



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 COMMISSION

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 14th November 2023 latest 5.00 pm (East African Time)**

PRINCIPAL MANAGEMENT ANALYST - FIVE (5) POSTS - V/NO. 198/2023

Gross Salary:	Kshs.185,534 – 290,597 p.m.	PSC 5
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of five (5) years in the field of Management Consultancy, Human Resource Management, Human Resource Development or Organizational Development, three (3) of which should have been at the grade of Management Analyst CSG 9 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology, Government/Political Science, Public Administration or any other relevant Social Science from a university recognized in Kenya;
- (iii) demonstrable experience in workload analysis and staffing norms; and
- (iv) membership to a relevant Professional body (where applicable).

Duties and Responsibilities:

- (i) undertaking review and implementation of organizational structures, staff establishment proposals from Ministries/Departments/Agencies and other Public Service institutions and aligning them with their respective mandates;
- (ii) providing technical support and advice to Ministries/Departments and other Public Service organizations with a view to identifying organizational and operational challenges;
- (iii) providing technical support and institutional advisory services to County Governments on Human Resource Management matters;
- (iv) analysing, reconciling, updating and maintenance of staff establishment data in the Public Service;
- (v) analysing staff establishment data to facilitate review of organization structures and succession management;
- (vi) analysing and evaluating organizational structures and staff establishment proposals from Ministries/Departments and other Public Service organizations to inform determination of optimal staffing levels;
- (vii) undertaking workload analysis, operational analysis, job analysis, job evaluation and grading in Ministries/Departments and other public organizations with a view to determine optimal staffing levels;

- (viii) generating reports based on the analysis of organizational structures and staff establishment data from Ministries/Departments and other Public Service organizations;
- (ix) initiating the development of job descriptions and specifications in career management;
- (x) preparing board papers/briefs, agenda and minutes and making recommendations for the County Appeals and Devolution Matters Committee and Commission Board;
- (xi) initiating the development of succession plans for the Public Service; and
- (xii) undertaking periodic and ad hoc assignments in areas of organizational design, functional analysis, job evaluation, grading, and succession management.

PRINCIPAL HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICER - FOUR (4) POSTS - V/NO. 199/2023

Gross Salary:	Kshs. 185,534 - 290,597 p.m.	PSC 5
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of five (5) years in the field of human resource management and development, three (3) of which should be at CSG 9 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Human Resources Management, Social Science or comparable qualification from a university recognized in Kenya;
- (iii) membership with IHRM or other relevant professional body.

Duties and Responsibilities:

- (i) designing and reviewing human resource management policies, strategies, procedures and standards in the Public Service;
- (ii) undertaking research and analysis of policy issues relating to human resource management practices in the public service;
- (iii) researching on best practices in human resource management for the Public Service;
- (iv) liaising with Ministries, Departments and Agencies on recruitment and selection matters;
- (v) developing proposals and recommendations on human resource management reforms in the Public Service;

- (vi) formulating strategies for collaborative initiatives, partnerships and linkages with stakeholders;
- (vii) following up with Ministries, Departments and Agencies to ensure compliance with human resource management practices and standards;
- (viii) monitoring and Evaluation of implementation Human Resource Management policies, rules, regulations and procedures for the Public Service;
- (ix) reviewing, designing, developing, deploying, training and implementation of appropriate information systems for use in Human Resource Management in the Public Service; and
- (x) development of departmental work plans, budget and programs

**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER - TWO (2)
POSTS - V/NO. 200//2023**

Gross Salary:	Kshs. 121,851 - 185,534 p.m p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
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 field of human resource management and development at CSG 11 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Human Resource Management or Social Science or comparable qualification from a university recognized in Kenya;
- (iii) membership with IHRM or other relevant professional body.

Duties and Responsibilities:

- (i) participating in designing and reviewing recruitment and selection policies, strategies, procedures and standards in the Public Service;
- (ii) assisting in research and analysis of policy issues relating to recruitment and selection practices in the public service;
- (iii) researching on best practices in recruitment and selection for the Public Service;
- (iv) assisting in developing proposals and recommendations on recruitment and selection reforms in the Public Service;
- (v) assisting in overseeing shortlisting and interview boards to ensure they run smoothly;
- (vi) participating in formulating, implementing and reviewing recruitment and selection policies and strategies for the Public Service.

**PERFORMANCE MANAGEMENT & SERVICE DELIVERY TRANSFORMATION
OFFICER - THREE (3) POSTS - V/NO. 201//2023**

Gross Salary:	Kshs. 121,851 - 185,534 p.m p.m.	PSC 4
Annual Leave:	(Salary includes 60% basic pay and 40% allowances)	
Medical Cover:	30 working days per financial year	
Terms of Service:	As provided by the Commission	
	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years in the field of Economics, ICT, Statistics at CSG 11 and above or in a comparable or relevant position in the public service; and
- (ii) a Bachelors degree in Economics, Statistics, Computer Science or Business Information Technology or equivalent qualification from a university recognized in Kenya.

Duties & Responsibilities:

- (i) participating in the development and implementation of performance monitoring system in the Public Service;
- (ii) participating in performance capability reviews to determine Ministries, Departments and Agencies capacity to meet set objectives;
- (iii) participating in the development of citizen scorecards;
- (iv) participating in the development and review of performance contracting guidelines;
- (v) participating in Vetting of performance contracts; performance evaluation; and development of performance measurement criteria/appraisal instruments;
- (vi) participating in the development of productivity measurement framework for the Public Service;
- (vii) initiating the review of performance evaluation/ appraisal instruments for the Public Service;
- (viii) reviewing of Public Service Excellence Service Award guidelines according to service delivery standards;
- (ix) updating the catalogue of frontline citizen facing services;
- (x) participating in meetings with Ministries, Departments and Agencies for purposes of development of service delivery standards;
- (xi) assisting in development and evaluation of performance management policies, regulations and procedures;
- (xii) participating in providing support to Ministries, Departments and Agencies in the alignment of service delivery targets with government priorities; and

- (xiii) supporting Public Service institutions in ensuring the development and review of their Service Delivery Charters to changing needs of citizens.

PRINCIPAL LEGAL OFFICER - TWO (2) POSTS - V/NO 202//2023

Gross Salary:	Kshs. 185,534 - 290,597 p.m.	PSC 5
Annual Leave:	(Salary includes 60% basic pay and 40% allowances)	
Medical Cover:	30 working days per financial year	
Terms of Service:	As provided by the Commission	
	Permanent and pensionable	

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

- (i) served for a minimum period of at least three (3) years in the grade of Senior State Counsel, CSG 8 and above or in a comparable and relevant position in the wider Public Service, the private sector or a law firm;
- (ii) a Bachelor of Laws Degree (LLB) from a university recognized in Kenya;
- (iii) a Post Graduate Diploma in Legal studies from the Kenya School of Law;
- (iv) been an advocate of the High Court of Kenya;
- (v) possess a current valid practicing certificate;
- (vi) experience in handling litigation in court;
- (vii) good communication and analytical skills;
- (viii) be a member of the Law Society of Kenya; and
- (ix) fulfill the requirements of Chapter Six of the Constitution of Kenya.

Duties and Responsibilities:

- (i) handle litigation on behalf of the Commission;
- (ii) preparing preliminary legal instruments in relation to legal proceedings on behalf of the commission in relation to cases that have been lodged against the commission;
- (iii) drawing pleadings and responses for filing in court on behalf of the Commission;
- (iv) preparing of the Commission witnesses in court proceedings;
- (v) drafting of legal opinions in line with the provisions of the constitution and legislations;
- (vi) handling routine correspondence on legal matters;
- (vii) preparation and drafting of briefs on appeals from county government public service, state corporations and public universities and other cases that impact the commission and ensure compliance with the constitution;
- (viii) conducting preliminary research on matters, policies and legislations that impact on the commission's mandate to ensure compliance with the constitution as per the mandate of the commission;

- (ix) providing input in the development of policies and preparation of legislations to enable the Commission to effectively discharge its functions; and
- (x) ensuring compliance with principles and values of good governance and human rights, transparency, accountability, ethics and integrity as the Commission undertakes its mandate.

LEGAL OFFICER - ONE (1) POST - V/NO 203//2023

Gross Salary:	Kshs.121,851 - 185,534 p.m p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

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

- (i) a Bachelor of Laws Degree (LLB) from a university recognized in Kenya;
- (ii) a Post Graduate Diploma in Legal studies from the Kenya School of Law;
- (iii) be an advocate of the High Court of Kenya;
- (iv) possess a current valid practicing certificate;
- (v) good communication, analytical and problem solving skills;
- (vi) be able to work with teams;
- (vii) be proficient in computer applications;
- (viii) be a member of the Law Society of Kenya; and
- (ix) fulfill the requirements of Chapter Six of the Constitution of Kenya.

Duties and Responsibilities:

- (i) handling litigation on behalf of the Commission;
- (ii) carrying out preliminary legal research as instructed to ensure compliance with the Constitution;
- (iii) assisting in the drafting of pleadings and other legal documents for filing in court on behalf of the Commission in relation to cases that have been lodged against the Commission;
- (iv) assisting in the drafting of briefs on appeals from county government public service, state corporations and public universities and other cases that impact the Commission and ensure compliance with the Constitution;
- (v) assisting in the drafting of legal opinions on various legal issues that impact the Commission and ensure compliance with the Constitution; and
- (vi) handling routine correspondence for the directorate to ensure compliance with the strategic goals of the directorate.

PRINCIPAL MONITORING AND EVALUATION OFFICER - TWO (2) POSTS - V/NO. 204//2023

Gross Salary:	Kshs. 185,534 - 290,597 p.m.	PSC 5
Annual Leave:	(Salary includes 60% basic pay and 40% allowances)	
Medical Cover:	30 working days per financial year	
Terms of Service:	As provided by the Commission	
	Permanent and pensionable	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of five (5) years in applied research or monitoring and evaluating policies, projects and programmes or related field, three (3) of which should be at CSG 9 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following fields; Economics, Statistics, Operations Research, monitoring and evaluation, data science or any other comparable qualification from a university recognized in Kenya;
- (iii) demonstrate thorough understanding of national goals, policies, objectives and ability to relate them to National Values and Principles of Governance and Values and Principles of Public Service; and
- (iv) demonstrable experience in big data analytics will be an added advantage.

Duties and Responsibilities:

- (i) participating in the evaluation of policies, systems and procedures that promotes effectiveness and efficiency in the public service;
- (ii) participating in monitoring and evaluation on the organization, administration and personnel practices in public institutions;
- (iii) monitoring and evaluating the implementation status of Public Service Commission's and Departmental Human Resource Advisory Committee decisions and file quarterly returns;
- (iv) participating in the efficiency and governance surveys;
- (v) participating in formulation and implementation of procedures and strategies for effective discharge of monitoring and evaluation function;
- (vi) drafting briefs and reports for the Compliance and Quality Assurance Committee;
- (vii) participating in investigating organization, administration and personnel practices in public institutions;
- (viii) providing technical support on M&E in the public service;
- (ix) any other duty as may be assigned from time to time.

PRINCIPAL GOVERNANCE AND ETHICS OFFICER - TWO (2) POSTS - V/NO. 205//2023

Gross Salary:	Kshs. 185,534 – 290,597 p.m.	PSC 5
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of five (5) years in governance and ethics, public policy, social research, legislative framework on governance or related field, three (3) of which should be at CSG 9 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Governance and Leadership, Political Science, Public Administration, Anthropology, Law, Sociology, International Relations or any other relevant qualifications from a university recognized in Kenya; and
- (iii) demonstrate thorough understanding of national goals, policies, objectives and how they link to National Values and Principles of Governance and Values and Principles of Public Service.

Duties and Responsibilities:

- (i) participating in the development and implementation of programmes for the promotion of national and public service values and principles under Articles 10 and 232 of the Constitution in the Public Service;
- (ii) participating in the preparation of the report to the President and Parliament on the extent to which the values and principles are complied with in the Public Service and determine the compliance indices within the Public Service;
- (iii) training Public Officers on the legal, policy and administrative framework on governance and ethics in the Public Service;
- (iv) drafting briefs and reports for the Compliance and Quality Assurance Committee on governance and ethics;
- (v) administering and analyzing the declarations of Incomes, Assets and Liabilities in the Public Service;
- (vi) participating in the annual evaluation and reporting on the status of implementation of values and principles in Articles 10 and 232 of the Constitution;
- (vii) participating in the annual citizen satisfaction surveys and governance audits;
- (viii) participating in investigation on the organization, administration and personnel practices in public institutions;
- (ix) participating in the development and/or review of legislations, policies, regulations, guidelines and procedures on the promotion of values and good governance across the Public Service;
- (x) provision of technical support on governance and ethics in the Public Service; and

(xi) any other duty as may be assigned from time to time.

PRINCIPAL COMPLIANCE AUDIT OFFICER - FOUR (4) POSTS - V/NO. 206//2023

Gross Salary:	Kshs. 185,534 - 290,597 p.m.	PSC 5
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of five (5) years in Human Resource Management, Financial Systems Audit, Organization Development & Design, Big Data Analytics, Statistics or related field, three (3) of which should be at CSG 9 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: Human Resources Management, Organizational Design & Development, Information Systems Audit, Actuarial Science, Management Science or any other relevant field from a University recognized in Kenya;
- (iii) demonstrate thorough understanding of national goals, policies, objectives and how they link to National Values and Principles of Governance and Values and Principles of Public Service; and
- (iv) experience in Payroll Audit or Systems Audit is an added advantage.

Duties and Responsibilities:

- (i) participating in the evaluation of policies and strategies for effective and efficient management of public service;
- (ii) undertaking compliance audits on the organization, administration and personnel practices in public institutions;
- (iii) participating in investigating organization, administration and personnel practices in the Public Service;
- (iv) monitoring and evaluating the implementation status of Public Service Commission and Departmental Human Resource Advisory Committee decisions and file annual returns;
- (v) drafting briefs and reports for the Compliance and Quality Assurance Committee;
- (vi) participating in the public service organizations' payroll audit and other Human Resource systems and prepare reports;
- (vii) participating in the review of the implementation of the Human Resource instruments and systems in public institutions; and
- (viii) provision of technical support on Human Resource in the Public Service.

SENIOR SUPPORT STAFF - TWO (2) POSTS - V/NO. 207/2023

Gross Salary:	Kshs. 63,129 – 92,991 p.m.	PSC 2
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
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 CSG 15 and above as a support staff or in a comparable position in the Public Service;
- (ii) Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent;
- (iii) functional ability to operate computer applications;
- (iv) ability to work under minimal supervision; and
- (v) good interpersonal skills

Duties and Responsibilities:

- (i) general cleaning duties;
- (ii) collection and dispatch of office mail;
- (iii) loading and offloading office material;
- (iv) liaising with the Office Administrators on operational matters;
- (v) filing and Organization of the offices;
- (vi) delivery of files to action officers;
- (vii) prepare and serving tea for staff; and
- (viii) any other assigned duties from time to time.

RECEPTION ASSISTANT - TWO (2) POSTS - V/NO. 208//2023

Gross Salary:	Kshs.88,383 – 121,851 p.m.	PSC 3
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
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 position of Reception Assistant CSG 13 and above or in a comparable position in the Public Service;
- (ii) a Certificate in Communications Studies, Mass Communications, Journalism, Public Relations, Information Science, Media Studies, Corporate Communications,

Social Sciences or any equivalent qualification from a university recognized in Kenya;

- (iii) good communication skills;
- (iv) ability to work under minimal supervision; and
- (v) good interpersonal skills.

Duties & Responsibilities:

- (i) managing visitors access to the Authority's premises;
- (ii) receiving, directing and ushering visitors;
- (iii) booking of meeting rooms;
- (iv) maintenance of reception area inventory.

OFFICE ADMINISTRATIVE ASSISTANT - TEN (10) POSTS - V/NO. 209/2023

Gross Salary:	Kshs. 88,383 - 121,851 p.m.	PSC 3
Annual Leave:	(Salary includes 60% basic pay and 40% allowances)	
Medical Cover:	30 working days per financial year	
Terms of Service:	As provided by the Commission	
	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years in the position of Office Administrative Assistant CSG 13 and above or in a comparable position in the Public Service;
- (ii) possess the following Single and Group Certificates from the Kenya National Examinations Council:
 - a) Typewriting III (50 w.p.m.)
 - b) Shorthand III (100 w.p.m.)
 - c) Business English III
 - d) Office Practice II
 - e) Secretarial Duties II
 - f) Commerce II
 - g) Office Management III

OR

a Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized Institution; and

Duties and Responsibilities:

- (i) produce documents, briefing papers, reports and maintain confidential documents in support of the department;
- (ii) organize, maintain diaries, make appointments for efficient departmental time schedules;

- (iii) deal with incoming, outgoing mails, calls , all correspondences on behalf of the managers as first level of communication;
- (iv) device and maintain office systems that include data management and files for efficient records preservation;
- (v) draft departmental meeting minutes and transcribe them into internal letterheads and templates for sign off by the managers;
- (vi) communication and follow up on issues that require inter departmental coordination for the engagement of various stakeholders;
- (vii) answer departmental telephone lines and direct lines and directs them to the respective recipients for further action;
- (viii) maintaining up to date file systems in the department and tract file movement out of department for accountability; and
- (ix) requisition for departmental user items like stationery and hospitality items for use by the staff.

FINANCE OFFICER - ONE (1) POST - V/NO 210//2023

Gross Salary:	Kshs. 121, 851 - 185, 534 p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
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 as a Finance Officer in CSG 11 and above or a comparable or relevant grade in the Public Service;
- (ii) a Bachelors degree in Commerce (Finance), Business Administration, Economics, business Management or a related field from a university recognized in Kenya; and
- (iii) a Certified Public Accountant of Kenya (CPA [K]).

Duties and Responsibilities:

- (i) gather, compile and analyze information on commitment and expenditure trends and initiate appropriate corrective actions as may be required;
- (ii) control expenditure commitments at the commission to ensure alignment with the institutional strategy;
- (iii) preparing quarterly expenditure forecasts for senior management review;
- (iv) processing and prepare medium term expenditure framework budget;
- (v) compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowance;
- (vi) loading budget estimates into the budget Integrated Financial Management

- Information System (IFMIS) online;
- (vii) receiving, verify and consolidate budgets from all departments to ensure the achievement of the directorate objectives strategy to ensure alignment with the institutional strategy.

ACCOUNTANT - ONE (1) POST - V/NO. 211//2023

Gross Salary:	Kshs. 121, 851 - 185, 534 p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

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

- (i) three (3) years' experience in the field of accounting as an Accountant CSG 11 and above or in a comparable position in the Public Service;

OR

six (6) years' experience in the field of accounting as an Account Assistant CSG 12 and above or in a comparable position in the Public Service; and

- (ii) a Bachelors Degree in Commerce (Accounting or Finance Option, Business Administration (Accounting Option) from a university recognized Kenya or any other relevant equivalent qualification and a pass in Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent;

OR

A pass in Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent from a recognized institution.

Duties and Responsibilities:

- (i) verification of vouchers and committal documents in accordance with laid down rules, regulations and procedures;
- (ii) capture data in IFMIS including invoicing or validation;
- (iii) maintain primary electronic and manual records such as cashbooks, ledgers, vote books electronically and registers;
- (iv) preparing simple management reports such as imprest and expenditure returns;
- (v) posting payments and receipt vouchers in the cashbooks, balancing and ruling of the cashbook on daily basis;
- (vi) arranging for withdrawal of cash for office use and ensuring safety of the same at all times;

- (vii) preparing Bank Reconciliation Statements, that is, reconcile the balances as per Bank Statements with the closing balances as per the Cashbook as at the end of each month and bring out the reconciling items as per the prescribed template;
- (viii) analyzing of below line Accounts and other routine accounting jobs;
- (ix) assisting with the preparation of financial statements in accordance with the cash basis of accounting under international Public Sector Accounting Standards (IPSAS) and Car and Mortgage loans scheme under accrual basis; and
- (x) responsible for safe custody of Government records and asset.

RISK MANAGEMENT OFFICER - ONE (1) POST - V/NO. 212//2023

Gross Salary:	Kshs. 121, 851 - 185, 534 p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
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 field of Internal Auditing and Risk Management at the grade of CSG 11 and above or a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Finance, Risk Management, Accounting or related discipline from university recognized in Kenya ;
- (iii) advanced knowledge of Enterprise Risk Management principles and practices;
- (iv) have the following certifications:
 - a) Certified Public Accountant [CPA(K)]; and
 - b) Risk Management Certification
- (v) be a member in good in standing of the following professional bodies:
 - a) Institute of Certified Public Accountant Kenya (ICPAK), and
 - b) Institute of Internal Auditors (IIA)
- (vi) be proficient in risk management practices, auditing techniques, standards and principles.

Duties and Responsibilities:

- (i) developing for approval by the Head of Audit and Risk the Annual work plan for the Risk Division;
- (ii) risk identification for all the Commission Functions;
- (iii) conducting regular risk assessments;
- (iv) managing and prepare all documentation related to risk assessments and reviews;
- (v) evaluating the impact of each risk by considering its consequences;
- (vi) developing risk management controls and systems;
- (vii) designing processes to eliminate or mitigate potential risks;

- (viii) creating contingency plans to manage crises;
- (ix) evaluating existing policies and procedures to find weaknesses;
- (x) delivering regular risk analysis reports to the Head of Audit and Risk;
- (xi) evaluating employees' risk awareness and train them when necessary;
- (xii) preparing a risk-management budget;
- (xiii) working with the Risk champions in the various departments/Divisions/Units to prepare risk registers;
- (xiv) developing and maintain the commission-wide risk register.

INFORMATION SYSTEMS AUDITOR - ONE (1) POST - V/NO. 213//2023

Gross Salary:	Kshs. 121, 851 - 185, 534 p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
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 field of Internal Auditing in an Information Systems environment at the grade of CSG 11 and above or a comparable and relevant position in the Public Service;
- (ii) have a Bachelors Degree in Information Technology, Computer Science, Accounting or a related discipline from a university recognized in Kenya;
- (iii) comprehensive understanding of IT security and infrastructure;
- (iv) the following certifications:
 - a) Certified Information Systems Auditor(CISA);
 - b) Certified Public Accountant [CPA(K)]; and
 - c) Risk Management Certification.
- (v) be a member in good in standing of the following professional bodies:
 - a) Institute of Certified Public Accountant Kenya (ICPAK); and
 - b) Institute of Internal Auditors (IIA).
 - c) Information Systems Audit and Control Association (ISACA)

Duties and Responsibilities:

- (i) assist with the development of an annual risk-based IT audit plan and execute assigned components thereof;
- (ii) recommending changes to controls, processes, and procedures to ensure data integrity and security and improve operational efficiency and appropriate suggestions to achieve the improvements;
- (iii) providing support on data analysis tools and Audit management systems;

- (iv) working collaboratively with management and the Head of Internal Audit to identify and assess IT and related risks;
- (v) following up on internal audit recommendations to ensure implementation;
- (vi) complying with auditing standards, follow good business practices, and efficiently utilize audit resources;
- (vii) assisting the Head of Audit and Risk coordinating with external auditors on IT-related matters;
- (viii) assisting the head of audit & risk with administrative activities related to the day-to-day affairs of the Internal Audit Department, as required.

SUPPLY CHAIN MANAGEMENT OFFICER - ONE (1) POST - V/NO. 214//2023

Gross Salary:	Kshs. 121, 851 - 185, 534 p.m.	PSC 4
	(Salary includes 60% basic pay and 40% allowances)	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Commission	
Terms of Service:	Permanent and pensionable	

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

- (i) a Bachelors Degree in any of the following fields: Procurement and Supply Chain Management, Purchasing and Supplies Management, Procurement and Logistics, Procurement and Contract Management, Commerce (Supplies Option), Business Administration (Supplies Management Option), or any other relevant field from a university recognized in Kenya;
- (ii) a thorough understanding of the Public Procurement and Asset Disposal Act, 2015 and other statues, rules and regulations;
- (iii) understanding and knowledge of E-procurement; and
- (iv) membership to the Kenya Institute of Supplies Management (KISM).

Duties and Responsibilities:

- (i) creating of procurement requisitions and creating of orders through the system;
- (ii) receipt of goods and services, ensure inspection and acceptance of goods received and taking goods on charge upon receipt;
- (iii) progressing of orders after deliveries and issuing goods to user to user dependents;
- (iv) updating stock control cards (S3) and monitoring reordering levels;
- (v) maintaining stores records, stock and inventory control and stores management (safety, security, and cleanliness);
- (vi) following up printing of documents at government printer;
- (vii) participating in board of survey to identify obsolete, surplus and unserviceable items;

- (viii) coordinating and controlling order cycle and carrying out continuous stock checking;
- (ix) carrying out periodic market surveying for common user items in the market;
- (x) carrying out IFMIS responsibilities as assigned; and
- (xi) secretariat to the disposal committee.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**