

Republic of Kenya



MINISTRY OF DEFENCE

Telegrams: "DEFENCE", Nairobi
Telephone: Nairobi 2721100
When replying please quote

Ulinzi House
P.O. Box 40668,
NAIROBI – KENYA

Ref. MOD 10/1A VOL.X

18th June 2019

ADVERTISEMENT OF VACANT POSTS (CIVILIAN STAFF)

Applications are invited for the following posts in the Ministry of Defence. Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC2 (Revised 2016) and submit the same together with copies of the required certificates. The application form may be downloaded from Public Service Commission website www.publicservice.go.ke.

Requirements and other detailed information for each of the post is available on the Ministry's website www.mod.go.ke and on www.mygov.go.ke.

Completed application forms should reach the **Cabinet Secretary's office- Ministry of Defence, P.O. Box 40668 - 00100, NAIROBI** or hand delivered to **Ulinzi House gate off Lenana Road, on or before 9th July, 2019.**

1. Clerical Officer II JG 'F' Twenty Two (22) POSTS

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|----------------------------|---|
| Basic Salary: | Kshs. 16,890 – 20,800 p.m. (Job, Group "F") |
| House Allowance: | Depending on area of deployment |
| Commuter Allowance: | Kshs. 3,000 |
| Leave Allowance: | Kshs. 4,000 (Once yearly) |
| Terms of Service: | Permanent & Pensionable. |

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level may be deployed in any of the following units/sections: Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior clerical officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filling and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of

stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

2. Driver - JOB GROUP 'D' – Thirteen (13) POSTS

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|----------------------------|---|
| Basic Salary: | Kshs. 14,610 – 16,250 p.m. (Job, Group “D”) |
| House Allowance: | Depending on area of deployment |
| Commuter Allowance: | Kshs. 3,000 |
| Leave Allowance: | Kshs. 4,000 (Once yearly) |
| Terms of Service: | Permanent & Pensionable. |

(a) Duties and Responsibilities

This is the entry grade into the driver's cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure, e.t.c; detecting and reporting malfunction of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) passed Suitability Test for Driver Grade III;
- (v) a valid Certificate of Good Conduct from the Kenya Police; and
- (vi) at least two (2) years driving experience.

3. Senior Support Staff - JOB GROUP 'D' – One hundred and Forty Two (142) POSTS

| | |
|----------------------------|---|
| Basic Salary: | Kshs. 14,610 – 16,250 p.m. (Job, Group “D”) |
| House Allowance: | Depending on area of deployment |
| Commuter Allowance: | Kshs. 3,000 |
| Leave Allowance: | Kshs. 4,000 (Once yearly) |
| Terms of Service: | Temporary terms of service. |

(a) Duties and Responsibilities

The Support Staff Function will entail undertaking cleaning duties in the area of deployment; performing messengerial duties; preparing tea and washing utensils; and undertaking any other related duties.

(b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

Head of HR

FOR: PRINCIPAL SECRETARY