPUTY DIRECTOR LABORATORY SERVICES - EIGHT (8) POSTS -V/NO 115 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000p.m. – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days

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

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

- (i) served for a minimum period of three (3) years in the grade of Senior Principal Laboratory Technologist, CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied/Industrial Chemistry, Microbiology, Food Science and Technology or equivalent qualifications from a university recognized in Kenya; and
- (iii) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing policies, strategies and regulations of laboratory programmes;
- (ii) coordinating mentoring and evaluation of laboratory programmes and projects;
- (iii) implementing policies, strategies and regulations;
- (iv) coordinating the implementation of work plans and departmental budgets;
- (v) laboratory operation standards (ISO 17025);
- (vi) liaising with relevant committees;
- (vii) overseeing matters related to laboratory services; and
- (viii) undertaking capacity building and performance management in the department.

SENIOR PRINCIPAL LABORATORY TECHNOLOGIST - TEN (10) POSTS - V/NO 116/2023

Basic Salary Scale: Ksh.90,200 – Ksh124,630 p.m. (CSG 7)
House Allowance: Ksh.16,800p.m. – Ksh.45,000 p.m.
Commuter Allowance: Ksh.12,000 p.m.
Leave Allowance: As provided in the Civil Service
Annual Leave: 30 working days
Medical Cover: As provided by the Government
Terms of Service: Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Laboratory Technologist, CSG 8, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied/Industrial Chemistry, Microbiology, or equivalent qualifications from a university recognized in Kenya; and
- (iii) demonstrated professional and managerial capabilities in work performance and results; and shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) coordinating provision of laboratory services;
- (ii) preparing and implementing work plans and programs;
- (iii) ensuring submission of samples to reference and corroborating research institutes;
- (iv) revising and approving laboratory manuals and quality specifications and standards;
- (v) coordinating safe laboratory waste disposal;
- (vi) overseeing proficiency testing;
- (vii) managing laboratory supplies;
- (viii) facilitating technical evaluation for laboratory supplies and equipment;
- (ix) providing technical advice on biosecurity matters and ensuring adherence to good laboratory practice;
- (x) implementing and maintaining laboratory operations standards (ISO 17025); and
- (xi) liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory findings.

STATE DEPARTMENT FOR THE NATIONAL TREASURY**DIRECTOR INVESTMENT - ONE (I) POST - V/NO. 117 /2023**

Basic Salary Scale:	Ksh.180,160 - Ksh.335,450 p.m. (CSG 4)
House Allowance:	Ksh.80, 000 p.m.
Commuter Allowance:	Ksh.24, 000 p.m.
Entertainment Allowance:	Ksh.65,000 p.m.
Extraneous Allowance:	Ksh.60,000 p.m.
Domestic Servants Allowance:	Ksh.15,600 p.m.
Leave Allowance:	As existing in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service	Permanent or Local Agreement

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been at the grade of Senior Deputy Director, Investment, CSG 5 or in a comparable and relevant position in the Public service or Private Sector;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option) or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics, Accounting, Finance, Business Administration, Mathematics, Project Planning Management or equivalent qualifications from a university recognized in Kenya;
- (iv) certificate in any of the following fields: Public Financial Management, Policy Development and Formulation, Public Expenditure Review/ Analysis from a recognized institution or any other courses in a related financial management and oversight; and
- (v) demonstrated understanding of public finance management and the legal and institutional framework governing the State Corporations and SAGAs.

Duties and Responsibilities

The officer at this level will be responsible to the Director General, Public Investment and Portfolio Management. Specific duties and responsibilities include:

- (i) overseeing the management of Government Investment and Public Enterprises function;
- (ii) developing policies and strategies relating to the financial oversight and management of State Corporations and Semi-Autonomous Government Agencies (SAGAs);

- (iii) overseeing the restructuring of State Corporations;
- (iv) coordinating government divestiture and privatization programme;
- (v) coordinating the appraisal of state corporation projects and other investments;
- (vi) coordinating review of state corporations annual budgets;
- (vii) monitoring and oversight for Fiscal and Financial Exposures of State Corporations on aspects related to budget planning and execution, borrowings, and reporting;
- (viii) coordinating the processing of Treasury approvals and financing agreements relating to State Corporations borrowing;
- (ix) debt restructuring including write-offs, rescheduling and refinancing in respect of State Corporations;
- (x) ensuring maintenance of data on state corporations and other Government investments;
- (xi) advising on issues raised by shareholders in Annual General Meetings, Parliamentary Oversight Committees or any interested party on Government investments;
- (xii) managing government investment and shareholding;
- (xiii) managing contingent liabilities and other fiscal risks relating to public corporations and SAGAs; and
- (xiv) coordinating research on public investment and enterprises management to inform policy development.

INTERNAL AUDITOR GENERAL - ONE (1) POST - V/NO. 118 /2023

Basic Salary Scale:	Ksh.180,160 - Ksh.335,450 p.m. (CSG 4)
House Allowance:	Ksh.80, 000 p.m.
Commuter Allowance:	Ksh.24, 000 p.m.
Entertainment Allowance:	Ksh.65,000 p.m.
Extraneous Allowance:	Ksh.60,000 p.m.
Domestic Servants Allowance:	Ksh.15,600 p.m.
Leave Allowance:	As existing in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service	Permanent or Local Agreement

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been at the grade of Deputy Internal Auditor 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 fields: Commerce (Finance or Accounting option), Business Administration (Finance or Accounting option) or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Auditing and Consultancy, Business Administration, Finance, Accounting, Project Management, Strategic

Management, Risk Management or its equivalent from a university recognized in Kenya;

- (iv) Certified Public Accountant III (CPAK);
- (v) been registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- (vi) broad experience and knowledge of the Public Sector financial management, policies and goals;
- (vii) demonstrated professional competence in managing the Internal Audit function; and
- (viii) demonstrated understanding of national development goals and objective, policies, National values and principles of governance.

Duties and Responsibilities: -

An officer at this level will be responsible for the overall management of the Internal Audit function. Specific duties and responsibilities include:

- (i) overseeing formulation of Internal Audit policies, strategies and procedures to guide the Internal Audit function;
- (ii) providing technical advice on Internal Audit matters to public sector entities;
- (iii) developing and implementing the use of modern approaches in performing independent assessment of systems, controls and efficiencies in line with professional standards;
- (iv) monitoring and evaluating the implementation of the risk management framework;
- (v) preparing statutory and management audit reports; and
- (vi) overseeing capacity building for Public Sector entities.

STATE DEPARTMENT FOR FOREIGN AFFAIRS

**DEPUTY DIRECTOR, FOREIGN SERVICE/ MINISTER - COUNSELLOR 1,
TWENTY (20) POSTS - V/NO. 119/2023**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 –Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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, Foreign Service/Counsellor I, CSG 7’;
- (ii) a Bachelors degree in any of the following fields: International Studies, International Relations, Economics, Law or any other relevant discipline from a University recognized in Kenya; and
- (iii) demonstrated outstanding professional competence, effective leadership and administrative skills.

Duties and Responsibilities

Headquarters

An officer at this level may be deployed as the Deputy Head of Department. Specific duties and responsibilities include:

- (i) participating in the formulation analysis and interpretation of Kenya’s foreign policy
- (ii) articulating and defending Kenya’s foreign policy;
- (iii) formulating Kenya’s position in relation to negotiations on bilateral and international instruments, meetings and conference as well as those from missions;
- (iv) networking with the Ministries/State Departments, Inter-governmental organizations and diplomatic missions accredited to Kenya;
- (v) participating in the formulation of the foreign services Institute training programmes;
- (vi) maintaining a database on vacancies in international and intergovernmental organizations;
- (vii) facilitating employment of Kenya nationals;

- (viii) participating in development of policy priorities and strategies for responding to emerging international events and trends
- (ix) coordinating provision of consular and protocol services; and
- (x) implementing performance targets and annual work plans.

Missions

An officer at this level may be deployed as the Head of Chancery in a mission. Specific duties and responsibilities include:

- (i) providing administrative support services and financial oversight at the mission;
- (ii) monitoring and analyzing political and economic developments in the host country and preparing appropriate reports;
- (iii) projecting, promoting, interpreting and defending Kenyas Foreign policy;
- (iv) coordinating formulation of Kenyas position in relation to negotiations on bilateral and International Instruments, meetings and conferences;
- (v) coordinating trade cultural and other events to promote Kenya;
- (vi) monitoring media reports and preparing appropriate responses;
- (vii) organizing official functions and programmes for Kenya dignitaries;
- (viii) coordinating provision of consular and protocol services and preparation of briefs, statements and diplomatic notes and messages;
- (ix) coordinating development of performance targets, annual work plans and annual budget for the mission, performance reporting and appraisal; and
- (x) prioritizing acquisition of assets and properties and maintenance of an appropriate database.

ASSISTANT DIRECTOR, FOREIGN SERVICE/ COUNSELLOR 1, FIVE (5) POSTS - V/NO. 120/2023

Salary Scale:	Ksh.90,200 – Ksh.124.630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 -Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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 Senior Foreign services/ Counsellor II, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: International Studies, International Relations, Economics, Law or any other relevant discipline from a University recognized in Kenya; and
- (iii) demonstrated, effective leadership and managerial and administrative skills.

Duties and Responsibilities

Headquarters

An officer at this level may be deployed as a section head. Specific duties and responsibilities include:

- (i) undertaking research on emerging international events and recommending appropriate policy interventions;
- (ii) tracking vacancies in the international and intergovernmental organizations;
- (iii) maintaining an appropriate database and facilitating employment of Kenya nationals;
- (iv) participating in bilateral and international conference and meeting;
- (v) drafting report and identifying areas of implementation;
- (vi) networking with Ministries/State Departments, Intergovernmental organizations and diplomatic missions accredited to Kenya;
- (vii) coordinating provision of consular and protocol services.
- (viii) analyzing and initiating implementation of recommendations contained in reports from bilateral and international conferences and meetings as well as those from Kenyan Missions and supervising; and
- (ix) coordinating and supervising staff in the Section.

Missions

An officer at this level may be deployed as the Head of chancery in a mission. Specific duties and responsibilities include:

- (i) providing administrative support at the mission;
- (ii) monitoring and analyzing political and economic developments in the host country and drafting appropriate reports;
- (iii) coordinating trade cultural and other events to promote Kenya;
- (iv) networking with members of the diplomatic corps, officials of the host government and media representative;
- (v) drafting appropriate responses to media reports on Kenya;
- (vi) coordinating official functions and programmes for Kenyan dignitaries;
- (vii) preparing briefs, statements and diplomatic notes and messages;
- (viii) coordinating preparation of performance targets development of annual work plans;
- (ix) prioritizing acquisition of assets and properties for the mission and developing an appropriate database; and
- (x) preparation of annual budget for the mission and performance reporting and appraisal.

STATE DEPARTMENT FOR TRANSPORT

DEPUTY DIRECTOR, AIR TRANSPORT - ONE (1) POST V/NO. 121/2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16, 000 p.m.
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of ten (10) years, three (3) years of which should have been at the grade of Principal Air Transport 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; Sociology, Government, Anthropology, Geography, Meteorology, Commerce, Economics, Statistics, Transportation and Logistics, Business Administration, Engineering or equivalent qualifications from a university recognized in Kenya;
- (iii) a Certificate in any of the following disciplines: Introduction to Airport Operations, Introduction to Airline Operations, Aviation management, Aviation Security, Air and Space Law, Airline Ground Operation, Air Transport Statistics or negotiations skills from a recognized institution; and
- (iv) demonstrated a high level of professional competence, managerial, and administrative capability in work performance; and
- (v) exhibited a thorough understanding of national goals and objectives.

Duties and Responsibilities

Specific duties and responsibilities include:-

- (i) coordinating formulation and review of air transport policies and legislations;
- (ii) coordinating preparation of reports on air transport matters and air services agreements;
- (iii) approving county status reports for facilitation of air transport;
- (iv) liaising with international organizations on civil aviation matters;
- (v) preparing air services agreements;
- (vi) monitoring the economic performance of the air transport industry;
- (vii) overseeing the implementation of the provisions of air services agreement
- (viii) monitoring the operations of scheduled airlines;
- (ix) identifying international legal instruments for ratification;
- (x) sensitizing stakeholders on air transport matters;

- (xi) coordinating the implementation of regional and international air transport recommendations;
- (xii) carrying out research on air transport;
- (xiii) analyzing, processing and determining the status of designation of scheduled airlines;
- (xiv) approving airlines schedules in accordance with negotiated air services agreements;
- (xv) negotiating and initialing air services agreement; and
- (xvi) preparing development budget, work plan, staff performance appraisals and progress reports.

ASSISTANT DIRECTOR, AIR TRANSPORT - TWO (2) POSTS -V/NO. 122/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.16,800 –Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of seven (7) years, three (3) years of which should have be at the grade of Senior, Air Transport 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: Sociology, Government, Anthropology, Geography, Meteorology, Commerce, Economics, Statistics, Transportation and Logistics, Business Administration, Engineering or equivalent qualifications from a university recognized in Kenya;
- (iii) certificate in any of the following disciplines: Introduction to Airport Operations, Introduction to Airline Operations, Aviation Management, Aviation Security, Air and Space Law, Airline Ground Operation, Air Transport Statistics or Negotiations Skills from a recognized institution;
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) approving airline schedules;
- (ii) preparing reports on air transport matters;
- (iii) approving country status reports for facilitation of air transport;
- (iv) liaising with international organization on civil aviation matters;

- (v) preparing air services agreement and draft for the domestication and ratification of international legal instrument;
- (vi) monitoring the economic performance of the air transport industry;
- (vii) implementing the provision of air services agreement;
- (viii) monitoring the operations of scheduled airlines;
- (ix) identifying international legal instruments for ratification;
- (x) sensitizing stakeholders on air transport matters; and
- (xi) coordinating the implementation of regional and international air transport recommendation.

**DEPUTY DIRECTOR, ROAD AND RAILWAYS TRANSPORT SERVICES - TWO (2)
POSTS - V/NO. 123/2023**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of ten (10) years, three (3) years of which should have been at the grade of Principal Roads and Railway Transport 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: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology Urban Planning, Transport Economics or equivalent qualifications from a university recognized in Kenya.
- (iii) demonstrated general administrative ability required for direction, control and implementation of road and railway transport programs and projects.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) developing a review of road and railway transport policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of road and railway services and related civil works;
- (iii) monitoring and evaluation of adherence to professional standards and quality control in major road and railway services in conjunction with relevant agencies.
- (iv) coordinating review of regulations and guidelines on road and railway transport services;

- (v) ensuring accuracy and safe custody of data and reports prepared in the department;
- (vi) ensuring timely development of guidelines for promotion of safe, reliable and clean road railway systems;
- (vii) liaising with relevant agencies in the modernization of road and railway system in the country including non-motorized facilities in the road designs and development of commuter(light) railway system in major towns in the county;
- (viii) coordinating preparation of parliamentary responses on matter related to road and railway transport services and safety;
- (ix) ensuring implementation of recommendation on road traffic congestion and pollution in urban areas;
- (x) developing and implementing strategic and annual work plans for the division; and
- (xi) supervising, training and development of staff in the division.

PRINCIPAL RESEARCH OFFICER - ONE (1) POST V/NO. 124/2023

Basic Salary Scale:	Ksh.50,610 - Ksh.90,200 p.m.	(CSG 8)
House Allowance:	Ksh.15,400 - Ksh.35,000 p.m.	
Commuter Allowance:	Ksh.8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
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 Senior Research Officer CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following sciences: Engineering (Mechanical, Structural, Electrical), Industrial Design and Technology and Aeronautics; and
- (iii) shown merit and ability work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) ensuring implementation and evaluating of research programmes in both public and private sector;
- (ii) organizing seminars, workshops and symposia for sensitization of research findings;
- (iii) designing methodologies of conducting targeted and policy oriented special studies to generate data for planning and management of research programmes within the sector and compiling technical information;
- (iv) developing systems for research coordination and data processing.

VACANCIES IN THE MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

STATE DEPARTMENT FOR PUBLIC WORKS

CHIEF QUANTITY SURVEYOR - ONE (1) POST - V/NO. 125/2023

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48, 000 –Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20, 000 p.m.
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent/ Local Agreement

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

- (i) served for a minimum period of three (3) years in the grade of Senior Principal Superintending Quantity Surveyor CSG 6 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in Building Economics/Quantity Surveying or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Masters Degree in Building Economics/Quantity Surveying or equivalent and relevant qualifications from a university recognized in Kenya;
- (iv) been registered by the Board of Registrations of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor (BORAQS);
- (v) been a corporate member of the Institute of Surveyors of Kenya (IQSK);
- (vi) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quality surveying development programmes; and
- (vii) a thorough understanding of National goals, policies and programmes and the ability to translate them to the quantity surveying functions.

Duties and Responsibilities

An Officer at this level will be the Head of the Quantities and Contracts Directorate and is responsible to the Works Secretary for the direction, management and performance control and evaluation of the Directorate. Specific duties and responsibilities include:

- (i) formulating, implementing and controlling of policy on tendering and procurement procedures, financial and contractual administration of all Building Construction and Maintenance Contract;
- (ii) advising all Government Ministries/Departments and Agencies on procurement, financial and contractual management of Building Construction and Maintenance Projects;
- (iii) implementing the performance appraisal systems in the directorate;
- (iv) overseeing the financial and asset management of the department;
- (v) instituting operational accountability;

- (vi) securing and managing financial support for development plans and overall supervision; and
- (vii) training and developing staff in the directorate.

DIRECTOR, LEGAL AND ENFORCEMENT - ONE (1) POST - V/NO. 126/2023

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 p.m.- Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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

- (i) served for a minimum period of three (3) years in grade of Deputy Director, Legal and Enforcement, 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: Public Policy and Administration, Security, Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Public Policy and Administration, Security, Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
- (iv) been registered by a relevant and recognized profession body (where applicable); and
- (v) demonstrated professional competence and managerial skills as reflected in work performance and results.

Duties and Responsibilities

The Director, Legal and Enforcement will be responsible to Secretary, Built Environment Services for the coordination and management of functional areas. Specific duties and responsibilities include:

- (i) working in collaboration with relevant stakeholders in developing and coordinating implementation of national built environment enforcement and compliance policies, strategies, procedures, programmes, guidelines and regulations;
- (ii) preparations of standard compliance and enforcement manuals and templates for use by relevant agencies;
- (iii) issuance of built environment compliant inspection certificate to owners;
- (iv) verifying authenticity of compliance certificates;
- (v) working in collaboration with multi-sectoral agencies in enforcing remedial measures in built environment;

- (vi) working in consultation with relevant agencies to ensure landlords and developers adhere to standard guidelines and regulations governing built environment structures; and
- (vii) managing built environment electronic database.

DEPUTY DIRECTOR, LEGAL AND ENFORCEMENT - TWO (2) POSTS - V/NO. 127/2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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 Legal and Enforcement, CSG 7 or in a comparable position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: - Public Policy and Administration, Security, Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
- (iii) been registered by a relevant and recognized professional body (where applicable); and
- (iv) demonstrated professional competence and managerial skills as reflected in work.

Duties and Responsibilities

An officer at this level may be deployed in any of the following functional areas. Specific duties and responsibilities include:

Built Environment Compliance

- (i) collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment compliance policies, strategies, procedures, programmes, guidelines and regulation;
- (ii) supervising preparations of standard compliance manuals and templates for use by relevant agencies;
- (iii) issuance of built environment inspection certificate to buildings owners/developer;
- (iv) verifying authenticity of compliance
- (v) profiling buildings compliance status across the country;
- (vi) disseminating information to stakeholders on existing and proposed development standards and regulations;

- (vii) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment compliance issues;
- (viii) maintaining the national built environment compliance electronic database.

Enforcement

- (i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment enforcement policies, strategies, procedures, programmes, guidelines and regulations;
- (ii) supervising preparations of standard enforcement manuals and templates for use by relevant agencies;
- (iii) enforcing remedial measures in built environment;
- (iv) engaging with multi-sectoral agencies to facilitate verification of enforcement notices issued to landlords and developers;
- (v) working in liaison with relevant agencies to ensure stakeholders adhere to recommended standards guidelines and regulations governing built environment structures;
- (vi) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment enforcement issues;
- (vii) maintaining the national built enforcement electronic database.

SENIOR PRICIPAL LEGAL AND ENFORCEMENT OFFICER - ONE (1) POST - V/NO. 128 /2023

Basic Salary Scale:	Ksh.90,200 - Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,8000 - Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Principal Legal and Enforcement 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: - Public Policy and Administration, Security, Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
- (iii) been registered by a relevant and recognized professional body (where applicable); and
- (iv) demonstrated professional competence as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed in any of the following functional areas. Specific duties and responsibilities include:

Built Environment Compliance

- (i) working in collaboration with the relevant stakeholders in implementing national built environment compliance policies, strategies procedures programmes, guidelines and regulations;
- (ii) planning preparations of standard compliance manuals and templates for use by relevant agencies;
- (iii) working with relevant agencies to facilitates issuance of built environment inspection certificate to relevant stakeholders;
- (iv) liaising with multi-sectoral agencies in verifying authenticity compliance certificates;
- (v) working in close consultation with relevant stakeholders to profile and regularize building compliance to required standards of construction and habitation;
- (vi) disseminating information to stakeholders on existing and proposed development standards regulation;
- (vii) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment in compliance issues;
- (viii) maintaining the national built environment in compliance with electronic database.

Built Environment Enforcement

- (i) working in collaboration with the relevant stakeholders in implementing national built environment enforcement policies, strategies procedures programmes, guidelines and regulation;
- (ii) preparing standard enforcement manuals and templates for use by relevant agencies;
- (iii) working in collaboration with multi-sectoral agencies in enforcing remedial measures in built environment;
- (iv) engaging with multi-sectoral agencies to facilitate verification of enforcement notices issued to landlords and developers;
- (v) working in liaison with relevant agencies to ensure stakeholders adhere to recommend standard guidelines and regulations governing built environment structures;
- (vi) conducting research, undertaking bench mark studies with other institutions to keep abreast with emerging trends in built environment enforcement electronic database; and
- (vii) maintaining the national built environment enforcement

DIRECTOR, BUILDINGS INSPECTION AND AUDIT - ONE (1) POST - V/NO. 129 /2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 - Ksh.60,000 p.m.
Commuter Allowance:	Ksh.24,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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, Built Environment 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: Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Design, Urban and Regional Planning, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines; Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iv) registered by a relevant and recognized professional body; and
- (v) demonstrated professional competence and managerial skills as reflected in work performance and results.

Duties and Responsibilities

The Director, Building Inspection and Audit will be responsible to Secretary, National Buildings Inspection for the coordination and management of the function. Specific duties and responsibilities in the area of deployment include:

- (i) working in collaboration with relevant stakeholders in developing and coordinating implementation of national built environment inspection and audit policies, strategies, programs, procedures, guidelines and regulations;
- (ii) coordinating preparations of standard inspection and audit manuals and templates for use by relevant agencies;
- (iii) working in liaison with multi-sectoral agencies in conducting pre-inspection, inspection and post inspection of built environment structure;
- (iv) working in consultation with relevant stakeholders during search, rescue and evacuation missions;
- (v) collaborating with multi-sectoral agencies in ensuring built environment audit inspections are conducted in compliance with required guidelines and standards;
- (vi) engaging relevant agencies in conducting continuous and periodic health and safety inspections of built environment structures;
- (vii) coordinating with relevant stakeholders in mapping of built environment audit inspections;

- (viii) facilitating provision of technical support to vetting committees involved in audit inspections;
- (ix) working in collaboration with relevant stake holders in addressing remedial measures in built environment structures;
- (x) coordinating research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment issues; and
- (xi) managing built environment electronic database.

DEPUTY DIRECTOR, BUILDINGS INSPECTION AND AUDIT - TWO (2) POSTS - V/NO. 130//2023

Basic Salary Scale:	Ksh.102,860 - Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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, Built Environment Services, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Design, Urban and Regional Planning, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iii) registered by a relevant and recognized professional body (where applicable);
- (iv) demonstrated professional competence and managerial skills as reflected in work performance and result.

Duties and Responsibilities

An officer at this level may be deployed either at the Headquarters or in the Regional Office. Specific duties and responsibilities include:

- (i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment inspection policies, strategies, programmes, procedures, guidelines and regulations;
- (ii) supervising preparations of standard inspection manuals and templates for use by relevant agencies;
- (iii) working with multi-sectoral agencies in conducting pre-inspection, inspection and post inspection of built environment structures;
- (iv) engaging relevant agencies in conducting continuous and periodic safety health inspections of built environment structures;
- (v) working with relevant stakeholders involved in search, rescue and evacuation missions;

- (vi) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment inspection issues; and
- (vii) maintaining the national built environment inspection electronic database.

**DEPUTY DIRECTOR, BUILDING SAFETY AND QUALITY ASSURANCE - ONE
(1) POST - V/NO. 131 /2023**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 p.m. – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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, Built Environment Services, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iii) registered by a relevant professional body; and
- (iv) demonstrated professional competence and managerial skills as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed either at the Headquarters or in the Regional Office. At the headquarters, an officer at this level may be deployed in any of the following functional areas. Specific duties and responsibilities include:

Built Environment Safety Testing

- (i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of safety testing policies, strategies, procedures, programmes and guidelines;
- (ii) supervising preparations of standard safety testing manuals and templates for use by relevant agencies;
- (iii) working in liaison with multi-sectoral agencies in conducting scientific test on built environment structures;
- (iv) collaborating with relevant agencies in facilitating provision of laboratory tests to stakeholders;

- (v) working in consultations with multi-sectoral agencies in conducting destructive and non-destructing test on built environment structures;
- (vi) engaging stake holders in conducting pre-construction and post-construction testing of built environment structures;
- (vii) working with relevant stakeholders in analysing construction materials samples to establish conformity to prescribed standards;
- (viii) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment safety testing issues; and
- (ix) maintaining the national built environment safety testing electronic database.

Built Environment Quality Assurance

- (i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment quality assurance policies, strategies, procedures, programmes, guidelines and regulations;
- (ii) supervising preparations of standard quality assurance manuals and templates for use by relevant agencies;
- (iii) working in consultation with multi-sectoral agencies in conducting built environment quality assurance inspections;
- (iv) working with relevant agencies in promoting quality assurance inspection forums;
- (v) offering technical advice to stakeholders to facilitate quality assurance inspections;
- (vi) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment quality assurance electronic database.

SENIOR PRINCIPAL BUILT ENVIRONMENT OFFICER - NINE (9) POSTS - V/NO. 132/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 p.m.- Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal, Built Environment 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: Architecture, Mechanical Engineering, Structural Engineering, Civil Engineering, Quality, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iii) registered by a relevant and recognized body; and
- (iv) demonstrated professional competence as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed in any of the following areas. Specific duties and responsibilities include:

Built Environment Inspection

- (i) working in collaboration with the relevant stakeholders in reviewing and implementing national built environment inspection policies, strategies, programs, procedure, guidelines and regulations;
- (ii) planning preparations of standard inspection manuals and templates for use by relevant agencies;
- (iii) working with multi-sectoral agencies in conducting pre-inspection, inspection and post inspection of built environment structures;
- (iv) engaging relevant agencies in conducting continuous and periodic safety inspection built environment;
- (v) working with relevant stakeholders involved in search, rescue and evacuation missions;
- (vi) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment inspection issues; and
- (vii) maintaining the national built environment inspection electronic database.

Built Environment Audit

- (i) working in collaboration with the relevant stakeholders in reviewing and implementing Built Environment Audit policies, strategies, procedures and programmes, guidelines and regulations;
- (ii) planning preparations of standard inspection manuals and templates for use by relevant agencies;
- (iii) working in consultation with Multi-Sectoral Agencies in promoting built environment audit inspection in compliance with required safety health audit inspection of built environment audit inspections in compliance with required guidelines and standards;
- (iv) liaising with relevant agencies in conducting continuous periodic safety health audit inspection of built environment;
- (v) liaising with relevant stakeholders in mapping of built environment audit inspection;
- (vi) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment audit issues; and
- (vii) maintaining the national built environment audit electronic database.

Built Environment Safety Testing

- (i) working in collaboration with the relevant stakeholders in implementing national built environment safety testing policies, strategies, procedures, programmes, guidelines;
- (ii) planning preparations of standard safety testing manuals and templates for use by relevant agencies;
- (iii) working in liaison with multi-sectoral agencies in conducting scientific test on built environment structures;
- (iv) collaborating with relevant agencies in facilitating provision of laboratory tests to stakeholders;
- (v) working in consultations with multi-sectoral agencies in conducting destruction and non-destructive tests on built environment structures;
- (vi) engaging stakeholders in conducting pre-construction testing of built environment structures;
- (vii) working with relevant stakeholders in analysing construction material samples to establish conformity to prescribed standard;
- (viii) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment safety testing issues; and
- (ix) maintaining the national built environment safety testing electronics database.

STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

DEPUTY DIRECTOR ESTATE MANAGEMENT - FOUR (4) POSTS - V/NO. 133 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 –Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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 ten (10) years, one (1) of which should have been in the grade of Assistant Director, Estates Management, CSG 7 or in a comparable and relevant position in the wider public service;

- (ii) a Bachelors degree in: Land Economics, Estate Management, Property Management and Valuation, Facilities Management, Building Economics, Architecture, Regional/ Urban Planning, Construction Management, Civil/Electrical/Building/Mechanical/Structural/Engineering, or any other equivalent and relevant qualification from a university recognized in Kenya;
- (iii) been registered by a relevant professional body;
- (iv) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of building and maintenance, estate management and project management.

Duties and Responsibilities

An officer at this level will be deployed to head a division at the Ministry headquarters. Specific duties and responsibilities include:

- (i) initiating, formulating, and reviewing policies on Estate Management in relation to maintenance, office accommodation, public servants housing, leasing, and housing administration;
- (ii) coordinating the activities of various sections including leasing, inventory management, valuation, maintenance, planning and inspectorate, technical and policy administration;
- (iii) monitoring and evaluating of various Government estates projects, feasibility studies of estates for re-development budget;
- (iv) supervising, managing and developing staff.

DEPUTY DIRECTOR HOUSING - FOUR (4) POSTS - V/NO. 134/2023

Basic Salary Scale:	Ksh.102,860 - Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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 ten (10) years, one (1) of which should have been in the grade of Assistant Director, Housing, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building/ Construction/Project Management, Economics, Sociology. Environmental studies, Community

- Development, Business Administration or equivalent qualification from a university recognized in Kenya;
- (iii) been registered by a relevant and recognized professional body (where applicable);
 - (iv) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) implementing housing policies, programmes and strategies;
- (ii) promoting participatory approaches and capacity building in the housing development process;
- (iii) liaising with stakeholders to establish and maintain land bank for housing development;
- (iv) co-ordinating the activities of development partners and other stakeholders through seminars, conference, workshops and symposiums;
- (v) ensuring proper management of resources for housing and human settlements development;
- (vi) overseeing dissemination of information to stakeholders; and
- (vii) guiding, supervising and development of staff in the directorate.

DEPUTY DIRECTOR, METROPOLITAN DEVELOPMENT - THREE (3) POSTS - V/NO. 135 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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 period of ten (10) years, one (1) of which should have been in the grade of Assistant Director, Metropolitan Development, CSG 7 or in a comparable relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Urban and Regional Planning, Land Economics, Building Economics, Construction Management, Quality Survey, Architecture, Landscape Architecture, Environment Planning and Management, Civil Engineering , Mechanical Engineering, Structural Engineering, electrical Engineering, Land Survey and Photogrammetry, Geospatial Engineering, GIS, Urban Design, Sociology, psychology, Social Development or any other equivalent qualifications from a university recognized in Kenya;

- (iii) have been registered by a relevant professional body where applicable; and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

Duties and responsibilities

Specific duties and responsibilities include:

- (i) reviewing and implementing metropolitan development policies, strategies, procedures, plans standards and guidelines;
- (ii) ensuring implementation of programmes on delineation of metropolitan areas;
- (iii) initiating, reviewing and dissemination of appropriate legislation and regulations on metropolitan development;
- (iv) ensuring implementation of strategic projects and programmes for metropolitan areas including joint projects to be implemented by both levels of government in the capital city;
- (v) ensuring implementation of strategic projects and programmes for metropolitan development such as, spatial plans transport, water, sanitation, solid waste, fire disaster, strategic social infrastructure, markets, schools, health, cultural, reaction facilities security lighting and other related infrastructure on metropolitan development;
- (vi) coordinating gender mainstreaming and social inclusivity in metropolitan projects and programmes;
- (vii) providing technical advice to national and county governments on matters of metropolitan development;
- (viii) reviewing and ensuring implementation of spatial plans for the metropolitan regions and major urban areas and transport;
- (ix) ensuring implementation of strategic projects and programmes for promotion of Nairobi into a regional and Global Service hub and other cities in the metropolitan area;
- (x) coordinating implementation of support maintenance programmes, infrastructure and services for the capital and metropolitan area;
- (xi) facilitating implementation of the principles of metropolitan cooperation with the Capital City County government of Nairobi and other metropolitan areas;
- (xii) providing technical support on social and physical infrastructure and services in concurrence with both levels of government in the capital city and other metropolitan regions; and
- (xiii) coordinating research, innovation best practices and use of modern technology in metropolitan development related issue.

DEPUTY DIRECTOR, URBAN DEVELOPMENT- TWO (2) POSTS - V/NO.136/2023

Basic Salary Scale:	Ksh.102,860 - Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 p.m. – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service

Annual Leave:	30 working days
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 ten (10) years, one (1) of which should have been in the grade of Assistant Director, Urban Development, CSG 7 or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Urban & Regional Planning, Land Economics, Construction Management, Quantity Survey, Architecture, Environmental Planning and Management, Surveying and Photogrammetry, GIS, Urban Design, Mathematics/Statistics/Economics, Sociology or equivalent qualification from a university recognized in Kenya;
- (iii) been registered by a relevant professional body (where applicable);
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) reviewing and implementing urban development policies, strategies, procedures and guidelines;
- (ii) reviewing and recommending for approval projects and programmes on urbanization and urban development;
- (iii) coordinating gender mainstreaming and social inclusivity in urban projects and programmes;
- (iv) reviewing and recommending for approval appropriate legislation on urbanization and urban development;
- (v) reviewing and recommending for approval developed standards and guidelines;
- (vi) evaluating and recommending for approval of appropriate legislation;
- (vii) evaluating and recommending for approval advice to national and county governments on matters of urbanization and urban development;
- (viii) evaluating and recommending for approval research findings on urbanization and urban-related issues;
- (ix) ensuring coordinating and management of urban observatory and data bank;
- (x) ensuring coordination of advisory on best practice on urbanization and urban development;
- (xi) ensuring coordination of innovation and use of modern technology in urban and urban development practices;
- (xii) reviewing and ensuring implementation of strategies for the domestication of international urban agenda; and
- (xiii) reviewing and recommending joint projects to be implemented both levels of government in urban areas.

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER, ROADS - ONE (1) POST -
V/NO. 137 /2023**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have:

- (i) served for a period of ten (10) years, one (1) of which should have been in the grade of Chief Superintending Engineer (Roads) CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in Civil Engineering or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya;
- (iv) a current and valid annual Practicing License from the Engineers Registration Board of Kenya;
- (v) corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vi) demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

Duties and Responsibilities

An officer at this level may be deployed as a head of Division at Headquarters or as the Regional Roads Engineer. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing general policies on procurement of works
- (ii) ensuring efficiency in the repair and maintenance of all road works;
- (iii) carrying out Quality Assurance of Roads Services;
- (iv) coordinating the evaluation and monitoring of the adherence and compliance with the set commitments and indicators in the directorates performance contract;
- (v) directing and coordinating of roads and research activities within the region;
- (vi) supervising of construction, rehabilitation, and maintenance of classified and unclassified roads, preparation of tender documents; and
- (vii) monitoring the execution of roads development projects and supervision and training of engineers and technical staff.

**SENIOR PRINCIPAL SUPERINTENDING BUILDING SURVEYOR – ONE (1) POST
– V/NO. 138 /2023**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of ten (10) years, one (1) of which should have been in the grade of Chief Superintending Building Surveyor, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in Real Estate or equivalent qualifications from a university recognized in Kenya;
- (iii) been a full member of the Institution of Surveyors of Kenya (Building Surveyors Chapter);
- (iv) attended a Project Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) demonstrated excellent staff management skills, a high degree of professional competence, and administrative capability required for effective planning, direction, control and coordination of building surveying function, merit, and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed as Head of Public Office Accommodation Division at the Headquarters. Specific duties and responsibilities include being in charge of any of these three (3) divisions namely:-

- (i) government owned offices;
- (ii) government leased offices; and
- (iii) technical administration, research and development.

VACANCIES IN THE MINISTRY OF AGRICULTURE & LIVESTOCK DEVELOPMENT

STATE DEPARTMENT FOR CROP DEVELOPMENT

AGRICULTURE SECRETARY (CROPS) - ONE (1) POST - V/NO .139/2023

Basic Salary Scale:	Ksh.180,160 - Ksh.335,450 p.m. (CSG 4)
House Allowance:	Ksh.80,000 p.m.
Commuter Allowance:	Ksh.24, 000 p.m.
Entertainment Allowance:	Ksh.65,000 p.m.
Extraneous Allowance:	Ksh.60,000 p.m.
Domestic Servants Allowance:	Ksh.15,600 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

For appointment to this grade, a candidate must have:

- (i) served for minimum period of fifteen (15) years, three (3) of which should be in the grade of Director of Agriculture, CSG 5 or in a comparable and relevant positions in the wider public service or private sector;
- (ii) a Bachelors Degree in Agriculture or related field from a university recognized in Kenya;
- (iii) a Masters Degree in Agriculture, Agricultural Economics or any other relevant qualification from a university recognized in Kenya;
- (iv) demonstrated ability to articulate the vision of the Agricultural Sector;
- (v) demonstrated extensive involvement in research, training and consultancy;
- (vi) demonstrated ability in programme design and management;
- (vii) demonstrated knowledge in Global, Regional, Emerging policy issues in Agriculture, Trade and Industry; success levels of various strategies suitable for developing countries; Agriculture act and other related statutes;

Duties and Responsibilities

The Agriculture Secretary will be the head of the Technical Departments and the chief advisor to the Principal Secretary on issues relating to the Agriculture Act and related Statutes, their interpretation, application and implications. Specific duties and responsibilities include;

- (i) oversee the formulation and implementation of agricultural policies and programmes;
- (ii) effective coordination of activities of the agriculture technical services;
- (iii) development of linkages within the agricultural sector and related activities;

- (iv) identifying impediments and constraints to the implementation of policies and programmes;
- (v) securing and manage financial support for development plans;
- (vi) design and implement well prioritized and competitive programmes;
- (vii) spearheading formulation and implementation of policies and strategies relating to the sector; and
- (viii) set long term goals for the development of agriculture.

DIRECTOR OF AGRICULTURE - ONE (1) POST - V/NO. 140/2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000p.m. - Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent /Local Agreement

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 of Agriculture CSG 6 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors of Science Degree in any of the following disciplines: Agriculture, Agronomy, Agribusiness Management and Enterprise Development, Dry Land Resource Management, Agricultural Economics and Rural Development, Agricultural Extension and Education, Agricultural Marketing, Agricultural Resource Management, Agriculture and Home Economics, Agriculture and Human Ecology, Crop Protection, Dry-land Agriculture and Enterprise Development, Farm Management, Home Economics, Horticulture, Food Science and Technology or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Agribusiness Management, Agribusiness, Agriculture and Natural Resource Management, Agricultural Extension and Education, Agricultural Information and Communication Management, Agricultural Marketing, Agriculture and applied Economics, Agricultural and Rural Development, Agriculture Economics, Agriculture Extension, Agricultural studies, Agro-Bio Resource Science and Technology, Agronomy, Agro-processing, Biotechnology, Crop Production, Crop Protection, Dry-land Integrated Land Management System, Dry-Land Resource Management, Dry-Land Agriculture, Dry-Land Agro Pastoral Systems, Dry-Land Farming, Entomology, Entrepreneurship, Environmental Planning and Management, Farm Management, Floriculture, Food Science and Post-Harvest Technology, Food Science and Technology, Applied Human Nutrition, Home Economics, Home Science, Home Management, Horticulture, Hydroponics, Integrated Soil Fertility

- Management, Land and Environmental Management, Land and Water Management, Plant Biotechnology, Plant Breeding and Biotechnology, Plant Breeding, Plant Health Science and Management, Plant Pathology, Project Planning and Management, Rural Management, Seed Science and Technology, Seed Science, Soil Environment and Land Use Management, Soil Science or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated a high degree of professional competence and administrative capability required for Planning, Direction, control and coordination required for Agricultural function; and
 - (v) demonstrated a thorough understanding of National goals, Policies and Programmes and the ability to translate them into agricultural function.

Duties and Responsibilities:

The Director will be responsible to the Agriculture Secretary for the following:

- (i) coordinating development, review and monitoring implementation of national agricultural policies, strategies and standards;
- (ii) collaborating with stakeholders in monitoring compliance with standards on agricultural produce, products and services; domesticating international agreements and protocols in agricultural crops;
- (iii) facilitating control of trans-boundary pests, diseases and invasive species;
- (iv) formulating national agricultural programmes and projects;
- (v) coordinating national food security interventions;
- (vi) identifying and promoting public private partnerships in agricultural investments and initiatives;
- (vii) collaborating with stakeholders in prioritizing areas of agricultural research;
- (viii) mobilizing resources;
- (ix) coordinating performance management; and managing and developing staff.

DEPUTY DIRECTOR, AGRICULTURE - FOURTEEN (14) POSTS - V/NO 141/2023

Salary Scale:	Ksh.102,860 - Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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, Agriculture CSG 7 or in a comparable position in the wider public service;
- (ii) a Bachelors of Science degree in any of the following disciplines: Agriculture; Agronomy; Agribusiness Management and Enterprise Development;

Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology; or any other relevant and equivalent qualification from a university recognized in Kenya; and

(iii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities:

Specific duties and responsibilities include:

- (i) developing, reviewing and monitoring implementation of national agricultural policies, strategies and standards;
- (ii) providing technical support for compliance with national and international standards on bio-safety, phytosanitary and food safety;
- (iii) supervising packaging of new and existing agricultural technologies; mainstreaming of international agreements and protocols in agriculture;
- (iv) coordinating management and control of trans-boundary pests, diseases and invasive species;
- (v) supervising development of proposals for national agricultural programmes and projects;
- (vi) coordinating interventions on national crop and food security situations;
- (vii) identifying and promote public private partnerships in agricultural investments and initiatives;
- (viii) coordinating access to affordable credit, crop insurance and inputs for agricultural production;
- (ix) identifying and promoting local and foreign market opportunities; promoting research-extension-farmer linkages;
- (x) supervising mainstreaming of environmental management and climate change adaptation and mitigation actions in agriculture; and
- (xi) training agricultural stakeholders; and preparing technical report

ASSISTANT DIRECTOR, AGRICULTURE - TWENTY SEVEN (27) POSTS - V/NO 142/2023

Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Agricultural Officer CSG 8 or in comparable and relevant position in the wider public service;
- (ii) a Bachelors of Science Degree in any of the following disciplines: Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Home Economics; Agriculture and Human Ecology; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology; or any other relevant and equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results;

Duties and Responsibilities:

Specific duties and responsibilities include:

- (i) supervising collection, analysis and management of agriculture crops data;
- (ii) coordinating collection and packaging of new and existing agricultural technologies;
- (iii) promoting agribusiness incubation and market development;
- (iv) managing and controlling trans-boundary pests, diseases and invasive species;
- (v) undertaking assessment on national crop and food security situation;
- (vi) promoting climate change adaptation and mitigation and environmental management in agriculture;
- (vii) developing proposals for national agricultural programmes and projects;
- (viii) promoting access to affordable credit, crop insurance and inputs for agricultural production in collaboration with stakeholders;
- (ix) training agricultural stakeholders; and
- (x) preparing technical reports.

SECRETARY AGRICULTURAL RESEARCH & INNOVATION - ONE (1) POST - V/NO. 143/2023

Basic Salary Scale:	Ksh.180,160 - Ksh.335,450 p.m. (CSG 4)
House Allowance:	Ksh.80 000 p.m.
Commuter Allowance:	Ksh.24, 000 p.m.
Entertainment Allowance:	Ksh.65,000 p.m.
Extraneous Allowance:	Ksh.60,000 p.m.
Domestic Servants Allowance:	Ksh.15,600 p.m.
Leave Allowance:	As provided in the Civil Service

Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been at the grade of Director, Agricultural Research and Innovation, CSG 5 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors of Science degree in any of the following fields: Agriculture, Agriculture and Home Economics, Agricultural Information Communication Management, Agriculture and Human Ecology, Horticulture, Agricultural Economics, Agribusiness, Agriculture and Extension, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Food Science and Technology, Food Nutrition and Dietetics or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Agriculture, Agriculture and Home Economics, Agricultural Information Communication Management, Agriculture and Human Ecology, Horticulture, Agricultural Economics, Agribusiness, Agriculture and Extension, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Food Science and Technology, Food Nutrition and Dietetics, Agronomy, Plant Biotechnology, Soil Environment and Land Use Management, Soil Science, Seed Technology and Trade, Integrated Soil Fertility Management, Land and Water Management, Crop Protection, Agriculture and Rural Development, or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) membership of a relevant professional body and in good standing (where applicable).

Duties and Responsibilities

The Secretary Agricultural Research and Innovation will be responsible to the Principal Secretary for provision of technical advice on agricultural research to establish a logical, well founded and coordinated, solution oriented and impactful agricultural research system. Specific duties and responsibilities include:-

- (i) coordinating the development, implementation and review of policies, plans, strategies, guidelines, standards, programmes and projects for research and innovation;
- (ii) coordinating the formulation and implementation of resource mobilization strategies for research and innovation;
- (iii) promoting commercialization of research technologies and innovations;
- (iv) mobilizing support for establishing centers of excellence in research and innovation;
- (v) promoting public private partnership in agricultural research and innovation;

- (vi) overseeing the management and maintenance of data and information on agricultural research and innovation;
- (vii) coordinating monitoring and evaluation of agricultural technologies;
- (viii) facilitating feasibility studies and impact assessments of agricultural research programs;
- (ix) attending and presenting agricultural research and innovation papers in national, regional and international conferences, fora, workshops, symposia and seminars;
- (x) promoting the transfer of modern and appropriate technologies and innovations to value chain actors;
- (xi) managing capacity building and skills development related to agricultural research and innovation; and
- (xii) managing human resources in the directorate including performance management.

**DIRECTOR, AGRICULTURAL RESEARCH AND INNOVATION - TWO (2) POSTS
- V/NO. 144 /2023**

Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 p.m. - Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/ Local Agreement

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 at the grade of Deputy Director, Agricultural Research and Innovation, CSG 6 or in a comparable and relevant positions in the wider Public service or private sector;
- (ii) a Bachelors of Science degree in any of the following fields: Agriculture, Agriculture and Home Economics, Agricultural Information Communication Management, Agriculture and Human Ecology, Horticulture, Agriculture Economics, Agribusiness, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Food Science and Technology, Food Nutrition and Dietetics or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Agriculture, Agriculture and Home Economics, Agricultural Information Communication Management, Agriculture and Human Ecology, Horticulture, Agriculture Economics, Agribusiness, Agriculture and Extension, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Food Science and Technology, Food Nutrition and Dietetics, Agronomy, Plant

- Biotechnology, Soil Environment and Land use Management, Soil Science, Seed Technology and Trade, Integrated Soil Fertility Management, Land and Water Management, Crop Protection, Agriculture and Rural Development or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body and in good standing (where applicable).

Duties and Responsibilities

The Director Agricultural Research and Innovation will be responsible to the Secretary, Agricultural Research for leadership, organization and management of the Division to ensure coordinated and effective agricultural research. Specific duties and responsibilities include:

- (i) coordinating the development, implementation and review of policies, plans, strategies, guidelines, standards, programmes and projects for research and innovation;
- (ii) coordinating the formulation and implementation of resource mobilization strategies for research and innovation;
- (iii) promoting commercialization of research technologies and innovations;
- (iv) mobilizing support for establishing centers of excellence in research and innovation; promoting public private partnership in agricultural research and innovation;
- (v) overseeing the management and maintenance of data and information on agricultural research and innovation;
- (vi) coordinating monitoring and evaluation of agricultural technologies;
- (vii) facilitating feasibility studies and impact assessments of agricultural research programs;
- (viii) attending and presenting agricultural research and innovation papers in national, regional and international conferences, fora, workshops, symposia and seminars;
- (ix) promoting transfer of modern and appropriate technologies and innovations to value chain actors; and
- (x) managing human and financial resources in the directorate.

**DEPUTY DIRECTOR AGRICULTURAL RESEARCH AND INNOVATION – FOUR
(4) POSTS – V/NO. 145 /2023**

Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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 ten (10) years, three (3) of which should have been at the grade of Assistant Director, Agricultural Research and Innovation, CSG 7 or in a comparable and relevant position s in the wider public service;
- (ii) a Bachelor of Science degree in any of the following fields: Agriculture, Agriculture and Home Economics, Agricultural Information Communication Management, Agriculture and Human Ecology, Horticulture, Agriculture Economics, Agribusiness, Agriculture and Extension, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Food Science and Technology, Food Nutrition and Dietetics or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable).

Duties and Responsibilities

The Deputy Director, Agricultural Research and Innovation will be responsible to the Director, Agriculture Research for providing leadership, organization and management in Horticultural and Industrial Crops, Natural Resource Management, Emerging Technologies and Post-Harvest and Marketing. Specific duties and responsibilities include:

- (i) managing the development, implementation and review of policies, plans, strategies, guidelines, standards, programmes and projects for research and innovation;
- (ii) guiding the formulation and implementation of resource mobilization strategies for research and innovation;
- (iii) mainstreaming agricultural research projects into national programs;
- (iv) promoting commercialization of research technologies and innovations;
- (v) supporting mobilization of support to the establishment of centers of excellence in research and innovation;
- (vi) promoting public private partnership in agricultural research and innovation;
- (vii) supervising data and information management on agricultural research and innovation;

- (viii) leading teams in undertaking agricultural research, feasibility studies and monitoring and evaluation;
- (ix) guiding transfer of modern and appropriate technologies and innovations to value chain actors;
- (x) facilitating capacity building and skills development related to agricultural research and innovation;
- (xi) supervising the human resource in the section including carrying out performance management; and
- (xii) managing implementation of performance contract targets for agricultural research and innovation section.

ASSISTANT DIRECTOR, AGRICULTURAL RESEARCH AND INNOVATION - EIGHT (8) POSTS - V/NO. 146 /2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 p.m. – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Agricultural Research and Innovation Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor of Science degree in any of the following field: Agriculture, Agriculture and Home Economics, Agricultural Information Communication Management, Agriculture and Human Ecology, Horticulture, Agriculture Economics, Agribusiness, Agriculture and Extension, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture and Enterprise Development, Food Science and Technology, Food Nutrition and Dietetics or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) membership of a relevant professional body where applicable and in good standing; and
- (iv) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

The Assistant Director, Agricultural Research and Innovation will be responsible to the Deputy Director, Agriculture Research and Innovation for organization and management of any of the following sections: Staple, Horticultural and Industrial Crops; and Natural Resource Management, Emerging Technologies, Post-Harvest and

Marketing so as to ensure coordinated and effective agricultural research. Specific duties and responsibilities include:

- (i) developing, implementing and reviewing of policies, legislation, plans, strategies, guidelines, standards, programmes and projects on research and innovation;
- (ii) formulating and implementing resource mobilization strategies for research and innovation;
- (iii) documenting information on the commercialization of research technologies and innovations;
- (iv) managing information on the establishment of centers of excellence in research and innovation;
- (v) promoting public private partnership in agricultural research and innovation;
- (vi) leading teams in undertaking agricultural research, feasibility studies and monitoring and evaluation;
- (vii) facilitating capacity building and skills development related to agricultural research and innovation;
- (viii) collecting information for setting agricultural research agenda; and
- (ix) reviewing resource capacities and gaps in agricultural research and development.

**ASSISTANT DIRECTOR OF AGRICULTURE, (FOOD TECHNOLOGIST) - TEN (10)
POSTS - V/NO 147/2023**

Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800p.m. – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Agricultural Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors of Science degree in any of the following disciplines: Food Science and Post-Harvest Technology; Food Science and Technology; Applied Human Nutrition; Home Economics; Home Science; or any other relevant and equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

Specific duties and responsibilities include: -

- (i) monitoring, compliance with set standards for food handling and management;

- (ii) coordinating capacity building and technical assistance of national and county technical staff, farmers and other stakeholders in food technologies;
- (iii) implementing of specific policies and strategies on food technologies;
- (iv) verifying and validating food technologies in accordance with set standards;
- (v) developing guidelines and specifications for food technologies;
- (vi) participating in setting standards for food safety in collaboration with relevant government agencies;
- (vii) monitoring compliance with set standards for food handling and management;
- (viii) supporting implementation of national and county projects and programmes;
- (ix) promoting incubation of artisans and entrepreneurs in development of food technologies;
- (x) developing proposals on incentive packages to stimulate development of appropriate Agro-Processing in agriculture;
- (xi) participating in stakeholder collaboration and networking on food safety and available technologies; and
- (xii) implementing performance contract, work-plan & budgets.

DEPUTY DIRECTOR, AGRICULTURE, (KENYA SCHOOL OF AGRICULTURE) - FIVE (5) POSTS - V/NO 148/2023

Salary Scale:	Ksh.102,860 – Ksh172,350p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Lecturer CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) Bachelor of Science Degree in any of the following agricultural fields:- Agriculture; Crop Protection; Biotechnology; Agricultural Engineering; Environmental Engineering; Bio-Systems Engineering; Soil and Water Engineering; Irrigation Engineering; Structures and Process Engineering; Farm Power and Machinery; Environmental Science; Soil Environment and Land Use Management; Farm Management; Food Science and Technology; Agro-processing; Food, Nutrition and Dietetics; Food Science and Post-harvest Technology; Agricultural Economics and Rural Development; Agribusiness Management and Enterprise Development; Agricultural Marketing; Entrepreneurship; Agricultural Extension and Education; Horticulture (Floriculture, Hydroponics); Dry-land Resource Management; Home Economics; Home Science; Home Management; Agriculture and Human

- Ecology Extension or any other equivalent qualification from a recognized institution; and
- (iii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities:

An officer at this level may be deployed as Deputy Director, Main Campus or Satellite Campus. Specific duties and responsibilities include:

Main Campus

- (i) spearheading the formulation, interpretation and implementation of the School's academic policies and strategies;
- (ii) coordinating development, implementation, review, monitoring, and evaluation of training programmes;
- (iii) overseeing admission of students; overseeing administration of examinations, seminars, workshops and symposia;
- (iv) overseeing the promotion of School's programmes; collaborating with other stakeholders in the development of curricula and syllabi;
- (v) guiding on research and consultancy activities; liaising with relevant institutions and agencies on training matters;
- (vi) overseeing compliance with rules and regulations;
- (vii) coordinating the preparation of work plans and budgets; and
- (viii) supervising, counseling, coaching and mentoring of staff.

Satellite Campus

- (i) formulating, interpreting, implementing and reviewing of the Kenya School of Agriculture training policies, programmes and strategies;
- (ii) facilitating the designing, acquisition, development and production of training materials and aid; overseeing acquisition of tools and equipment;
- (iii) liaising with relevant institutions and agencies on training matters;
- (iv) monitoring preparation and review of schemes of work, lesson notes and lesson plans;
- (v) overseeing preparation of training plans, setting, moderation and marking of assignments and examinations;
- (vi) maintenance of trainees performance records;
- (vii) coordinating training programmes, seminars, workshops and symposia; overseeing conduct of research and consultancy activities in relevant areas;
- (viii) facilitating educational trips, visits and field attachments;
- (ix) overseeing performance management and staff appraisal;
- (x) managing the institution assets;
- (xi) coordinating the preparation of work plans and budgets;
- (xii) overseeing coaching, mentoring, guiding and counseling of staff and trainees.

ENGINEERING SECRETARY - ONE (1) POST - V/NO 149/2023

Basic Salary Scale:	Ksh.180,160 - Ksh.335,450 p.m. (CSG 4)
House Allowance:	Ksh.80, 000 p.m.
Commuter Allowance:	Kshs.24,000 p.m.
Entertainment Allowance:	Kshs.65,000 p.m.
Extraneous Allowance:	Kshs.60,000 p.m.
Domestic Servants Allowance:	Kshs.15,600 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/ Local Agreement

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

- (i) served for cumulative period of fifteen (15) years three (3) of which should have been in the grade Chief Engineer (Agriculture), 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 disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines:- Agricultural Engineering, Agricultural and Biosystems Engineering, Environmental and Biosystems Engineering, Engineering in Agri-Chain Management, Agro-Bioresource Science and Technology, Agricultural Processing Engineering, Agricultural Processing, Natural Resources Management, Agricultural Resource Management, Soil and Water Engineering, Land and Water Management, Land Use Management, Integrated Soil Fertility Management, Environmental Management, Environmental Planning and Management, Project Planning and Management or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) been registered by the Engineers Board of Kenya;
- (v) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of agricultural engineering function; and
- (vi) demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them into the agricultural engineering function.

Duties and Responsibilities

The Engineering Secretary will be the head of the Agricultural Engineering function. He/she will be responsible to the Principal Secretary for overall administration and

policy direction of the agricultural engineering function. Specific duties and responsibilities at this level will include:-

- (i) overseeing development, interpretation, implementation and review of national agricultural engineering policies, strategies, standards and guidelines;
- (ii) spearheading development of agricultural engineering programmes and projects;
- (iii) spearheading development of strategic agricultural engineering interventions for national food security;
- (iv) initiating stakeholders' collaboration and public private partnership investments in agricultural engineering services;
- (v) initiating climate change adaptation and mitigation actions in agricultural engineering services;
- (vi) overseeing development and management of a national Agricultural Engineering database;
- (vii) ensuring efficient management and operation of National Agricultural Engineering Institutions;
- (viii) facilitating dissemination of Agricultural Engineering technologies;
- (ix) ensuring monitoring and evaluation of agricultural engineering policies, standards and guidelines, programmes and projects; and
- (x) spearheading resource mobilization and performance management.

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (AGRICULTURE) - ONE (1)
POST - V/NO. 150/2023**

Salary Scale:	Ksh.102,860 – Ksh.172,350p.m. (CSG 6)
House Allowance:	Ksh.20,000p.m. – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Chief Superintending Engineer (Agriculture) CSG 7 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Board of Kenya; and
- (iv) demonstrated high degree of administrative capability, technical and professional competence as reflected in work performance and results.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:-

- (i) developing procedures for validation of agricultural engineering technologies in accordance with set standards;
- (ii) carrying out detailed design and preparing bills of quantities of agricultural engineering works; implementing of agricultural engineering design works;
- (iii) verifying and validating agricultural engineering designs in accordance with set standards; coordinating implementation of agricultural engineering projects and programmes;
- (iv) training stakeholders in agricultural engineering technologies;
- (v) monitoring and evaluating of agricultural engineering works;
- (vi) mainstreaming of climate change adaptation and mitigation in agricultural engineering technologies; developing and maintaining of database on Agricultural Engineering technologies;
- (vii) preparing budgets and work plans;
- (viii) undertaking staff performance management; and preparing of administrative and technical reports.

CHIEF SUPERINTENDING ENGINEER (AGRICULTURE) - NINE (9) POSTS - V/NO. 151/2023

Salary Scale:	Ksh.90,200 – Ksh.124,630p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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 Senior Superintending Engineer (Agriculture), CSG 8 or in a comparable and relevant positions in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) demonstrated capability and efficiency in undertaking the agricultural engineering function; and
- (iv) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

Specific duties and responsibilities include:-

- (i) conducting feasibility studies and investigation on agricultural engineering works; carrying out data analysis for design of agricultural engineering works;
- (ii) carrying out detailed design and preparation of bill of quantities of agricultural engineering works;
- (iii) carrying out specialized repair and maintenance of agricultural engineering works; verifying and validating agricultural engineering designs in accordance with set standards;
- (iv) implementing agricultural engineering design works;
- (v) training stakeholders in agricultural engineering technologies;
- (vi) conducting trainings, on-farm trials and demonstrations; and
- (vii) preparing technical reports.

SENIOR PRINCIPAL LECTURER - SIXTEEN (16) POSTS - V/NO. 152/2023

Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
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 Principal Lecturer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor of Science degree in any of the following agricultural field: Agriculture; Crop Protection; Biotechnology; Agricultural Engineering; Environmental Engineering; Bio-Systems Engineering; Soil and Water Engineering; Irrigation Engineering; Structures and Process Engineering; Farm Power and Machinery; Environmental Science; Soil Environment and Land Use Management; Farm Management; Food Science and Technology; Agro-processing; Food, Nutrition and Dietetics; Food Science and Post-harvest Technology; Agricultural Economics and Rural Development; Agribusiness Management and Enterprise Development; Agricultural Marketing; Entrepreneurship; Agricultural Extension and Education; Horticulture (Floriculture, Hydroponics); Dry-land Resource Management; Home Economics; Home Science; Home Management; Agriculture and Human Ecology Extension or any other equivalent qualification from a university recognized

- in Kenya;
- (iii) Training of Trainers Course lasting not less than two (2) weeks or other relevant qualification from a recognized institution;
- OR**
- (iv) Postgraduate Diploma in Education from a recognized institution; and shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

Specific duties and responsibilities include:

- (i) preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (ii) setting and marking continuous assessment tests and examinations;
- (iii) ensuring effective setting, moderation, administration and marking of examinations;
- (iv) preparing and implementing training programmes, seminars, workshops and symposia;
- (v) generating materials for development and review of curriculum;
- (vi) developing and reviewing course materials;
- (vii) carrying out research and consultancy in agricultural related areas; supervising demonstrations and practical exercises in areas of specialization;
- (viii) collecting, collating and analyzing research data in areas of specialization; compiling research reports in the areas of specialization;
- (ix) compiling trainees' performance records in areas of specialization; reviewing and evaluating training programmes;
- (x) ensuring safe custody of training materials and equipment;
- (xi) supervising trainees on attachment and internship programmes;
- (xii) coaching and mentoring staff; conducting extra-curricular activities; and

STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT

SENIOR DEPUTY DIRECTOR, LIVESTOCK POLICY RESEARCH AND REGULATIONS - THREE (3) POSTS - V/NO. 153/2023

Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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, Livestock Policy, Research and Regulations, 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: Veterinary Medicine, Animal Production, Range Management or its equivalent qualification in animal sciences or public policy from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: - Veterinary Medicine, Animal Production, Range Management or its equivalent qualification in animal sciences or public policy from a university recognized in Kenya;
- (iv) been registered by Kenya Veterinary Board (for Veterinary Surgeons) or any other relevant professional body for animal sciences;
- (v) certificate in policy formulation, implementation and evaluation lasting not less than two (2) weeks or equivalent qualifications from a recognized institution;
- (vi) have a certificate in computer applications from a recognized institution; and
- (vii) 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 the Livestock Policy, Research and Regulations function.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Livestock Policy, Research and Regulations for coordinating development and implementation of livestock policies, regulations and strategies. He/She may be deployed in any of the following functional areas; Livestock Capacity Building Division, Livestock Quality Assurance and Regulatory Affairs Division, Livestock Policy Development and Coordination Division, Livestock Research and Knowledge Management Division. Specific duties and responsibilities in each of the functional areas include:

Livestock Capacity Building Division

- (i) undertaking needs assessment and capacity building respective value chain actors;
- (ii) establish appropriate institutional framework for the delivery of capacity building and technical assistance to counties and value chains;
- (iii) developing industry specific Livestock Sector capacity interventions; support counties to develop capacities required to actualize viable livestock enterprise business plans;
- (iv) developing and implementing capacity building framework for the Livestock Sector;
- (v) establishing technical skills capacity needs for policy domestication, development and implementation; lead in development of livestock emergency and disaster preparedness frameworks;
- (vi) leading in development and monitor implementation of policy on livestock training institutions;
- (vii) leading international, private sector and non-governmental organizations collaboration on Livestock Sector matters;

- (viii) leading and facilitating negotiations on livestock trade relations with trading country partners based on livestock trade policy;
- (ix) providing technical advisory on treaties, protocols and MOUs impacting on Livestock Sector performance in Kenya; and
- (x) developing change management programs among value chain actors.

Livestock Quality Assurance and Regulatory Affairs

Specific duties and responsibilities will entail:-

- (i) leading the formulation and development of Livestock Sector-wide bills and regulations;
- (ii) Leading in the reviewing and monitoring implementation of Livestock Sector-wide legislations;
- (iii) conducting Livestock Sector Impact Assessments including Regulatory Impact Assessments;
- (iv) overseeing livestock parliamentary affairs and address national livestock legislative agenda; domestication of international, regional and national standards within the Livestock Sector;
- (v) conducting regular surveys on topical Livestock Sector legislative agenda and provide intelligence on the appropriateness of any proposed laws;
- (vi) establishing an inventory of existing legislations affecting the Livestock Sector;
- (vii) coordinating public stakeholder consultations and national validation meetings in developing sector legislations;
- (viii) leading technical appraisal of guidelines and standards in the Livestock Sector and their implementation;
- (ix) overseeing the development and implementation of guidelines and standards in the Livestock Sector to ensure compliance;
- (x) overseeing the quality assurance function;
- (xi) undertaking research and analysis on areas of concern on regulatory matters and quality assurance;
- (xii) developing legislative briefs and policy position papers; and
- (xiii) Preparing Cabinet Papers and Memoranda
- (xiv) leading the development of Regulations to implement primary legislations;
- (xv) engaging the National Assembly, Senate and County Governments on legislations impacting on the Livestock Sector;

Livestock Policy Coordination

Specific duties and responsibilities will entail: -

- (i) leading in identification, research, and analysis of policy issues for development of policies, strategies and plans;
- (ii) developing and periodic updating of the Livestock Masterplan;
- (iii) guiding in identification of Livestock Sector wide priority Agenda for policy development; coordinate formulation and review of thematic or commodity policies, strategies and plans;
- (iv) conducting impact assessments and review of livestock policies;

- (v) leading in formulation, review and development of Livestock Sector policies, strategies and plans;
- (vi) preparing Policy Briefs and Cabinet memoranda; coordinate County, National, Regional and International Livestock Sector policies issues;
- (vii) coordinating of policy research, dissemination and capacity building of Livestock Sector policies to stakeholders;
- (viii) preparing of inventory of and monitoring policies impacting on the Livestock Sector;
- (ix) developing and implementing livestock policy instruments monitoring and evaluation frameworks;
- (x) leading the development and Implementation of the Strategic Plan of the Department Directorate; and
- (xi) domesticating of international and cross cutting policies within the Livestock Sector.

Livestock Research and Knowledge Management

Specific duties and responsibilities will entail:-

- (i) leading the development of the Livestock Sector Research Agenda;
- (ii) monitoring Implementation of the Livestock Sector Research Agenda;
- (iii) coordinating of Livestock Sector resources data generation for evidence-based decision making;
- (iv) leading and coordinating the collection, analysis, storage, management of livestock data, information and knowledge for evidence-based livestock policy development, policy agenda setting and prioritization of programs;
- (v) establishing and maintain a Livestock Knowledge Management Centre a reference point and repository for accurate Livestock Sector information;
- (vi) Conducting operational livestock research to inform topical Livestock Sector issues;
- (vii) developing, implementation and co-ordination of livestock research strategies, technology information dissemination, programmes and projects in the Livestock Sector; disseminating Livestock Sector policy briefs and relevant survey findings; supporting innovation, Livestock Sector resilience programs and adaptation against climatic and other challenges;
- (viii) providing information and feedback for the development and sustenance of linkages within the Livestock Sector and development partners;
- (ix) tapping on remote sensing and artificial intelligence to gather necessary data required for simulating future scenarios in livestock production systems;
- (x) developing, implementation and co-ordination of research strategies, technology transfer, information dissemination, programmes and projects in the Livestock Sector;
- (xi) monitoring dissemination of livestock research findings & innovations and monitoring uptake of the same by Livestock Sector industries, stakeholders and other levels of government;
- (xii) leading the domestication of international livestock research strategies;

**DEPUTY DIRECTOR, LIVESTOCK POLICY RESEARCH AND REGULATIONS- ONE
(1) POST - V/NO.154 /2023**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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, Livestock Policy, Research and Regulations, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields; Veterinary Medicine, Animal Production, Range Management or its equivalent qualification in animal sciences from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: - Veterinary Medicine, Animal Production, Range Management or its equivalent qualification in animal sciences or Public Policy from a university recognized in Kenya;
- (iv) been registered by the Kenya Veterinary Board (for Veterinary Surgeons) or any other relevant professional body for animal sciences where applicable
- (v) a certificate in Policy Formulation, Implementation and Evaluation lasting not less than two (2) weeks or equivalent course from a recognized institution;
- (vi) shown ability and demonstrated merit as reflected in work performance and results.

Duties and Responsibilities:

An officer at this level may coordinate several units in a division and head a section(s) or lead functional areas within the Directorate or deputize the head of the division.

Specific duties and responsibilities will include: -

- (i) coordinating the identification of policy issues and leading policy formulation, coordinating livestock data collection and analysis;
- (ii) leading stakeholders consultations relevant to development and implementation of livestock policy instruments;
- (iii) coordinating development of standards for monitoring and evaluation of livestock policies, research and regulations;
- (iv) Coordinating the development and monitoring of implementation of Livestock Research Agenda;
- (v) coordinating relevant public and private agencies in ensuring compliance with set standards; drafting bills, policies and regulations for stakeholder

consideration; leading the capacity assessment and capacity building thematic areas;

- (vi) coordinating the capacity building and technical support on policy, research and legislative agenda for National and County Governments ;
- (vii) quality assurance on policies, regulations and standards;
- (viii) generating briefs for the drafting of livestock policy papers, cabinet memos and bills; and
- (ix) participating in inter-departmental policy, research and standards setting fora.

ASSISTANT DIRECTOR, LIVESTOCK POLICY RESEARCH AND REGULATIONS - FOURTEEN (14) POSTS - V/NO. 155 /2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Livestock Policy and Regulations 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: - Veterinary Medicine, Animal Production, Range management or its equivalent qualification in animal sciences from a university recognized in Kenya;
- (iii) been registered by the Kenya Veterinary Board (for Veterinary Surgeons) or any other relevant professional body for animal sciences (where applicable);
- (iv) certificate in Policy Formulation, Implementation and Evaluation lasting not less than two (2) weeks or equivalent course from a recognized institution; and
- (v) have shown ability and demonstrated merit as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may serve as a team leader of the units in one or several livestock policy instrument themes, livestock research, livestock data and information, livestock knowledge management within a division. Specific duties and responsibilities will include: -

- (i) participating and overseeing Livestock Sector data collection; leading livestock data analysis;

- (ii) carrying out relevant policy research; leading the development and monitoring implementation of specific livestock research agenda;
- (iii) developing and maintaining a data bank and compendium of information on policies and corresponding legislation relevant to the Livestock Sector;
- (iv) generating livestock data and livestock information for dissemination;
- (v) conducting capacity needs assessments; leading capacity building and technical support to counties;
- (vi) problem identification for policy formulation , development of standards and regulations;
- (vii) managing the livestock knowledge management centre;
- (viii) coordinating livestock innovation programs;
- (ix) leading surveillance on compliance with Implementation of livestock regulations, legislations and standards;
- (x) preparing material for public awareness creation on policies and legislations; generating policy briefs;
- (xi) leading development of concept papers for policy formulation;
- (xii) research dissemination; maintaining the existing database on livestock policies for counties and national government;
- (xiii) drafting and editing substantive papers including summary reports, seminar proceedings, conduct Livestock Sector surveys;
- (xiv) reviewing reports and analytical papers; and any other assignments assigned.

PRINCIPAL – SIX (6) POSTS – V/NO. 156/2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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

- (i) served for a minimum period three (3) years in the grade of Senior Deputy Principal, 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;-Animal Production, Veterinary Medicine ,Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education(Chemistry/Biology/Mathematics/Physics/ Sociology/ Community Development/Psychology/Home Economics) Agricultural Extensions Education, Food Nutrition and Dietetics, Natural Resource

- Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines;-Animal Production, Veterinary Medicine, Veterinary Epidemiology and Economics, Veterinary Agriculture, Dairy Science, Meat Science and Technology ,Dairy Science and Technology, Dairy Technology and Management, Range Management, Zoology, Food Science, Engineering in Food Science, Ethno-Veterinary ,Agricultural Economics /Agribusiness, Leather Technology, Animal Health Management ,Human Ecology, Poultry Science, Chemistry, Biology, Mathematics, physics, Sociology, Psychology, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics ,Natural Resource Management ,Computer Science/Information Communication Technology, Home Economics ,Environmental Science, Project Management, Animal Nutrition, Animal Genetics, and Breeding, Livestock Production Systems, Business Administration, Entrepreneurship, Marketing, Agriculture and Rural Development, Agronomy, Anatomy, Reproductive Biology, Veterinary Pathology Micro-biology, Applied Veterinary Parasitology, Applied Micro-Biology, Comparative Mammalian Physiology and Toxicology ,Veterinary Public Health and Management ,Curriculum Development, Reproduction and Obstetrics or Equivalent qualification from a university recognized in Kenya; and
 - (iv) 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 livestock personnel trainers function

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) providing, formulating and reviewing livestock training policies.
- (ii) interpreting and implementing of government manpower training policies in livestock training institutions;
- (iii) overseeing the review of policy issues in livestock personnel training techniques;
- (iv) facilitating development, implementation and review of the curriculum;
- (v) liaising with stakeholders and development partners for effective development and implementation of the training programmes;
- (vi) ensuring that the curriculum is aligned to sectoral and national priorities.
- (vii) developing, implementing and realization of the institutes strategic plans and objectives;
- (viii) preparing and implementing of the institutes performance appraisal systems and contracts;
- (ix) overseeing the finances and assets management of the institutes;
- (x) instituting operational, accountability and team building;

- (xi) overall supervision, control, discipline, recruitment, staff training and development; providing leadership in the institution.

SENIOR DEPUTY PRINCIPAL - TWENTY (20) POSTS - V/NO. 157 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years, in the grade of Deputy Principal CSG '7' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: - Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics/Sociology/Community Development/ Psychology/ Home Economics). Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Veterinary Epidemiology and Economics, Veterinary Agriculture, Dairy Science, Meat Science and Technology, Dairy Science and Technology, Dairy Technology and Management, Range Management, Zoology, Food Science and Technology, Food Science, Engineering in Food Science, Ethno-Veterinary, Agricultural Economics/ Agribusiness, Leather Technology, Animal Health Management, Human Ecology, Poultry Science, Chemistry, Biology, Mathematics, Physics, Sociology, Psychology, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Home Economics, Environmental Science, Project Management, Animal Nutrition, Animal Breeding, Animal Genetics and Breeding, Livestock Production System, Business Administration, Entrepreneurship, Marketing, Agriculture and Rural Development, Agronomy, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology Micro-biology, Applied Veterinary Parasitology, Applied micro-biology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Veterinary Public Health and Management,

Curriculum Development, Reproduction and Obstetrics or equivalent qualification from a university recognized in Kenya;

- (iv) certificate in Training of Trainers (ToT) course lasting not less than two (2) weeks or equivalent qualifications from a recognized institution; and
- (v) 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 livestock training function;

Duties and Responsibilities

An officer at this level will be responsible to the Principal for planning, directing, controlling and coordinating training, farm and administrative activities within the institute. Duties and responsibilities include: -

- (i) initiating action on the review of policy issues in livestock training; interpreting and implementing government manpower training policies;
- (ii) developing, implementing and reviewing curriculum;
- (iii) liaising with other institutions and agencies for effective development and implementation of training programmes;
- (iv) team building and setting performance standards; and ensuring that the curriculum is aligned to sectorial and national priorities.

An officer at this level may also be deployed as a Dean of Students, Director of studies or a Registrar. Specific duties and responsibilities include: -

As a Dean of Students

- (i) supervising review of rules and regulations;
- (ii) ensuring safe custody of the first aid kit; ensuring sick students to get medical attention;
- (iii) overseeing students' catering, accommodation, student council elections and extracurricular activities;
- (iv) coordinating guidance and counselling of students; and
- (v) resolving students' disputes.

As Director of Studies

- (i) coordinating development of guidelines on training programmes, research and consultancy activities, review of curriculum and training manuals, and inducting new staff in the institute;
- (ii) ensuring security of students' academic records, examinations and preparation of examination timetable; and
- (iii) coordinating education tours, visits, field attachments, internship, periodic reviews and updating training strategies.

As Registrar

- (i) validating students' applications;

- (ii) coordinating recruitment and admission of students, graduation and clearance of students upon exit;
- (iii) managing and maintain students' records and class lists;
- (iv) evaluating transcripts; and
- (v) validating and verifying certificates for the graduands.

SENIOR PRINCIPAL LECTURER - TWENTY SIX (26) POSTS - V/NO 158/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Lecturer, CSG 8 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: - Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/ Physics/Sociology /Community Development/ Psychology/ Home Economics). Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a university recognized in Kenya;
- (iii) certificate in Training of Trainers (ToT) course lasting not less than two (2) weeks from a recognized institution;

OR

- (iv) Postgraduate Diploma in Education from a recognized institution; and demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock training policies.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) preparing training materials and schemes of work for the training;
- (ii) lecturing and assessing performance in areas of specialization;

- (iii) designing and conducting research;
- (iv) setting, moderating and marking examination papers;
- (v) guiding and assessing students in their coursework courses, seminars and workshops;
- (vi) supervising students' projects; supervising students on;
- (vii) conducting internship, industrial and field attachment;
- (viii) designing and delivering specialized training programmes;
- (ix) compiling students' semester reports;
- (x) participating in developing and reviewing of the curriculum; counseling and guiding students;
- (xi) participating in development, production and acquisition of training materials; and
- (xii) organization field trips, demonstrations and relevant data collection.

DEPUTY DIRECTOR, ZOOLOGICAL SERVICES - SIX (6) POSTS - V/NO. 159 /2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade Assistant Director, Zoological Services, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) A Bachelors Degree in any of the following disciplines; Biological Science (Insect Science), Zoology, Entomology, Parasitology or Vector Biology, Insect Science of Bio-Information and Genomic of Insects and Environmental Science in Insect Pest Control from a university recognized in Kenya; and
- (iii) shown outstanding administrative capability and professional competence required in managing zoological functions

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) participating in zoological policy development and formulation ;
- (ii) coordinating the implementation of related strategic plans on the zoological activities towards realization of national vision, coordinating the monitoring and evaluation of all insect pests control and eradication programmes and projects; designing research agenda setting in liaison relevant stakeholders;

- (iii) designing operating procedures and ensuring compliance with zoological standards analyzing and interpreting reports on ecological impacts of pest control technologies;
- (iv) coordinating the surveillance and control of eradication of animal and human trypanosomiasis ;
- (v) coordinating scientific investigation and control of pests of honey bees; vectors of Rift Valley fever ; myiasis; Leishmaniasis in livestock and other emerging and re-emerging pests profiling of vectors borne arbor viruses;
- (vi) planning for efficacy and potency trails of insecticides and attractants for vector control in liaison with relevant stakeholders;
- (vii) ensuring effective the development and maintenance of vector bio geographical information database;
- (viii) planning for ecological impact assessment on pest control technologies;
- (ix) enforcement of the relevant zoological legislations and policies;
- (x) validating tsetse and other insect pests suppression and eradication technologies; coordinating surveillance and control of tsetse and non-tsetse transmitted trypanosomiasis; and
- (xi) preparing annual work plan and coordinating resource mobilization and supervising.

DIRECTOR LEATHER DEVELOPMENT - ONE (1) POST - V/NO. 160/2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent / Local Agreement

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, Leather Development, 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: Leather Technology, Footwear Technology, Materials Technology (Leather) or Leather Goods design and Development from a university recognized in Kenya;

OR

a Bachelors Degree in Environmental Science or Animal Science with a Basic two –year certificate or a Diploma or at least one year Post graduate training in hides and skins or leather technology;

- (iii) a Masters Degree in any of the following disciplines; Leather Technology, Footwear Technology, Leather Goods Design and Development or Environmental Science from a university recognized in Kenya; and
- (iv) 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 leather development services.

Duties and Responsibilities

An officer at this level will be responsible for efficient management of the Leather and Leather products. Specific duties and responsibilities include: -

- (i) initiating, formulating, developing, implementing, monitoring and reviewing policies, laws and strategies in the delivery of leather development services.
- (ii) ensuring quality control measures in the production and development of Hides, Skins, Leather and Leather Products are adhered to;
- (iii) instituting appropriate environmental management practices in the leather sector; ensuring that appropriate sanitary conditions are met:
- (iv) coordinating the registration of curing premises, tanneries and traders in hides, skins, leather, wool and fur;
- (v) coordinating the inspection and certification of wool, fur, hides, skins, leather and leather products for trade purposes:
- (vi) ensuring appropriate technology transfer in leather development in collaboration with relevant stakeholders;
- (vii) coordinating movement of hides and skins as a disease control tool:
- (viii) promoting the processing, manufacture and exportation of value added leather products: and
- (ix) undertaking monitoring and evaluation of all leather development programmes and activities.
- (x) maintenance of technical and market information systems pertaining to hides, skins, leather, footwear and leather goods:
- (xi) coordinating extension services on proper handling of hides, skins and leather during production and processing stages:
- (xii) promoting clean technology during the curing and processing of hides, skins and leather for the purpose of protecting the environment ;
- (xiii) facilitating the acquiring of entrepreneur skills for the betterment of hides, skins and leather trade; facilitating marketing through linkages with traders and stakeholders; coordinating appropriate research in liaison with other stakeholders;
- (xiv) developing strategic plans for management of leather development activities; and collaborating with relevant national, regional and international bodies on hides, skins and leather matters; and
- (xv) coordinating of the implementation of the Division's strategic plans and realization of its objectives.

DEPUTY DIRECTOR LEATHER DEVELOPMENT – ONE (1) POST – V/NO. 161/2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
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, Leather Development, CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Leather Technology, Footwear Technology, Materials Technology (Leather) or Leather Design and Development from a university recognised in Kenya;

OR

- a Bachelors Degree in Environmental Science or Animal Science with a basic 2 - year certificate or Diploma or at least one year post graduate training in Hides and Skins or Leather Technology from a recognized institution; and
- (iii) shown outstanding administrative capability and professional competence required in managing leather development and services.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) coordinating the implementation of policies and legislation in respect to hides, skins, leather and leather goods production and trade;
- (ii) legislations and strategies for leather development ;
- (iii) organizing for the verification of tanning agents and materials and assessing tannery waste to prevent environmental pollution;
- (iv) preparing project proposals in leather development for resource mobilization;
- (v) coordinating the inspection and verification of quality and quantity of wool, fur, hides, skins and leather for export;
- (vi) ensuring that the legal requirements of the hides and skins trade are being complied with ; analyzing and interpreting data on production trends and making recommendations;
- (vii) planning for trainings and demonstration on best practices to stakeholders for production of high quality hides ,skins and leather products;
- (viii) coordinating the sensitization of stakeholders on value addition of hides, skins and leather: participating in research agenda setting on new technology in curing, storage, tanning and tanning chemicals in liaison with other stakeholders;

- (ix) mitigating emerging challenges faced by stakeholders in the leather industry; and
- (x) advising investors on the requirements for establishing commercial tanneries.

DIRECTOR LABORATORY SERVICES - ONE (1) POST - V/NO.162/2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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, Laboratory Services, 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:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Geotechnical Engineering. Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a university recognized in Kenya;
- (iv) demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate laboratory services to Vision 2030 aspirations.

Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for the overall management of Laboratory Services. Specific duties and responsibilities will entail:-

- (i) formulating, developing, monitoring, reviewing, and implementing policies, strategies and laws in delivery of laboratory services;

- (ii) coordinating laboratory services programmes;
- (iii) setting the laboratory services research agenda;
- (iv) liaising with other heads of divisions/departments and stakeholders; on provision of laboratory services as required;
- (v) evaluating laboratory service programmes ;
- (vi) ensuring implementation of work plans and budgets;
- (vii) facilitating the implementation and maintenance of laboratory operations standards (ISO 17025);
- (viii) advising the national committees on matters related to bio security; and
- (ix) overseeing staff capacity building and performance management in the Department.

ASSISTANT DIRECTOR LABORATORY SERVICES - THREE (3) POSTS - V/NO.163/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Principal Laboratory Analyst, CSG 8, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a university recognized in Kenya;
- (iii) demonstrated a high degree of professional competence and managerial capabilities in initiating and implementing laboratory services; and
- (iv) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) coordinating provision of laboratory services in a number of units/sections/districts; preparing and implementing work plans and programs;
- (ii) submitting samples to reference and corroborating research institutes;

- (iii) revising and approving laboratory manuals and quality specifications/standards; coordinating safe laboratory waste disposal;
- (v) managing laboratory supplies; facilitating technical evaluation for laboratory supplies and equipment;
- (vi) providing technical advice on biosecurity matters;
- (vii) ensuring adherence to good laboratory practice;
- (viii) implementing and maintaining laboratory operations standards (ISO 17025);
- (ix) liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory findings; and
- (x) mentoring and training of staff in the Department.

ASSISTANT DIRECTOR ANIMAL HEALTH - TWO (2) POSTS - V/NO. 164/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years in the grade of Principal Animal Health 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:- Animal Health Management, Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a university recognized in Kenya;
- (iii) been registered by the Kenya Veterinary Board; and
- (iv) have demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing animal health services.

Duties and responsibilities at this level will entail:-

- (i) Planning disease control activities, Organising animal identification activities;
- (ii) managing veterinary farms, quarantine stations and sentinel herds;
- (iii) organising teams for animal disease surveillance and reporting;
- (iv) issuing of livestock movement permits; planning farmer's field trainings;
- (v) analysing and disseminating animal health information;
- (vi) carrying out monitoring and evaluation of Animal Health programs;
- (vii) preparing preliminary assessment report for constructions of dips, slaughterhouses and farm structures; and
- (viii) gathering data and compiling technical reports on animal health and welfare.

**SENIOR DEPUTY DIRECTOR OF LIVESTOCK PRODUCTION - THREE (3) POSTS
- V/NO. 165/2023**

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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 Livestock Production, CSG 6, or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor's Degree in any of the following disciplines: - Animal science, Animal Production, Agriculture, Apiculture, Food science and technology, Agribusiness, Range management, Natural resource management, Livestock / Agricultural Economics, Dairy technology or Agricultural Education and Extension from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition from a university recognized in Kenya; and
- (iv) 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 Livestock Production services.

Duties and Responsibilities

An officer at this level may be deployed to head any of the following Divisions: Livestock Production and Breeding Services; Range Resource Management and Development Services; Apiculture and Emerging Livestock Services; Agribusiness, training, research and extension services. Specific duties and responsibilities at this level will entail:

Livestock Production and Breeding Services

- (i) formulating and reviewing policies in animal production;
- (ii) coordinating the development of production and breeding policies of sheep, goats, poultry, pigs, rabbits, camels, donkeys, dairy and beef cattle and camels;

- (iii) formulating and implementing Livestock Production and Breeding Programmes and projects; collaborating with relevant institutions involved in various aspects livestock development, coordinating activities of Livestock Recording Centre and animal breeding institutions, managing livestock production information and statistics;
- (iv) promoting forage production and genetic conservation; promoting appropriate livestock feeding technologies and techniques;
- (v) developing and disseminating information on livestock production and breeding; participating in the development of livestock standards of inputs, equipment, products and by products; and
- (vi) identifying and setting research agenda in collaboration with stakeholders;
- (vii) implementing legal and regulatory frameworks in animal production.
- (viii) In addition, duties and responsibilities will involve: -
- (ix) coordinating the implementation of the strategic objective relating livestock production as contained in the Departmental Strategic Plan;
- (x) overseeing the preparation and implementation of work plans, performance appraisal systems and contracts of a Division; ensuring accountability and prudent management of resource allocated of a Division; and
- (xi) ensuring compliance with principles and values of good governance, transparency, accountability, ethics, and integrity.

Range Resource Management and Development Services

- (i) formulating, reviewing and guiding implementation of policies on rangeland resources management and development; formulating programmes and projects on rangeland development;
- (ii) coordinating all technical matters relating to range management, development, improvement and conservation;
- (iii) collaborating with relevant agencies in range and livestock research, wildlife activities and livestock water development;
- (iv) providing guidance to ranchers and pastoralist on matters relating to livestock production; offering technical guidance on matters relating to extension services in the rangelands; collaborating with institutions dealing with rangelands adjudication, environment, desertification, soil conservation, land use and climate change on range management and development; coordinating the development of range forage resources;
- (v) formulating programmes and projects for drought and floods mitigation and recovery in rangelands;
- (vi) implementing legal and regulatory frameworks in range resources management and development; and
- (vii) developing livestock early warning system in conjunction with relevant stakeholders;
- (viii) coordinating the implementation of the strategic objective relating to apiculture and emerging livestock as contained in the departmental strategic plan;
- (ix) overseeing the preparation and implementation of work plans;

- (x) performance appraisal system and contracts of the division;
- (xi) ensuring accountability and prudent management of resources allocated in the division; and ensuring compliance with principles and values of good governance, transparency , accountability , ethics and integrity.

Apiculture and Emerging Livestock Services

- (i) formulating and reviewing policies in apiculture and emerging livestock;
- (ii) coordinating the development of apiculture and emerging livestock;
- (iii) formulating and coordinating the implementation of specific apiculture and emerging livestock programmes and projects;
- (iv) collaborating with relevant institutions involved in various aspects of apiculture and emerging livestock development; facilitating the co-ordination of the activities of the National Beekeeping Institute;
- (v) coordinating management of information and statistics on apiculture and emerging livestock; promoting bee forage production and genetic conservation;
- (vi) promoting appropriate beekeeping and emerging livestock production technologies; coordinating

Agribusiness, training, research and extension services

- (i) formulating and coordinating the implementation of specific agribusiness , extension services ,programmes / projects and research;
- (ii) coordinating development and application of extension services ,management of livestock marketing information;
- (iii) promoting agribusiness and value addition of livestock , livestock products and by -liaising with relevant research institutions to enhance research and extension services linkages; initiating research agenda setting;
- (iv) setting standards for livestock extension service delivery;
- (v) coordinating and monitoring technology adoption and diffusion for improved livestock production; and
- (vi) ensuring quality assurance of examinations and curricula for livestock training institutions and forging linkages with other relevant training institutions;
- (vii) coordinating the implementation of policies and strategic objectives relating to agribusiness extension services;
- (viii) training and research;
- (ix) overseeing the preparation and implementation of work plans;
- (x) performing appraisal systems and contracts of a division and;
- (xi) ensuring compliance with principles and values of good governance , transparency , accountability , ethics and integrity .

DEPUTY DIRECTOR LIVESTOCK PRODUCTION - FOUR (4) POSTS -V/NO. 166/2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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 of Livestock Production, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's Degree in any of the following disciplines :- Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a university recognized institution; and
- (iii) shown outstanding administrative capability and professional competence required in managing livestock production services.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) coordinating extension activities which include field days, agricultural shows , field demonstrations, farmer field schools and farm visits;
- (ii) participating in development of public/private initiatives and overall policy formulation; preparing technical information in animal production, livestock marketing, range management , apiculture and ranching ; promoting economic livestock farming;
- (iii) resourcing in technical workshops and seminars ;
- (iv) researching , inventing and advising on livestock production technologies and techniques; developing livestock production programmes/projects; preparing agribusiness, ranch and farm plans;
- (v) establishing linkages with research institutions and other stakeholders on livestock production matters; coordinating conservation and utilization of range resources;
- (vi) overseeing extension activities ;
- (vii) overseeing the implementation of livestock information management systems;
- (viii) coordinating monitoring and evaluation of livestock programmes; preparing technical papers and reports for professional forums and symposia; and
- (ix) participating in formulation of livestock bi-lateral/multilateral agreements.

INSTRUCTOR III (LEATHER TECHNOLOGY) - THREE (3) POSTS - V/NO.167 /2023

Basic Salary Scale:	Ksh.26,900 – Ksh.35,380 p.m. (CSG 12)
House Allowance:	Ksh.3,200 – Ksh.6,750 p.m.
Commuter Allowance:	Ksh.4,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

A Diploma in any of the following disciplines: Leather and Tannery, Leather Technology, or its equivalent qualification from a recognized institution;

Duties and Responsibilities:

This is the entry and training grade to this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will include:-

- (i) instructing in the area of specialization;
- (ii) implementing training programmes in the area of specialization;
- (iii) ensuring workshop tools, machines and equipment are cleaned;
- (iv) preparing of training materials including teaching and instructional aids; and
- (v) preparing of work/lesson plan, assessing and marking practical work for trainees.

ARCHIVIST III - FOURTY (40) POSTS - V/NO. 168/2023

Basic Salary Scale:	Ksh.26,900 - Ksh.35,380 p.m. (CSG 12)
House Allowance:	Ksh.3,200 p.m. – Ksh.6,750 p.m.
Commuter Allowance:	Ksh. 4,000 p.m.
Leave Allowance:	As provided by the Government
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service	Permanent and Pensionable

Requirements for appointment

For appointment to this grade, a candidate must have a Diploma in Records and Archives Management from a recognized institution:

Duties and Responsibilities

This will be the entry and training grade for Diploma holders. An officer at this level will work under the guidance of a Senior Officer. Duties and responsibilities will include:

- (i) replacing worn out archival boxes;
- (ii) listing and numbering records;
- (iii) boxing, labeling and numbering archival boxes
- (iv) shelving and shelf numbering;
- (v) retrieving and recording the requested document;
- (vi) ensuring materials are returned, re-boxed and re-shelved to the repository appropriately;
- (vii) listing records identified for conservation, repair and restoration;
- (viii) returning repaired documents to respective areas; and
- (ix) distributing publicity materials

VACANCIES IN THE MINISTRY OF EAC, THE ASALS AND REGIONAL DEVELOPMENT

STATE DEPARTMENT FOR ASALS AND REGIONAL DEVELOPMENT

DEPUTY DIRECTOR, COMMUNITY INTEGRATION AND PEACE BUILDING- TWO (2) POSTS - V/NO 169/2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Kshs.20,000 – 50,000 p.m.
Commuter Allowance:	Kshs.16,000 p.m.
Leave Allowance:	As existing in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government.
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Community Integration and Peace Building 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:- Public Administration, Government, Sociology, Anthropology, Development Studies, Disaster Management and Conflict Resolution, Education, Urban and Regional Planning, Dryland Resource Management, Information Science, Agricultural Economics and Project Planning/Management or equivalent qualification from a university recognized in Kenya;
- (iii) been a member of a recognized professional body (where applicable); and
- (iv) demonstrated managerial, leadership and professional competence in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) carrying out inter-communal peace building and conflict management activities in ASALs counties and Cross Border Communities;
- (ii) developing and implementing capacity building programmes for community peace structures in ASALs;
- (iii) carrying out dissemination of emerging ASALs development policies and directives emanating from the Executive to the field offices;
- (iv) undertaking mapping out of potential spots of conflicts in ASALs for early response and develop conflict risk assessment framework;
- (v) initiating the development and implementation of joint trans-boundary water and grazing zone frame work;

- (vi) initiating and supporting negotiations on joint Cross Border activities between Kenya and neighbouring countries along ASALs Countries;
- (vii) undertaking development and implementation of integrated cross border programmes in collaboration with other Cross Boarder counties;
- (viii) negotiating collaborations with partner's institutions and government departments in support of peace building and conflict management in ASALs;
- (ix) steering development of Cross Border development framework in collaboration with other Cross Border counties;
- (x) steering the development and implementation of disaster risk reduction (DRR) in ASALs;
- (xi) providing support to legal and institutional reforms for ASALs development in ASALs counties;
- (xii) steering the development of Cross-Border livestock movement and natural resources sharing framework for communities bordering in ASALs; and
- (xiii) coordinating preparation of departmental performance contract (target setting, negotiation, signing and resource allocation), implementing and reporting of the state departmental performance contract.

ASSISTANT DIRECTOR, RESEARCH AND PARTNERSHIPS - TWO (2) POSTS - V/NO. 170 /2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of two (2) years in the grade of Principal Research and Partnership 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: Commerce, Entrepreneurship, Development Studies, Business Management, Education, Urban and Regional Planning, Economics, statistics, Project Planning/Management or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated managerial, leadership and professional competence in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) developing, implementing and reviewing resources mobilization and partnership policies, strategies, standards, guidelines and procedures;
- (ii) making constructive engagement with potential investors, collaborators, partners, donors and other relevant stakeholders on financing ASAL projects;
- (iii) promoting of public-private partnership;
- (iv) identifying of key priority areas and strategic intervention for ASAL development;
- (v) identifying and mapping of institutions, organization, agencies conducting research in ASALs.

**ASSISTANT DIRECTOR, COMMUNITY INTERGRATION AND PEACE
BUILDING - TWO (2) POSTS - V/NO. 171 /2023**

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate n officer must have;

- (i) served for a minimum period of two (2) years in the grade of Principal Community Integration and Peace Building Officer, CSG 8, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree om any of the following disciplines: - Bachelor of Arts (Administration, Government, Sociology Anthropology, Development Studies), Disaster Management and Conflict Resolution, Education, Urban and Regional Planning, Dry land Resource Management, Information Science, Agricultural Economics/Project Planning and Management or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) identifying threats to peace and develop strategies to address them;
- (ii) identifying and mobilizing institutions and stakeholders engaged in peace building and conflict management;
- (iii) supporting peace negotiations and settlements among communities in conflicts;
- (iv) undertaking sensitization programmes on peace building and conflict management;
- (v) liasising with relevant stakeholders in implementing of ASALs programmes;
- (vi) undertaking periodic impact assessment of peace building and conflict management initiatives in ASALs;

- (vii) supporting post-conflicts reconciliation and reconstructions in ASALs;
- (viii) identifying cross border activities; Engage cross border communities to understand the importance of cross border collaboration among the ASAL cross border states;
- (ix) Monitoring implementation of Bi-lateral ASALs cross border agreements;
- (x) Initiating negotiations and joint cross border plans between Kenya and ASAL cross border states;
- (xi) mobilizing resources for implementation of cross border integrated frameworks. Identify cross border activities;
- (xii) Engaging cross border communities to understand the importance of cross border collaboration among the ASAL cross border states;
- (xiii) Developing cross border development frameworks in collaboration with other cross border ASAL states;
- (xiv) Monitoring implementation of Bi-lateral cross border agreements;
- (xv) Initiating negotiations and joint cross border plans between Kenya and ASAL cross border states;
- (xvi) assisting in resources mobilization for implementation of cross border integrated frameworks.

ASSISTANT DIRECTOR, STRATEGIC PROGRAMMES - ELEVEN (11) POSTS - V/NO. 172/2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of two (2) years in the grade of Principal Strategic Programmes Officer, CSG 8, or in a comparable and relevant position in the wider Public service;
- (ii) a Bachelor's Degree in any of the following disciplines; Human and Veterinary medicine; Natural Resource Management; Environmental Science; Business studies; Developmental Studies; Disaster Management and Conflict Resolution; Education; Urban and Regional Planning; Economics & Statistics; Agriculture; Livestock Production; Engineering; Geospatial/Geomatic; Information Science; Food Science and Nutrition; Project Planning/Management or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated managerial, leadership and professional competence in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) developing review and implement strategies for promotion of livelihood support and resilience in ASALs;
- (ii) undertaking capacity development for the improvement of livelihood support programmes and diversification of resources;
- (iii) promoting of innovation technologies in food and fodder production in ASALs;
- (iv) developing framework to facilitate efficient and effective coordination of responses against drought and desertification;
- (v) conducting market research and market linkages for ASAL livestock products;
- (vi) verifying information, education and communication materials for dissemination;
- (vii) providing technical guidance and capacity building support in the area of specialization;
- (viii) providing input in the development of National, regional economic blocks and county development plans for ASALs;
- (ix) undertaking research and providing innovative strategies on ASAL development issues;
- (x) monitoring and evaluating the implementation of programmes and projects;
- (xi) initiating development of project proposals and design for funding purposes;
- (xii) liaising with other government institutions and stake holders on resources assessment, mapping, resources mobilization, allocation, and preparing inventory;
- (xiii) promoting linkages with stakeholders on ASAL issues;
- (xiv) identifying emerging trends and proposing appropriate strategies for managing ASAL development issues;
- (xv) partner with Investors in development of resources and infrastructure in ASALs.

VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATIONS AND THE DIGITAL ECONOMY

STATE DEPARTMENT FOR BROADCASTING AND TELECOMMUNICATION

DIRECTOR OF INFORMATION - EIGHT (8) POSTS - V/NO.173 /2023

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.48,000 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent/Local Agreement	

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

- (i) served for a minimum period of twelve (12) years, two (2) of which should have been at the grade of Assistant Director, Information, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in Mass Communications, Journalism, Public Relations, Communication Studies, Media Studies/Science, Corporate Communication or Photojournalism from a university recognized in Kenya;

OR

- a Bachelors degree in Social Sciences and a Post Graduate Diploma in Mass Communication, Journalism, Public Relations, Communication Studies or Media Studies/Science from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: - Mass Communication, Journalism, Public Relations, Corporate Communication, Communication Studies, Photo journalism/Photography, International Relations or Social Science from a university recognized in Kenya;
- (iv) clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Information in the achievement of the same;
- (v) excellent and written communication skills; and
- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Information Secretary for

effective and efficient management of the information Services department. Specific duties and responsibilities will include:-

- (i) formulating, interpreting and implementing information policies, programmes and strategies;
- (ii) ensuring and reviewing of media legal framework and standards;
- (iii) developing strategies for implementation of information research findings;
- (iv) overall management of news, information and features locally and internationally ;
- (v) ensuring coverage of development projects in line with the constitution and Kenya Vision 2030;and
- (vi) managing information that enhances security, peace and national cohesion and ensuring professional ethics and standards in the delivery of information services.

DEPUTY DIRECTOR OF INFORMATION - FIFTY (50) POSTS - V/NO. 174/2023

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of 10 years, two (2) of which should have been at the grade of Principal Information Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualification from a university recognized in Kenya;

OR

- a Bachelor's Degree in Social Sciences and a Post Graduate Diploma in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed as head of a Division. He/She is

responsible to the Director of information for overall efficient management of a division.

Specific duties and responsibilities will include:-

- (i) initiating, formulating and implementing information policies, programmes and strategies;
- (ii) developing strategies for implementation of information research findings; coordinating information services; and
- (iii) ensuring coverage of development projects in line with the Constitution and Kenya Vision 2030.

**ASSISTANT DIRECTOR OF INFORMATION - TWENTY FIVE (25) POSTS -
V/NO. 175/2023**

Basic Salary Scale:	Ksh.90,200 - Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 p.m.- Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of eight (8) years, two (2) of which should have been at the grade of Senior Information Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualifications from a university recognized in Kenya;

OR

- a Bachelors degree in Social Sciences and a Post Graduate Diploma in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualifications from a university recognized in Kenya; and
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) assisting in the formulation, interpretation of information policies, programmes and strategies;
- (ii) coordination of information services;
- (iii) management of news, information and features;

- (iv) coordination of information research and preparation of reports; and
- (v) coordination of provision and uploading of content onto Kenya News Agency (KNA) website and centres.

DIRECTOR OF PUBLIC COMMUNICATIONS - ONE (1) POST - V/NO. 176/2023

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m. (CSG 5)
House Allowance:	Ksh.48,000 p.m.- Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent/Local Agreement

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

- (i) served for a minimum period of twelve (12) years, two (2) of which should have been in the grade of Assistant Director of Public Communication, CSG 7 and above or in a comparable position in the wider public service;
- (ii) a Bachelors degree in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualifications from a university recognized in Kenya;

OR

- a Bachelors degree in Social Sciences and a Post Graduate Diploma in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, and Photojournalism or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: - Mass Communication, Public Relations, Corporate Communications, Communication Studies, Media Studies/Science, International Relations, Social Sciences, or equivalent qualifications from a university recognized in Kenya;
- (iv) clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Public Communications in the achievement of the same;
- (v) excellent and written communication skills; and
- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will report to the information Secretary for the smooth

running of Public Communication Services. Specific duties and responsibilities will include: -

- (i) formulating, interpreting and implementing Government Public Communications policies; strategies and programmes;
- (ii) coordinating and management of content development;
- (iii) coordinating and managing public participation/engagement; developing and nurturing relations with diverse publics;
- (iv) ensuring compliance with the National Communications Strategy and the Government advertising plan;
- (v) assisting in developing Public Communications/Media legal framework; undertaking advocacy;
- (vi) developing strategies for implementing Public Communications research; overall management of Public Communication services locally and internationally;
- (vii) ensuring projection of a positive image of the Government;
- (viii) undertaking Communications development projects in line with the Constitution and Kenya Vision 2030;
- (ix) managing Public Communications services that enhance security, peace and national cohesion and ensuring professional ethics and standards in the delivery of Public Communications services; and
- (x) coordinating research on emerging issues in Public Communications; coordinating Government Publicity Plan and media monitoring and research.

**DEPUTY DIRECTOR OF PUBLIC COMMUNICATION - TWENTY TWO (22)
POST - V/NO.177/2023**

Basic Salary Scale:	Ksh.102,860 - Ksh.172,350 p.m. (CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m.
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of ten (10) years, two (2) of which should be in the grade of Principal Public Communication Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science,

Photojournalism or equivalent qualifications from a university recognized in Kenya;

OR

a Bachelors degree in Social Sciences and a Post Graduate Diploma in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism or equivalent qualifications from a university recognized in Kenya; and

- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

- (i) formulating, interpreting and implementing Public Communications policies; strategies and programmes;
- (ii) coordinating Public Communications service, content development and dissemination in line with the Constitution and Kenya Vision 2030;
- (iii) coordinating media monitoring; developing strategies for implementation of Public Communication research;
- (iv) ensuring delivery of Public Communications services;
- (v) uploading of content onto Government Portal and Ministerial websites; initiating development of Departmental /individual work plans;
- (vi) ensuring preparation of budgets and sound management of financial and other resources; and
- (vii) training and development of staff.

ASSISTANT DIRECTOR OF PUBLIC COMMUNICATION - TEN (10) POSTS - V/NO.178 /2023

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m. (CSG 7)
House Allowance:	Ksh.16,800 - Ksh.45,000 p.m.
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of eight (8) years, two (2) of which should have been at the grade of Senior Public Communication Officer CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in Mass Communication, Journalism, Public

Relations, Communication Studies, Media Studies/Science, Photojournalism from a recognized institution.

OR

a Bachelors degree in Social Sciences and a Post Graduate Diploma in Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science, Photojournalism from a recognized institution;

- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

- (i) assisting in interpreting and implementing Public Communications policies; strategies and programmes;
- (ii) managing Public Communications activities /events branding and promoting positive image of Government building relations with media and diverse publics;
- (iii) monitoring and analyzing media content;
- (iv) carrying out research on public opinion on specific sectoral area and providing appropriate strategies;
- (v) managing production of IEC materials and events management;
- (vi) participating in the development of Departmental /individual work plans;
- (vii) preparing budgets;
- (viii) coordinating training and development of staff and management of resources.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION