

REPUBLIC OF KENYA



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.

Interested and qualified persons are requested to make their applications as follows:

(i) Online through the Commission website www.publicservice.go.ke or job portal www.psckjobs.go.ke

OR

(ii) by completing ONE PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission’s websites.

Completed applications should be sent or delivered to:

**THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
COMMISSION HOUSE
P.O. BOX 30095 – 00100
NAIROBI**

Please Note:

- (i) Candidates should NOT attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present fake certificates/ documents.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 8th July 2019 (Latest 5.00PM)**

VACANCIES IN THE MINISTRY OF PETROLEUM AND MINING :- STATE DEPARTMENT FOR PETROLEUM

SECRETARY PETROLEUM - ONE (1) POST - V/NO. 32/2019

Basic Salary Scale:Ksh.164,780 - Ksh.320,040 (Job Group 'T')

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of eighteen (18) years, an aggregate of at least one (1) year of which should have been in the grade of Deputy Commissioner, Petroleum, Job Group 'R' and /or Principal Superintending Geologist, Petroleum Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines:- Petroleum Engineering, Petroleum Engineering Technology, Petroleum Geophysics, Petroleum Geochemistry, Petroleum Geo-Science, Mechanical Engineering, Civil Engineering, Chemical Engineering, Petroleum Economics, Geology, Physics, Chemistry or its equivalent from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Petroleum Engineering, Petroleum Engineering Petroleum Geophysics, Petroleum Geochemistry, Petroleum Geo-Science, Petroleum Economics or its equivalent from a university recognized in Kenya;
- (iv) a certificate in petroleum related course lasting not less than two (2) weeks from a recognized institution;
- (v) registration and valid membership in any of the following professional bodies:- Geological Society of Kenya (GSK); Geologists Registration Board (GRB); Engineers Board of Kenya (EBK) or any other relevant professional body;
- (vi) demonstrated outstanding professional competence and managerial ability as reflected in work performance and results; and
- (vii) a thorough understanding of the global, regional and national developmental goals, policies and programs and the ability to relate them to the ministry's mandate.

Note: Possession of a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be considered as an added advantage.

Duties and Responsibilities

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

- (i) overseeing development, implementation and reviewing of policies, strategies and programs in the oil and gas sector;
- (ii) advising the government on the commercial and economic value of oil and gas fields;
- (iii) advising the Government on decisions for non-compliance relating to international bodies on matters relating to oil and gas;

- (iv) initiating development and review of modalities and strategies for licensing of petroleum blocks;
- (v) initiating development of systems for monitoring and evaluation of programmes and projects in the oil and gas sector, ensuring maintenance and management of petroleum data;
- (vi) ensuring compliance with environmental protection and management regulations in liaison with the relevant agencies;
- (vii) ensuring local content capacity building in line with national policy goals;
- (viii) overseeing execution of agreements with purchasers for the export of crude oil and natural gas; and
- (ix) ensuring security of supply of petroleum products in Kenya and regional markets.

VACANCIES IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION :- STATE DEPARTMENT FOR LABOUR

LABOUR SECRETARY/COMMISSIONER FOR LABOUR - ONE (1) POST - V/NO. 33/2019

Basic Salary Scale: Ksh.164,780- Ksh.320,040 p.m.

(Job Group 'T')

Terms of Service: Permanent and Pensionable or Local Agreement

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

- (i) served for a cumulative period of eighteen (18) years, an aggregate of at least three (3) years of which should have been in the grade of Senior Deputy Commissioner for Labour, Job Group 'S' and/or Deputy Commissioner for Labour, Job Group 'R' or in a comparable and relevant position in the public service;
- (ii) a bachelors degree in any of the following disciplines:- Human Resource Management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a masters degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than least six (6) weeks from a recognized institution; and
- (v) professional competence and be thoroughly conversant with Labour Administration, Labour Laws and International Labour Organisation and Internal Organisation of Migration Instruments, and the ability to integrate them to Kenya Vision 2030.

Duties and responsibilities

The Commissioner for Labour will head the labour Department and will be responsible to the Principal Secretary for its effective and efficient management and administration of the Labour function. Specific duties and responsibilities include;

- (i) formulating programmes and policies on the administration and enforcement of the Labour Laws;
- (ii) settlement of industrial disputes through the enforcement of labour laws to maintain harmonious industrial relations within the country;
- (iii) creating awareness among the working community regarding labour laws;
- (iv) promoting social dialogue to establish industrial peace in the country;
- (v) implementing labour standards relevant to the trades;
- (vi) enforcement of laws pertaining to the security and employment of children;
- (vii) liaising with international organizations, local institutions and other Government departments in regard to matters relating to Labour; and
- (viii) initiating ratification of International Labour Organization (ILO) and International Organization for Migration (IOM), East Africa Community (EAC), African Union (AU), World Trade Organisation (WTO), Intergovernmental Authority for Development (IGAD) on matters related to Labour.

SENIOR DEPUTY COMMISSIONER FOR LABOUR - TWO (2) POSTS - V/NO. 34/2019

Basic Salary Scale: Ksh.130,420- Ksh.193,410 p.m. (Job Group 'S')

Terms of Service: Permanent and Pensionable or Local Agreement

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

- (i) served for a cumulative period of eighteen (18) years, an aggregate of at least three (3) years of which should have been in the grade of Deputy Commissioner for Labour, Job Group 'R' and /or Senior Assistant Commissioner for Labour, Job Group 'Q', or in a comparable and relevant position in the public service;
- (ii) a bachelors degree in any of the following disciplines:- Human Resource Management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a masters degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration or International Relations from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than least six (6) weeks from a recognized institution; and

- (v) professional competence and be thoroughly conversant with labour administration, labour laws and international labour organisation and internal organisation of migration instruments, and the ability to integrate them to Kenya Vision 2030.

Duties and responsibilities

The Senior Deputy Commissioner for Labour shall be responsible to the Labour Secretary/Commissioner. Specific duties and responsibilities will include:

- (i) initiate formulation of labour policies and programmes;
- (ii) implementing departmental policies and programmes on the administration and enforcement of the Labour Laws;
- (iii) handling matters related to International Labour Organization (ILO) and International Organization for Migration(IOM), East Africa Community (EAC), African Union (AU), World Trade Organisation (WTO), Intergovernmental Authority for Development (IGAD) on matters related to Labour;
- (iv) liaising with social partners, other arms of Government and relevant agencies on all labour related issues;
- (v) advising on negotiation and consultative machinery on social dialogue between employer and employee relations;
- (vi) advising on desirable measures to be taken for creation of employment opportunities, maintenance of industrial peace and development of Labour Market information systems for employment promotion;
- (vii) responsible for overseeing the financial and assets management of the department;
- (viii) providing overall supervision, training and development of departmental staff; and
- (ix) facilitating implementation of departmental programmes and policies on the administration and enforcement of the Labour Laws.

DEPUTY COMMISSIONER FOR LABOUR - THREE (3) POSTS - V/NO. 35/2019

Basic Salary Scale: Ksh.118,290- Ksh.157,160 p.m. (Job Group 'R')

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

- (i) served for a cumulative period of fifteen (15) years, an aggregate of at least three (3) years of which should have been in the grade of Senior Assistant Commissioner for Labour, Job Group 'Q' and /or Assistant Commissioner for Labour, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a bachelors degree in any of the following disciplines:- Human Resource Management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya;

- (iii) a masters degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration or International Relations from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution;
- (v) professional competence and be conversant with labour administration, labour laws, and have a clear understanding of the labour policies, programmes, objectives and strategies.

Duties and responsibilities

- (i) guiding and supervising the preparation of papers on government policies, strategies and programs on labour administration;
- (ii) identifying opportunities in the labour market;
- (iii) developing strategic plans for the department;
- (iv) coordinating preparation of departmental budget estimates and analysis of financial returns
- (v) providing consultancy and technical guidance on labour issues;
- (vi) collecting and providing information on government policies for labour promotion and development;
- (vii) providing training, consultancy and extension services on labour issues.
- (viii) referring disputes to the Industrial Court;
- (ix) co-ordinating Trade Union elections and maintaining records of elections; and
- (x) vetting of Collective Bargaining Agreements to ensure their consistency with the law.

SENIOR ASSISTANT COMMISSIONER FOR LABOUR - TWO (2) POSTS -V/NO. 36/2019

Basic Salary Scale: Ksh.97,320 - Ksh. 130,420 p.m. (Job Group 'Q')

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Commissioner for Labour, Job Group 'P', or in a comparable and relevant position in the public service;
- (ii) a bachelors degree in any of the following disciplines- Human Resource Management Planning/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a masters degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management, Development, Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a university recognized in Kenya;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- (v) Demonstrated professional competence, managerial and leadership qualities.

Duties and responsibilities

- (i) initiating and implementing labour policies and programmes;
- (ii) coordinating staff training matters;
- (iii) coordinating field services;
- (iv) ensuring proper and effective functioning of the National Labour Board and Wages Council;
- (v) coordinating the attestation of foreign contracts of employment;
- (vi) vetting and recommending issuance of work permits; and
- (vii) participating in the coordination of International Labour Organisation (ILO) , International- Organization of Immigration (IOM), African Union (AU) - (Labour and Social Affairs Commission), East African Community (EAC) meetings and Conferences.

SECRETARY, PRODUCTIVITY- ONE (1) POST - V/NO. 37/2019

Basic Salary Scale: Ksh. 164,780 – Ksh.320,040 p.m. (Job Group ‘T’)

Terms of Service: Permanent and Pensionable or Local Agreement

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

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years must have been in the grade of Director of Productivity, Job Group 'S' and/or Deputy Director, Productivity Job Group 'R', or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Economics, Engineering, Education, Information and Communication Technology, Environmental Science, Commerce, Accounts, Business Administration, Entrepreneurship Development, or any other relevant Social Sciences from a recognized institution;
- (iii) a Masters degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology, or nay other relevant Social Sciences from a recognized institution;
- (iv) a valid registration and membership to relevant professional body (where applicable);
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vi) a thorough understanding and appreciation of dynamics of the productivity movement nationally, regionally and globally; and

- (vii) shown outstanding professional and executive capability in coordinating productivity improvements at organizational, sectoral and national level, matched with proper appreciation of the country's productivity management needs and strategies of meeting them.

Duties and responsibilities

- (i) overseeing the formulation and implementation of national productivity policies, strategies and programmes;
- (ii) identifying and evaluating opportunities for the country's regional and global competitiveness;
- (iii) building awareness on productivity mindset;
- (iv) coordinating the mobilization of resources for productivity programmes and projects;
- (v) ensuring the establishment and maintenance of productivity data bank;
- (vi) ensuring productivity mainstreaming in national projects and programmes; and
- (vii) providing strategic leadership and policy direction on productivity issues;
- (viii) coordination, preparation and implementation of the Centre's strategic objectives, performance appraisal systems and performance contracts;
- (ix) overseeing the financial and asset management issues of the Centre;
- (x) instituting operational accountability; and
- (xi) overall supervision, control, discipline, recruitment, training and development of the Centre's staff.

SENIOR ASSISTANT DIRECTOR, PRODUCTIVITY - TWO (2) POSTS- V/NO. 38/2019

Basic Salary Scale: Ksh. 97,320 – Ksh. 130,420 p.m. (Job Group 'Q')

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 Productivity, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Economics, Engineering, Education, Information and Communication Technology, Environmental Science, Commerce, Accounts, Business Administration, Entrepreneurship Development, or any other relevant Social Sciences from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology, or any relevant Social Sciences from a university recognized in Kenya;
- (iv) a valid registration and membership to relevant professional body (where applicable);
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and

- (vi) developed and implemented comprehensive productivity improvement programmes in an organization/enterprise.

Duties and responsibilities

- (i) Overseeing the formulation of Productivity oriented policies for specific sectors of the economy;
- (ii) Implementing productivity studies and diagnostic surveys;
- (iii) Guiding the development and deployment of organizational strategic/corporate plans;
- (iv) Managing the activities of several productivity development teams; and
- (v) Overseeing staff development

DEPUTY DIRECTOR, NATIONAL HUMAN RESOURCE PLANNING AND DEVELOPMENT - ONE (1) POST - V/NO. 39/2019

Basic Salary Scale: Ksh.118,290- Ksh.157,160 p.m. (Job Group 'R')

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, National Human Resource Planning and Development, Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following fields:- Human Resource Management/Planning/Development, Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science or Law from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Education, Demography, Sociology, Business Administration, Human Resource Management/Planning/Development, Applied Statistics, Information Management Systems, Labour Economics, Curriculum Development, Economics, Development/Entrepreneurship Studies or Philosophy (M.Phil) in Economics from a university recognized in Kenya;
- (iv) a Certificate in a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) clear understanding of the National Development Goals, Vision 2030 Millennium Development Goals and the role of Human Resource Planning in achievement of the same; and
- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and responsibilities

- (i) developing and maintaining an efficient Labour Market Information System (LMIS);
- (ii) establishing a National Occupational Classification System (NOCS) and its review, monitoring and restructuring;
- (iii) undertaking regular Human Resource/Labour force surveys and studies at national and sectoral levels and publication of reports emanating there from;
- (iv) designing and refining policy and programme options for Human Resource development in the country;
- (v) developing, harmonizing and evaluating human resource development activities;
- (vi) monitoring and vetting operations and performance of the private human resource development and consultancy agencies to ensure competency and credibility;
- (vii) developing and maintaining national long-term skills development strategies for the country;
- (viii) guiding education and training providers to align their programmes to the changes in the labour market;
- (ix) assisting various sectors and other stakeholders to determine their training needs;
- (x) identifying implications of labour market trends on skills development;
- (xi) identifying gaps and deficiencies in available skills in the labour market; and
- (xii) disseminating information on research findings to the specific sectors on a regular basis

SENIOR ASSISTANT DIRECTOR, NATIONAL HUMAN RESOURCE PLANNING AND DEVELOPMENT - TWO (2) POSTS - V/NO. 40/2019

Basic Salary Scale: Ksh.97, 320 – Ksh. 130, 420 p.m. (Job Group 'Q')

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, National Human Resource Planning and Development, Job Group 'P' or in a relevant and comparable position in the public service;
- (ii) Bachelors Degree in any of the following disciplines:-Human Resource Management/Planning/Development, Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science or Law from a university recognized in Kenya;
- (iii) Masters degree in any of the following disciplines:- Education, Demography, Sociology, Business Administration, Human Resource Management/Planning/Development, Applied Statistics, Information Management Systems, Labour Economics, Curriculum Development, Economics, Development/Entrepreneurship Studies or Philosophy (M.Phil) in Economics from a university recognized in Kenya;

- (iv) Certificate in Strategic Leadership Development Programme (SLDP) or its equivalent qualification from a recognized institution; and
- (v) Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and responsibilities

- (i) Planning, coordinating and harmonizing of training and other Human Resource Development activities in identified sectors of the economy;
- (ii) Identifying training needs assessment, determining and reviewing policies and programmes relating to training and other human resources development activities;
- (iii) Administering, managing and efficiently operating the Human Resource planning functions; and
- (iv) Overseeing the development of a National Occupational Classification System (NOCS)
- (v) Initiating of National Human Resource Development plans;
- (vi) Designing, implementing and evaluating Human Resource development programmes to meet specific Human Resource demands; and
- (vii) Evaluating the labour market situation in the economy to determine any deficiencies and supply/demand gaps in skills.

THE MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND IRRIGATION:- STATE DEPARTMENT FOR FISHERIES, AQUACULTURE AND THE BLUE ECONOMY

DEPUTY DIRECTOR, LABORATORY SERVICES - ONE (1) POST - V/NO. 41/2019

Basic Salary Scale: Ksh.118,290- Ksh.157,160 p.m. (Job Group 'R')

For appointment to this grade, an officer must have:

- (i) served for a cumulative period of fifteen (15) years, an aggregate of at least three(3) of which must have been in the grade of Senior Assistant Director, Laboratory Services, Job Group 'Q' and /or Assistant Director, Laboratory Services, Job Group 'P', or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Analytical/Applied Chemistry, Applied Biology, Biochemistry, Medical Laboratory Technology, Biotechnology, Microbiology, Food Science and Technology from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines:- Biological sciences, Immunology, Molecular Biology, Bacteriology, Virology, Mycology, Biochemistry, Organic Chemistry, Public Health, Biotechnology, Analytical Chemistry, Medical Laboratory Technology, Food Science and Technology, Epidemiology, Industrial Science, Environmental Chemistry, Epidemiology and Disease Control, Biomedical Sciences, Infection and Disease Control, Population Health or Forensic Science from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Program in a recognized institution; and

- (v) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services

Duties and Responsibilities

Specific duties and responsibilities at this level include:

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

SENIOR ASSISTANT DIRECTOR, LABORATORY SERVICES - TWO (2) POSTS -V/NO. 42/2019

Basic Salary Scale: Ksh.97, 320 – Ksh. 130, 420 p.m. (Job Group ‘Q’)

For appointment to this grade, an officer must have:

- (i) served for a cumulative period of Fifteen (15) years, an aggregate of at least three (3) years of which must have been in the grade of Assistant Director of Laboratory Services, Job Group ‘P’ and /or Principal Laboratory Analyst, Job Group ‘N’, or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Laboratory sciences ,Biomedical Sciences, Medical laboratory Technology ,Analytical/ Applied chemistry, Applied Biology, Biochemistry, Medical Laboratory Technology, Biotechnology, Microbiology or Food Science and Technology from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines:- Biological sciences, Immunology, Molecular Biology, Bacteriology, Virology, Mycology, Biochemistry, Microbiology, Organic Chemistry, Public Health, Biotechnology , Analytical Chemistry, Medical Laboratory Technology, Food Science and Technology, Epidemiology, Environmental Chemistry, Industrial Chemistry, Epidemiology and Disease Control, Biomedical Sciences, Infection and Disease Control, Population Health or Forensic Science, from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution; and

- (v) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

Duties and Responsibilities

Specific duties and responsibilities at this level include:

- (i) coordinating implementation of policies, strategies and regulations in delivery of laboratory services;
- (ii) initiating the establishment of new laboratories;
- (iii) ensuring safety of laboratory staff and environment;
- (iv) promoting adoption of new laboratory technologies;
- (v) mentoring laboratory personnel;
- (vi) implementing policies, strategies and regulations;
- (vii) preparing work plans and Departmental budgets;
- (viii) implementing and maintaining laboratory operational standards;
- (ix) liaising with regional and international reference laboratories on laboratory findings; and
- (x) evaluating laboratory service programmes.

ASSISTANT DIRECTOR, LABORATORY SERVICES - THREE (3) POSTS - V/NO. 43/2019

Basic Salary Scale: Ksh.84,080 – Ksh. 112,660 p.m. (Job Group ‘P’)

For appointment to this grade, an officer must have:

- (i) served for a cumulative period of twelve (12) years, an aggregate of at least three (3) years of which must have been in the grade of Principal Laboratory Analyst, Job Group ‘N’, and /or Chief Laboratory Analyst, Job Group ‘M’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Analytical/Applied Chemistry, Laboratory Sciences, Biomedical Sciences, Biochemistry, Microbiology or Food Science and Technology from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Analytical Chemistry, Medical Laboratory Technology, Food Science and Technology, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control or Parasitology from a university recognized in Kenya;
- (iv) a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- (v) demonstrated professional competence and managerial capabilities in initiating and implementing laboratory services; and
- (vi) 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;
- (ii) submitting samples to reference and corroborating research institutes;
- (iii) overseeing proficiency testing;
- (iv) managing laboratory supplies and equipment;
- (v) providing technical advice on biosecurity matters;
- (vi) carrying out drug efficacy tests;
- (vii) making Laboratory material requisitions and undertaking technical evaluation for laboratory supplies;
- (viii) providing technical advice on bio-security matters; and
- (ix) implementing and maintaining Laboratory Operations Standards (ISO 17025).

SENIOR PRINCIPAL LABORATORY TECHNOLOGIST- THREE (3) POSTS -V/NO. 44/2019

Basic Salary Scale: Ksh.84,080 - Ksh. 112,660 p.m. (Job Group 'P')

For appointment to this grade, an officer must have:

- (i) served for a minimum period of three (3) years in the grade of Principal Laboratory Technologist, Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Diploma in any of the following fields:- Applied sciences (Analytical/ Applied chemistry, Biology), Medical laboratory Technology, Biotechnology, Food Science and Technology from a recognized institution;
- (iii) a Higher Diploma in any of the following:- Applied Sciences (Analytical/ Applied Chemistry, Biology), Medical Laboratory Technology, Food Science and Technology, Environmental Chemistry, Parasitology, Haematology, Histology and Cytology or Biological Sciences, from a recognized institution;
- (iv) a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
- (v) demonstrated professional and managerial capabilities in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities at this level include:

- (i) liaising and collaborating with regional and international reference laboratories and research institutions for exchange of Laboratory findings;
- (ii) coordinating safe laboratory waste disposal;
- (iii) managing laboratory supplies;
- (iv) facilitating technical evaluation for laboratory supplies/equipment standards;
- (v) providing technical advice on bio-security matters;
- (vi) ensuring adherence to good laboratory practice; and
- (vii) implementing and maintaining laboratory operations standards (ISO 17025).

Ag. SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION