



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:

1. **online** through one of the Commission's websites www.publicservice.go.ke and www.psckjobs.go.ke

OR

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

Please Note

- Candidates should **NOT** attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- THE PUBLIC SERVICE COMMISSION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.

Shortlisted candidates shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.

Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Completed applications should be sent or delivered to:

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

so as to reach the Commission **on or before 12th November 2019**.

STATE DEPARTMENT FOR INTERIOR

SENIOR DEPUTY GOVERNMENT PRINTER - ONE (1) POST V/NO.107/2019

Basic Salary Scale: Ksh. 132,000 – Ksh. 195,410 P.M. (CSG 5)

Terms of Service: Permanent and Pensionable

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

- (i) served in the grade of Deputy Government Printer for a minimum period of three (3) years;
- (ii) a Bachelor's Degree in any of the following discipline: Philosophy in Technology in Printing, Technology in Printing, Technology in Packaging, Technology in Publishing. Printing Administration Engineering in Printing Technology, Print Media Management, Print Media or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Publishing Printing Technology, Philosophy in Printing, Engineering in Printing Technology, Print Media Management or equivalent qualification a University recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) demonstrated a high degree of professional competence and administrative capability as reflected in work performance and results.

NOTE: Possession of a departmental certificate in printing lasting not less than three (3) months will be considered as an added advantage.

Duties and Responsibilities

The Senior Deputy Government Printer will be responsible to the Government Printer for effective administration and management of the function. Specific duties and responsibilities include:

- (i) Overseeing development implementation and review of printing policies, strategies, standards, guidelines, projects and programmes;
- (ii) Coordinating timely maintenance and servicing of print production machines and equipment,
- (iii) Coordinating, monitoring of print production to ensure compliance to the GP house style;
- (iv) Controlling dissemination of restricted printed out-puts;
- (v) Ensuring occupational health and safety measures are put in place;

- (vi) Establishing networks and linkages with relevant stakeholders in support of the printing function;
- (vii) Promoting use of modern technology and innovation in the provision of quality establishment of GP Management Information System,
- (viii) Ensuring prudent utilization of print production resources;
- (ix) Coordinating preparation of annual strategic work plans and setting

**SENIOR DEPUTY COUNTY COMMISSIONER II- FORTY SIX (46) POSTS
V/NO.108/2019**

Basic Salary Scale: Ksh. 98,500 – Ksh. 166,780 P.M. (CSG 6)

Terms of Service: Permanent and Pensionable

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

- (i) served as a Deputy County Commissioner II/ Under Secretary for a minimum period of three (3) years;
- (ii) a Bachelor's Degree in any Social Science or its equivalent qualification from a recognized institution;
- (iii) a Master's Degree in any Social Science or its equivalent qualification from a recognized institution;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) a Certificate in Administrative Officers' Induction Course lasting not less than four (4) weeks;
- (vi) passed Administrative Officers' Examinations;
- (vii) a Certificate in Administrative Officers' Paramilitary Course lasting not less than three (3) month from a recognized institution;
- (viii) a Diploma in Public Administration (DPA);
OR
Advanced Public Administration (APA) Certificate;
- (ix) shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will include:

- (i) coordination of National Government functions which include;
- (ii) promoting cohesion, integration and patriotism to enhance peace and national unity;
- (iii) handling complex administrative;

OR

- a certificate in Advanced Public Administration (APA) certificate;
- (vii) attended a senior management course lasting not less than four (4) weeks from a recognized institution; and
- (viii) shown merit and ability as reflected in work performance and results.

Note: Possession of a relevant Masters Degree will be considered as an added advantage.

Duties and Responsibilities

- (i) handling complex administrative socio-economic and political issues;
- (ii) managing and coordination national government functions activities;
- (iii) coordinating disaster management and emergency response activities;
- (iv) coordinating implementation of decision of security and intelligence committees;
- (v) facilitating citizen implementation in the development and implementation of Government policies, programmes and projects;
- (vi) coordinating campaigns against drugs alcohol and substance abuse;
- (vii) overseeing implementation of National Government development projects.
- (viii) initiating peace building initiatives;
- (ix) ensuring security of Government property, assets, facilities and inventory.

THE NATIONAL TREASURY AND PLANNING

ECONOMIC SECRETARY - ONE (1) POST

V/NO.110/2019

Basic Salary Scale: Ksh.166,780 - 322,040 p.m.

(CSG 4)

For appointment to this grade, a candidate must have:

- (i) served in the grade of Director, Economic Planning or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a University recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development or Rural Economics from a University recognized in Kenya;(iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) membership to a relevant professional body;
- (vi) a certificate in computer application skills from a recognized institution;

- (vii) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (viii) demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them into economic planning function.

Duties and responsibilities

The Economic Planning Secretary will be responsible to the Principal Secretary for the Administration and Planning of the Economic Planning and National Statistics management function. Specific Duties and responsibilities include:

- (i) overseeing the formulation, review and implementation of national development of planning policies, sessional papers and strategies;
- (ii) developing and reviewing guidelines for the preparation and review of county integrated development plans and ministerial strategic plans;
- (iii) ensuring the implementation of five (5) year Medium Term Plans (MTPs);
- (iv) providing policy briefs, reviews and reports on status of economy, international positions and negotiations and bilateral and multilateral development partners;
- (v) undertaking economic modelling for forecasting;
- (vi) monitoring and evaluating economic trends;
- (vii) tracking and reporting on sustainable development goals;
- (viii) coordinating preparation and implementation of Medium-Term Plans and Sector plans;
- (ix) overseeing the preparation of Annual, Mid-term MTP progress reports;
- (x) advising on implementation of Kenya’s international and regional economic development agenda, decisions and resolutions;
- (xi) advising on regional trade and investment environment;
- (xii) providing technical backstopping to all the line Ministries on sectoral, cross-cutting and emerging economic issues;
- (xiii) giving direction in the dissemination of national development policies and strategies to the public;
- (ix) providing leadership in social, economic, political and statistical analysis; and
- (x) providing overall supervision, training and development of economic planning staff.

DIRECTOR, RESOURCE MOBILIZATION - ONE (1) POST

V/NO.111/2019

Basic Salary Scale: Ksh.166,780 - 322,040 p.m.

(CSG 4)

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate must have:

- (i) served for two (2) years at the grade of Senior Deputy Director, Resource Mobilization Job Group S/CSG 5 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a University recognized in Kenya;

- (iii) a Masters degree in any of the following disciplines: Economics, Finance, accounting, Project Planning Management, Business Administration or any other equivalent qualification from a University recognized in Kenya;
- (iv) a Certificate in any of the following: Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Restructuring or equivalent qualification from a recognized institution;
- (v) experience in negotiations and Foreign Aid Management;
- (vi) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) demonstrated professional competence and managerial capabilities; and
- (viii) demonstrated clear understanding of national development goals and objectives, values and principles of governance.

Duties and Responsibilities

An officer at this level will manage the Resource Mobilization function. Specific duties and responsibilities include:

- (i) providing leadership and management of the Resource Mobilization function of the Public Debt Management Office;
- (ii) development and implementation of public borrowing, donor aid management policies, strategies and operations;
- (iii) implementing the harmonization, alignment and coordination of aid effectiveness in line with international treaties;
- (iv) coordinating the preparation and consolidation of the annual budget estimates for external and domestic borrowing including grants from development partners;
- (v) implementing policies and strategies for strengthening donor, creditor and investor relations to promote commitment to Government development agenda; and
- (vi) monitoring, reviewing and coordinating the implementation of recommendations of debt and aid financed program mission reports on bottlenecks, challenges and opportunities.

ASSISTANT DIRECTOR, RESOURCE MOBILIZATION - FIVE (5) POSTS V/NO.112/2019

Basic Salary Scale Ksh. 85,110 - Kshs. 119,730 p.m.

(CSG 7)

For appointment to this grade, a candidate must have:

- (i) a minimum period of nine (9) years and currently in the grade of Principal Resource Mobilization Officer, CSG 8 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a University recognized in Kenya;
- (iv) a Certificate in any of the following: Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro Economic Analysis and

- Modeling, Financial Modeling/Reporting, Public Debt Restructuring or equivalent qualification from a recognized University in Kenya;
- (v) experience in negotiations and Foreign Aid Management;
 - (vi) attended Senior Management Course in a recognized institution; and
 - (vii) demonstrated professional competence as reflected in work performance and results.

NOTE: Possession of Masters degree will be considered as an added advantage.

Duties and Responsibilities

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

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

DIRECTOR, INVESTMENT- ONE (1) POST

V/NO.113/2019

Basic Salary Scale Ksh. 166,780 - Kshs. 322,040 pm

(CSG 4)

Terms of Service: Permanent and Pensionable or 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 Deputy Director, Investment, Job Group 'S'/CSG 5 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce(Accounting, Finance or Insurance Option) or any other equivalent qualification from an institution recognized in Kenya;

- (iii) a Masters degree in the following fields: Economics, Accounting , Finance, Business Administration, Mathematics, Project Planning Management, or any other equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in any of the following fields: Project Appraisal, Risk Management, Public Financial Management, Project Planning and Management, Negotiation skills, Policy Development and Formulation, Monitoring and Evaluation or Public Expenditure Analysis from a recognized institution or any other courses in the related field of work;
- (v) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- (vi) demonstrated understanding of the National development goals, policies and National values and principles of governance.

Duties and Responsibilities

An Officer at this level will manage the Government Investment and Public Enterprises Function. Specific duties and responsibilities will include:

- (i) overseeing the Government Investment and Public Enterprises Function;
- (ii) developing policies and strategies relating to the financial oversight and management of state corporations;
- (iii) overseeing the restructuring of State Corporations;
- (iv) co-coordinating Government Divesture and privatization programme;
- (v) monitoring and supervising State Corporations;
- (vi) co-coordinating appraisals of State Corporations' projects and other investments;
- (vii) co-coordinating review of State Corporations' annual budget;
- (viii) co-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) Receiver of Government Revenue;
- (xi) Ensuring maintenance of data base on State Corporations and other government investments;
- (xii) Liaising with public private partnership unit on project initiatives;
- (xiii) co-coordinating the National Treasury representation in the boards of State Corporations and other government investments;
- (xiv) reviewing reports from the alternate directors and making recommendations;

- (xv) advising on issues raised by shareholders in Annual General Meetings, Parliamentary Oversight committees or any interested party on Government Investments;
- (xvi) spearheading investments in strategic green fields and other projects;
- (xvii) providing leadership in the development and implementation rescue and recovery packages for Government Investments-at-Risk;
- (xviii) advising on Government Investment policy;
- (xix) fiscal oversight for public corporations;
- (xx) managing Government Investments and shareholding;
- (xxi) managing contingent liabilities and other fiscal risks relating to public corporations;
- (xxii) co-coordinating research on public investments and enterprises management to inform policy development;
- (xxiii) approving departmental plans; and
- (xxiv) approving capacity building programmes for staff

**SENIOR DEPUTY DIRECTOR, ASSETS MANAGEMENT - ONE (1) POST
V/NO.114/2019**

Basic Salary Scale: Ksh. 132,000 - Ksh. 195,410 P.M. (CSG 5)

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 Accountant, Economist, Investment Officer, Administrator, Supply Chain Management Officer, Finance Officer, Engineer, at CSG 6 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in any of the following fields: Administration, Business Administration, Engineering, Computer Science, Information Communication & Technology, Finance, Commerce (Accounting, Business Administration or Finance Options) Procurement, Economics and Statistics, Economics and Mathematics, Economics or any other equivalent qualification from a recognized institution;
- (iii) a Master's degree in the following fields: Project Planning and Management, Finance, Accounting, Auditing, Administration, Business Administration, Computer Science, Information Communication & Technology, Procurement, Economics, or any other equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in any of the following: Corporate Governance, Public Financial Management, Asset/Fleet Management, Project Planning, Appraisal or

- Monitoring and Evaluation, Risk Management, Liability Management, Public Policy Analysis or Operational Research, from a recognized institution;
- (v) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
 - (vi) demonstrated professional competence and managerial capabilities; and
 - (vii) demonstrated clear understanding of National development goals, values and principles of governance.

Duties and Responsibilities

An officer at this level will deputize the Director, Assets Management. Duties and responsibilities include:-

- i. formulating and implementing asset management policies and strategies;
- ii. reviewing policy, plans , reports and funding proposals, legislation and regulation on asset management;
- iii. reviewing policies and regulations on non-financial asset management;
- iv. reviewing fiscal risk assessment reports;
- v. formulating criteria for procurement and disposal of assets;
- vi. reviewing reports on optimum asset, fleet and liabilities levels; and
- vii. advising MDAs and Counties on asset, fleet and liabilities management.

DEPUTY DIRECTOR, ASSETS MANAGEMENT - TWO (2) POSTS V/NO.115/2019

Basic Salary Scale: Ksh. 98,500 – Ksh. 166,780 P.M. (CSG 6)

Terms of Service: Permanent and Pensionable

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

- i. be serving in the grade of an Accountant, Economist, Investment Officer, Administrator, Supply Chain Management Officer, Finance Officer, Engineer, CSG 7 or in a comparable and relevant position in the Public Service;
- ii. a Bachelor’s Degree in any of the following fields: Administration, Business Administration, Engineering, Computer Science, Information Communication & Technology, Finance, Commerce (Accounting, Business Administration or Finance Options) Procurement, Economics and Statistics, Economics and Mathematics, Economics or any other equivalent qualification from a university recognized in Kenya;

- iii. a Master's degree in any of the following fields: Project Planning and Management, Finance, Accounting , Auditing, Administration, Business Administration, Computer Science, Information Communication & Technology, Procurement, Economics, or any other equivalent qualification from a university recognized in Kenya;
- iv. a certificate in any of the following: Corporate Governance, Public Financial Management, Asset/Fleet Management, Project Planning, Appraisal or Monitoring and Evaluation, Risk Management, Liability Management, Public Policy Analysis or Operational Research, from a recognized institution;
- v. a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- vi. demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities include:

- i. reviewing policy, legislation and regulation on asset management;
- ii. undertaking research on asset management to inform asset policy development, implementation and management;
- iii. undertaking and monitoring fiscal risk assessment;
- iv. participating in the formulation of criteria for procurement and disposal of assets;
- v. initiating preparation of plans, reports and funding proposals;
- vi. reviewing reports on optimum asset, fleet and liabilities levels; and
- vii. providing support to MDAs and counties on asset, fleet and liabilities management.

**ASSISTANT DIRECTOR, ASSETS MANAGEMENT - FOUR (4) POSTS
V/NO.116/2019**

Basic Salary Scale: Ksh. 85,110 – Ksh. 119,730 P.M.

(CSG 7)

Terms of Service: Permanent and Pensionable

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

- i. be serving in the grade of an Accountant, Economist, Investment Officer, Administrator, Supply Chain Management Officer, Finance Officer, Engineer, CSG 8 or in a comparable and relevant position in the Public Service;
- ii. a Bachelor's Degree in any of the following fields: Administration, Business Administration, Engineering, Computer Science, Information Communication & Technology, Finance, Commerce (Accounting, Business Administration or Finance Options) Procurement, Economics and Statistics, Economics and Mathematics, Economics or any other equivalent qualification from a university recognized in Kenya;
- iii. a certificate in any of the following: Corporate Governance, Public Financial Management, Asset/Fleet Management, Project Planning, Appraisal or Monitoring and Evaluation, Risk Management, Liability Management, Public Policy Analysis or Operational Research, from a recognized institution; and
- iv. demonstrated merit and ability as reflected in work performance and results.

NOTE: Possession of a relevant Masters degree will be considered an added advantage.

Duties and Responsibilities

Duties and responsibilities will include;

- i. initiating policy, legislation, framework and regulation on asset management;
- ii. undertaking research on asset management to inform asset policy development, implementation and management;
- iii. undertaking and monitoring fiscal risk assessment;
- iv. participating in the formulation of criteria for procurement and disposal of asset;
- v. analyzing data to determine the optimum asset, fleet and liabilities levels; and

- vi. providing support to MDAs and counties on asset, fleet and liabilities management.

DEPUTY DIRECTOR, DEBT SETTLEMENT- ONE (1) POST V/NO.117/2019

Basic Salary Scale: Ksh. 98,500 - Ksh. 166,780 P.M.

(CSG 6)

Terms of Service: Permanent and Pensionable

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

- i. be serving in the grade in the grade of Accountant, Economist, Finance Officer, ICT Officer Job Group 'P'/CSG 7 or in a comparable and relevant position in the Public Service;
- ii. a Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting or Finance option) plus CPA III or any other equivalent qualification from a institution recognized in Kenya;
- iii. a Masters degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration, International Relations, Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;
- iv. a Certificate in any of the following: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analyses and Modeling, Financial Modeling/Reporting, Policy Formulation, International Relations and Diplomacy, Public Debt Restructuring or any other equivalent qualification from a recognized institution;
- v. a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. demonstrated clear understanding of National goals, values and principles of governance; and
- vii. demonstrated professional competence and managerial capabilities.

- Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;
- iv. a certificate in any of the following: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analyses and Modeling, Financial Modeling/Reporting, Policy Formulation, International Relations and Diplomacy, Public Debt Restructuring or any other equivalent qualification from a recognized institution; and
 - v. demonstrated professional competence as reflected in work performance and results.

Duties and Responsibilities

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

- i. maintaining and upgrading the debt management system;
- ii. ensuring new loans are recorded into the debt management recording system, data is validated, database system is upgraded;
- iii. participating in funding and cash management;
- iv. ensuring safe custody of loan agreements, accurate and timely recording and maintenance of debt data and information;
- v. registering, tracking and management of sub-national debt, grants, guarantees and other contingent liabilities;
- vi. reviewing statutory and management debt reports;
- vii. reviewing exchequer requisition for payments under Consolidated Fund Services; and
- viii. ensuring safe custody of stock of Payment Advice Forms (PAs) and Loan agreements.

**SENIOR CHIEF FINANCE OFFICER/SENIOR DEPUTY DIRECTOR OF BUDGET -
TWENTY TWO (22) POSTS V/NO.119/2019**

Basic Salary Scale: Ksh. 132,000 – Ksh. 195,410 P.M.

(CSG 5)

Terms of Service: Permanent and Pensionable

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

- (i) served for a minimum period of (14) years in finance/budget function, and currently serving at the grade of Chief Finance Officer/Deputy Director of Budget, CSG 6;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Accounting, Business Administration, Finance from a University recognized in Kenya;
- (iii) a masters degree in business administration (MBA), Economics, Finance, Commerce or in any other Financial related discipline from a University recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) shown outstanding capability in financial management; and
- (vi) demonstrated understanding of national development goals, policies and objectives, national values and principles of governance.

Duties and Responsibilities

Ministries/Departments

An officer at this level will head a finance department in a large Ministry/ Department with large budget outlay. The officer will be required to develop budgetary requirements for the Ministry and coordinate the activities of the department. Specific duties include:

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

The National Treasury (Budget Department)

As the Senior Deputy Director of Budget, the officer will deputize the Director of Budget. Specific duties include:

- (i) coordinating the overall resource allocation in line with national policy;

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

CHIEF FINANCE OFFICER/DEPUTY DIRECTOR OF BUDGET - TWENTY-ONE (21) POSTS V/NO.120/2019

Basic Salary: Kshs. 98,500 – Kshs. 166,780 p.m. (CSG 6)

Terms of Service: Permanent and Pensionable

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

- (i) served for a minimum period of twelve (12) years in finance/budget function, and currently at the grade of Senior Principal Finance Officer/ Assistant Director of Budget, Job Group 'P' / CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Accounting, Business Administration, Finance from a University recognized in Kenya;
- (iii) a masters degree in business administration (MBA), Economics, Finance, Commerce or in any other Financial related discipline from a University
- (iv) shown outstanding capability in financial management; and
- (v) demonstrated understanding of national development goals, policies and objectives, national values and principles of governance.

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

Duties and responsibilities

Ministries/Departments

An officer at this level will head a finance department in a large Ministry/ Department with large budget outlay. The officer will be required to develop budgetary requirements for the Ministry and coordinate the activities of the department. Specific duties include:

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

The National Treasury (Budget Department)

As the Deputy Director of Budget, the officer will deputize the Director of Budget. Specific duties include:

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

SENIOR PRINCIPAL FINANCE OFFICER/ASSISTANT DIRECTOR OF BUDGET-THIRTY EIGHT (38) POSTS

V/NO.121/2019

Basic Salary: Kshs. 85,110 - Kshs. 119,730p.m.

(CSG 7)

Terms of Service: Permanent and Pensionable

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

- (i) served for a minimum period of nine (9) years in finance/budget function and currently serving at the grade of Principal Finance Officer, CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Accounting, Business Administration, Finance from a University recognized in Kenya;
- (iv) attended Senior Management Course in a recognized institution;
- (v) demonstrated professional competence in the field of financial management; and
- (vi) shown merit and ability in related work performance and results.

NOTE: Possession of a relevant Masters degree will be considered as an added advantage.

Duties and responsibilities

Ministries/Departments

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

The National Treasury(Budget Department)

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

SENIOR DEPUTY DIRECTOR OF PENSIONS - ONE (1) POST

V/NO.122/2019

Basic Salary Scale: Ksh.132,000 - Ksh.195,410 P.M.

(CSG 5)

Terms of Service: Permanent and Pensionable

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

- (i) served for a minimum period of eighteen (18) years, and currently in the grade of Deputy Director of Pensions, CSG 6 or in a comparable and relevant position in the public service;
- (ii) a bachelor's degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Actuarial Science, Pensions Management, Human Resource Management, Risk Management, Business Administration or any other relevant field 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;;
- (v) be well versed in the interpretation of Pension laws and be able to provide guidance on such laws; and
- (vi) demonstrated high degree of professional competency and administrative capability in managing the pensions functions

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) initiating and coordinating pension reforms;
- (ii) monitoring and evaluating the pensions operations and proposing interventions;
- (iii) monitoring and developing annual work plans;
- (iv) approving statutory awards;
- (v) coordinating, developing and reviewing of pensions policies and strategies;

- (vi) administering and coordinating the operations of Pensions Management Information System;
- (vii) coordinating the budget preparation process;
- (viii) developing annual divisional work plans; and
- (ix) managing performance, coaching, mentoring, training and development of staff

DEPUTY DIRECTOR OF PENSIONS - THREE (3) POSTS

V/NO.123/2019

Basic Salary: Kshs.98,500 - Kshs.166,780 p.m.

(CSG 6)

Terms of Service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- (i) served for a minimum period of fifteen (15) years and currently serving at the grade of Principal Pensions Officer, CSG 8 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a university recognized in Kenya;
- (iii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (iv) be well versed in the interpretation of Pension Laws and be able to provide guidance on such laws; and
- (v) demonstrated professional competency and administrative capability in managing the pensions functions

NOTE: Possession of a relevant Masters degree will be considered as an added advantage.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) implementing pensions policies and monitoring their effectiveness;
- (ii) developing and reviewing pensions policies and strategies;
- (iii) vetting and ensuring security of pension claim documents;
- (iv) approving statutory awards;
- (v) coordinating pensions legislation amendments;
- (vi) managing performance and capability building;
- (vii) coordinating research on pension matters;

- (viii) monitoring and coordination of services between the field offices and the Pensions Department;
- (ix) providing leadership in either Assessment or Payroll or Claims Divisions;
- (x) advising on assessment and processing of pensions and gratuity awards;
- (xi) coordinating the budget process; and
- (xii) developing annual divisional work plans;

ASSISTANT DIRECTOR OF PENSIONS - FIVE (5) POSTS

V/NO.124/2019

Basic Salary: Kshs.85,110 – Kshs.119,730p.m.

(CSG7)

Terms of Service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- (i) served for a minimum period of twelve (12) years, and currently in the grade of Principal Pensions Officer, CSG 8 or in a comparable and relevant position in the public service;
- (ii) a bachelor's degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a university recognized in Kenya;
- (iii) attended a Senior management course lasting not less than four (4) weeks from a recognized institution;
- (iv) be well versed in the interpretation of Pension laws and be able to provide guidance on such laws; and
- (v) demonstrated professional competency and administrative capability in managing the pensions functions

NOTE: Possession of a relevant Master's degree will be considered as an added advantage.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) developing pensions policies and strategies;
- (ii) administering pension benefits;
- (iii) drafting amendments to legislation on pension matters;
- (iv) monitoring changes in legislation that may affect the pensions functions and propose interventions;

- (v) coordinating research on matters relating to pensions in public and private sectors; and
- (vi) participating in pensions litigation ns and court cases

INTERNAL AUDITOR II - SEVENTY TWO (72) POSTS

V/NO. 125/2019

Basic Salary Scale: Ksh. 30,170- Ksh. 40,060 p.m.

(CSG 11)

Terms of Service: Three (3) years contract - renewable with satisfactory performance

For appointment to this grade, an officer must have a Bachelor's Degree in any of the following disciplines: Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a university recognized in Kenya.

Duties and responsibilities

This is an entry and training grade for the Internal Auditors cadre. Duties and responsibilities shall include;

- (i) Vouching sample transactions in audit investigation and verification;
- (ii) Preparing engagement and work plans;
- (iii) Recording proceedings of entry and exit meetings;
- (iv) Collecting and analyzing data and statistics; and
- (v) Preparing audit working papers.

MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

STATE DEPARTMENT FOR COOPERATIVES

COMMISSIONER FOR COOPERATIVE DEVELOPMENT - ONE (1) POST - V/NO. 126/2019

Basic Salary Scale: Ksh.166,780 - Ksh.322,040 p.m.

(CSG 4)

Terms of Service: Permanent and Pensionable/Local Agreement

For appointment to this grade, an officer must have:

- (i) a minimum service period of eighteen (18) years and currently serving in the grade of Deputy Commissioner for Co-operative Development, CSG 6 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics,

Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a university recognized Kenya;

- (iii) a Masters degree in any of the following disciplines: Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business 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 managerial, administrative and professional competence and a thorough understanding of national goals, policies, objectives and an ability to relate them to proper management of the Co-operative Movement.

Duties and Responsibilities

The Commissioner for Cooperative Development will be the head of the Technical Department and responsible to the Principal Secretary for all issues relating to co-operative legislation and related statutes, their interpretation, application and implications.

The specific duties and responsibilities at this level will include: -

- (i) effective coordination of activities of the co-operative technical services;
- (ii) overseeing formulation and implementation of co-operative policies, legislation and programmes;
- (iii) spearheading formulation and implementation of policies and strategies related to the co-operative sector;
- (iv) setting long-term goals for the development of co-operative movement;
- (v) developing linkages with development partners and other relevant stakeholders within the co-operative sector nationally, regionally and internationally;
- (vi) identifying and acting on impediments and constraints to the implementation of policies and programmes;
- (vii) securing and managing financial support for development plans; and
- (viii) designing and implementing well prioritized and competitive programmes.

SENIOR DEPUTY COMMISSIONER FOR COOPERATIVE DEVELOPMENT - TWO (2) POSTS V/NO.127/2019

Basic Salary Scale: Ksh.132,000 p.m. - 195, 410 p.m.

(CSG 5)

Terms of Service: Permanent and Pensionable or Local Agreement - Contract

For appointment to this grade an officer must have: -

- i. a minimum service period of fifteen (15) years currently serving in the grade of Deputy Commissioner for Co-operative Development, CSG 6 or in a comparable and relevant position in the public service;

- ii. a Bachelors degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a university recognized in Kenya;
- iii. a Masters degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business 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;
- v. demonstrated managerial, administrative and professional competence in work performance & exhibited a thorough understanding of national goals, policies, objectives and an ability to relate them to the co-operative development and marketing function.

Duties and Responsibilities

The Senior Deputy Commissioner for Co-operative Development may head a Directorate/Division. Duties and responsibilities will entail: -

- (i) co-operative policy formulation and implementation;
- (ii) enforcing compliance with co-operative legislation;
- (iii) developing and overseeing implementation of education and training, projects and programmes,
- (iv) efficient and effective provision of extension, management, legal and registration services;
- (v) ensuring good co-operates governance practices in the co-operative movements.
- (vi) overseeing and ensuring preparation and implementation of strategic objectives;
- (vii) preparing and implementing the divisions performance contracts, work plans and appraisal systems;
- (viii) instituting operational accountability; and
- (ix) overseeing finances and assets management of the division.

**DEPUTY COMMISSIONER FOR COOPERATIVE DEVELOPMENT- FOUR (4)
POSTS V/NO.128/2019**

Salary Scale: Kshs. 98,500 -Kshs. 166,780p.m.

(CSG 6)

Terms of Service: Permanent and Pensionable

For appointment to this grade an officer must have: -

- (i) a minimum service period of fifteen (15) years and currently serving in the grade of Assistant Director for Cooperative Development, Grade CSG 7 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Sociology, law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business 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;
- (v) demonstrated managerial, administrative and professional competence in work performance & exhibited a thorough understanding of national goals, policies, objectives and an ability to relate them to the Co-operative Development and Marketing Function.

Duties and Responsibilities

An officer at this level may be deputy head of a Directorate/Division. Duties and responsibilities will entail: -

- (i) providing technical advice on co-operative investments, finance, credit, marketing, project management extension and advisory services;
- (ii) developing and ensuring implementation of policies;
- (iii) enforcing compliance with co-operative legislation;
- (iv) designing, coordinating and monitoring the implementation of co-operative activities, programmes and policies;
- (v) carrying out market research and disseminating research findings;
- (vi) preparing and validating registration and de-registration of co-operative societies' documents;

- (vii) developing education and training packages for the co-operative movement; promoting value addition and processing; and
- (viii) undertaking co-operative risk assessment;

**ASSISTANT COMMISSIONER FOR COOPERATIVE DEVELOPMENT - SEVEN (7)
POSTS V/NO.129/2019**

Terms of Service: Permanent and Pensionable

Basic salary scale: Ksh 85,110 p.m.. - Ksh 119,730 p.m. (CSG7)

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

- (i) a minimum service period of twelve (12) years and currently serving in the grade of Principal Cooperative Officer, CSG 8 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agribusiness from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: - Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a a university recognized in Kenya;
- (iv) a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (v) demonstrated administrative ability and professional competence in work performance.

Duties and Responsibilities

An officer at this level may be deployed to head a specialized unit. Duties and responsibilities will entail:

- (i) providing technical advice in area of specialization;
- (ii) advising on cooperative investments;
- (iii) analyzing data for policy formulation;
- (iv) enforcing compliance with co-operative legislation;
- (v) carrying out market research and disseminating research findings;
- (vi) promoting value addition and processing;
- (vii) conducting co-operative banking inspections;

- (viii) undertaking co-operative risk assessment; and
- (ix) preparing and evaluating co-operative activities and trends for promoting the co-operative movement.

DIRECTOR, COOPERATIVE AUDIT- ONE (1) POST

V/NO.130/2019

Terms of Service: Permanent and Pensionable or Local Agreement - Contract

Basic salary Scale Ksh. 132,000 p.m. rising to 195, 410 p.m

(CSG 5)

For appointment to this grade an officer must have: -

- (i) a minimum service period of fifteen (15) years and currently serving in the grade of Deputy Director for Cooperative Audit, Grade CSG 6 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or Cooperative Management from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or Co- operative Management 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;
- (v) been a registered member of any of the following professional bodies:-Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
- (vi) 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 the co-operative audit function.

Duties and Responsibilities

The Director of Co-operative Audit will be answerable to the Principal Secretary responsible for Co-operative Development and Marketing for policy formulation, planning, organizing, directing, co-coordinating and controlling the Co-operative Audit Services. Duties and responsibilities will entail: -

- (i) setting and maintaining professional audit standards for Co-operative Audit;
- (ii) developing and issuing co-operative audit manuals and guidelines;
- (iii) certifying annual audit co-operative societies' accounts;
- (iv) ensuring provision of continuous and compliance audit; registering audited societies' accounts;

- (v) collecting and accounting for Appropriation-in-Aid;
- (vi) offering tax consultancy to co-operative societies;
- (vii) overseeing and ensuring preparation and implementation of strategic objectives; and
- (viii) overseeing finances and assets management of the department;

DEPUTY DIRECTOR, COOPERATIVE AUDIT - THREE (3) POSTS V/No.131/2019

Basic salary Scale Ksh.98,500 p.m. - 166,780 p.m- (CSG6)

Terms of Service: Permanent and Pensionable

For appointment to this grade an officer must have: -

- (i) a minimum service period of fifteen (15) years currently serving in the grade of Assistant Director of Co-operative Audit, CSG 7 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration, or Cooperative Management from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or Cooperative Management 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;
- (v) been a registered member of any of the following professional bodies:-Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA); and
- (vi) 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 the co-operative audit function.

Duties and Responsibilities

An officer at this level may head a Division or an Audit Region. Duties and responsibilities at this level will entail:

- (i) organizing, coordinating, controlling and supervising operations of a Division or an Audit Region;
- (ii) verifying and compiling final audit reports/queries on societies' financial statements;

- (iii) carrying out audit inspections of societies records, preparing inspection reports and implementation of recommendations;
- (iv) developing, preparing and reviewing Division/Region audit programmes and work plans;
- (v) certifying Co-operative societies final accounts and providing their interpretation;
- (vi) presenting and reading audited financial statements to co-operative members during their Annual General Meetings (AGMs); and
- (vii) be responsible for staff supervision, development and appraisal in the Division.

**ASSISTANT DIRECTOR, CO-OPERATIVE AUDIT - THREE (3) POSTS
V/NO.132/2019**

Basic salary Scale Ksh 85,110 p.m. - 119,730 p.m.

(CSG7)

Terms of Service: Permanent and Pensionable

For appointment to this grade an officer must have: -

- (i) a minimum service period of twelve (12) years and currently in the grade of Principal Cooperative Auditor, CSG 8 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or Co-operative Management from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or Cooperative Management from a university recognized in Kenya;
- (iv) Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III from a recognized institution;
- (v) a Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (vi) demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

An officer at this level will head an audit unit. Duties and responsibilities will entail:

- (i) maintaining high audit standards within the unit,
- (ii) monitoring and reviewing individual and overall work programmes,

- (v) developing a sector-wide approach framework for mobilizing resources under comprehensive public-private-partnerships for supporting coordination of forest reforms and development;
- (vi) developing and coordinating the linkages among the National and County governments, SAGAs and all other stakeholders, including review and approval of agreements with National land Commission and stakeholders on management of forests resources on public, community and private lands;
- (vii) developing bi-annual National Status reports on Management and Conservation of forests for presentation to Parliament;
- (viii) identifying and advising the Cabinet Secretary and the Principal Secretary on Forest development matters and bottlenecks that constrain the smooth implementation of forestry policies and legislations; and
- (ix) developing and implementing linkages with regional and international organizations and stating government positions on forestry policies in the management boards and institutions.

DIRECTOR, MULTI-LATERAL ENVIRONMENT AGREEMENTS AND DOMESTICATION (NATIONAL, REGIONAL & INTERNATIONAL) - ONE (1) POST - V/No.134/2019

Basic Salary Scale Ksh.132,000 - Ksh.195,410 p.m. (CSG 5)

For appointment to this grade a candidate must have:

- (i) a minimum service period of fifteen (15) years in the field of environment and natural resources and currently serving at CSG 6 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental Science, Environmental Law, Natural Resource Management or any other related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental Science, Environmental Law, Natural Resource Management or any other related field 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;
- (v) demonstrated professional competence, high integrity and leadership capability in work performance and results.

Duties and responsibilities

- (i) providing leadership in negotiation and engagement in international, regional and national environmental governance and related processes;

- (ii) advising the Government on issues related to fulfillment of international obligations under Multilateral Environment Agreements (MEAs);
- (iii) designing and reviewing strategies for domestication of Multi-Lateral Environmental agreements, protocols and conventions;
- (iv) coordinating issues related to environmental conventions and international agreements, regional protocols, in liaison with other ministries, lead agencies and stakeholders;
- (v) ensuring domestication of environmental agreements in line with national policies, legislation, development plans and programmes;
- (vi) coordinating the preparation of country position papers and background papers for presentation in national and international for a;
- (vii) coordinating the preparation of status reports on ratification of MEAs and their implications;
- (viii) mainstreaming international protocols and environment agreements in the national environment agenda (policies, strategies, national Environmental Action Plans) in liaison with other ministries, lead agencies and stakeholders; and
- (ix) coordinating all activities of MEAs focal points and desk officers and enabling effectiveness.

**SECRETARY ENVIRONMENT & CLIMATE CHANGE - ONE (1) POST)
V/NO.135/2019**

Salary Scale: Kshs.166,780 - Kshs.322,040 pm. (CSG 4)

Terms of Service: Permanent and Pensionable

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

- (i) served for a minimum period of eighteen (18) years and currently serving in the grade of Deputy Director CSG 6 and above or a comparable position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a recognized institution;
- (iii) a Masters degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a recognized institution;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) vast experience in community/ local level natural resources management approaches;
- (vi) demonstrated experience in environmental governance and donor funding;
- (vii) demonstrated expertise and experience in environmental and related sectoral policies in national development agenda; and
- (viii) demonstrated professional competence, high integrity and leadership capability in work performance and results.

Duties and Responsibilities

Duties and Responsibilities at this level include:

- (i) Offering technical leadership and vision in matters of environmental/ natural resource management in the country;
- (ii) Formulation, interpretation and monitoring environment and natural resources and related sectorial policies;
- (iii) Communicating environment and natural resource policies to the departments and related sectorial policies;
- (iv) Overall coordination of the environmental and natural resource programmes in the Ministry;
- (v) Linking environment and natural resources issues from the respective departments and parastatals and the Ministry headquarters;
- (vi) Advising the Government on environmental legislation and its implications;
- (vii) Identifying bottlenecks that constrain the smooth implementation of environmental and natural resource policies;
- (viii) Developing and implementing linkages with regional and international organizations and stakeholders on environmental and natural resources matters and ensuring domestication of international environment agreements and protocols;
- (ix) Stating Government positions on environment and natural resource policies in management Boards and institutions; and
- (x) Forge linkages and promote environment mainstreaming in Government and in all sectors of the economy.

**DIRECTOR, POLICY FORMULATION, INTERPRETATION AND
IMPLEMENTATION - ONE (1) POST (V/No.136/2019)**

Salary Scale: Kshs.132,000 - 195,410p.m. (CSG 5)

Terms of service: Permanent and pensionable or Local Agreement

For appointment to this grade, a candidate must have:

- (i) a minimum service period of fifteen (15) years in the field of Environment or Natural Resources, three of which should be at CSG 7 and above or a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a recognized university in Kenya.
- (iv) a Certificate in Strategic Leadership Development Programme (SLDP) or a Management Course lasting not less than six (6) weeks from a recognized institution;
- (v) demonstrated outstanding professional competence in policy formulation and implementation;
- (vi) excellent understanding of EMCA (2015) and related environmental laws and policies;
- (vii) vast knowledge and experience in National Sectorial policies related to environment; and
- (viii) demonstrated professional competences in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) administration, direction, control and liaising between Ministry and its agencies on environmental and natural resources management matters and linkages to other government agencies;
- (ii) developing mechanisms for effective response to legal issues and parliamentary questions;
- (iii) liaising with implementing departments and parastatals to develop/review gazette or proposed guidelines, rules or subsidiary legislations for Gazettement;

- (iv) conduct and oversee review of new policies and legislation in terms of potential impacts on environment and advice on remedial or mitigation measures;
- (v) support the implementation of policies related to the environment sector;
- (vi) formulate and design promotion and coordination; and
- (vii) manage and harmonize matters of natural resources development, research, environmental information, extension and technology transfer between ministry, implementing agencies and other stakeholders.

DEPUTY DIRECTOR, POLICY FORMULATION, INTERPRETATION AND IMPLEMENTATION - ONE (1) POST (V/NO.137/2019)

Basic Salary Scale: Kshs.98,500 - Kshs.166,780 pm (CSG 6)

For appointment to this grade, a candidate must have:

- (i) a minimum service period of twelve (12) years in the field of Environment or Natural Resources, three of which should be at CSG 8 and above or a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a university recognized in Kenya;
- (iii) a Certificate in Strategic Leadership Development Programme (SLDP) or a Management Course lasting not less than six (6) weeks from a recognized institution;
- (iv) demonstrated outstanding professional competence in policy formulation and implementation;
- (v) excellent understanding of EMCA (2015) and related environmental laws and policies;
- (vi) vast knowledge and experience in National Sectorial policies related to environment;
- (vii) possesses excellent communication skills, leadership skills and interpersonal skills; and
- (viii) demonstrated professional competences in work performance and results.

NOTE: a Masters degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a recognized university in Kenya.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) administration, direction, control and liaising between Ministry and its agencies on environmental and natural resources management matters and linkages to other government agencies;
- (ii) developing mechanisms for effective response to legal issues and parliamentary questions;
- (iii) liaising with implementing departments and parastatals to develop/review gazette or proposed guidelines, rules or subsidiary legislations for Gazettement;
- (iv) conduct and oversee review of new policies and legislation in terms of potential impacts on environment and advice on remedial or mitigation measures;
- (v) support the implementation of policies related to the environment sector;
- (vi) formulate and design promotion and coordination; and
- (vii) manage and harmonize matters of natural resources development, research, environmental information, extension and technology transfer between ministry, implementing agencies and other stakeholders.

ASSISTANT DIRECTOR, POLICY FORMULATION, INTERPRETATION AND IMPLEMENTATION,- ONE (1) POST (V/NO.138/2019)

Salary Scale: Kshs.85,110 - Kshs.119,730 pm (CSG7)

Terms of service: Permanent and pensionable

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of twelve (12) years in the field of Environment or Natural Resources, three (3) of which should be at Job Group 'M' and above or in a comparable position in the Public Service;
- (ii) Bachelors Degree in any of the following disciplines:-Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance, Environmental Policy or any other related field from a recognized institution;
- (iii) Masters Degree in any of the following disciplines:- Environmental Science, Environmental Planning and Management, Natural Resource Management, Environmental Law, Environmental Governance , Environmental Policy or any other related field from a recognized institution;
- (iv) A Certificate in Senior Management Course or a Management Course lasting not less than four (4) weeks from a recognizable institution;

- (v) Demonstrated outstanding professional competence in policy formulation and implementation;
- (vi) Excellent understanding of EMCA (2015) and related environmental laws and policies;
- (vii) Vast knowledge and experience in National Sectoral policies related to environment;
- (viii) Must possess excellent communication skills, leadership skills and interpersonal skills; and
- (ix) Demonstrated professional competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Administration, direction, control and liaising between the Ministry and its agencies on environmental and natural resources management matters and linkages to other agencies; Effective response to legal issues and parliamentary questions and motions;
- (ii) Liaising with implementing Departments and Agencies to develop/gazette or proposed guidelines, rules or subsidiary legislation for gazette;
- (iii) Reviewing new policies and legislation in terms of potential impacts on environment and advice on remedial/mitigation measures; and
- (iv) Carry out implementation of policies related to the environment sector.

DIRECTOR FOREST CONSERVATION - ONE (1) POST

V/NO.139/2019

Salary Scale: Kshs.132,000 - 195,410p.m.

(CSG 5)

Terms of service: Permanent and pensionable

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

- (i) cumulative Service of eighteen years (18) years and currently serving at CSG 6 in the field of environment or natural resources or a comparable position in the Public Service.
- (ii) a Bachelors degree in any of the following disciplines:- Environmental Science, Forestry, Natural Resource Management, Environmental studies or any other related field from a recognized institution;
- (iii) a Masters degree in any of the following disciplines:- Environmental Science, Forestry, Natural Resource Management, Environmental studies or any other related field from a recognized institution;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) a thorough understanding of Forest policies and programmes and ability to successfully play part in their implementation; and
- (vi) shown professional and managerial capability in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Secretary forest Conservation for policy formulation, planning, organizing, directing, co-coordinating and controlling the Co-operative Audit Services. Duties and responsibilities will entail: -

- (i) formulation of forest strategy policies;
- (ii) ensuring implementation of forest and policy strategy matters;
- (iii) making reports on forest conservancy management matters;
- (iv) analyzing issues emanating from policy and Strategy;
- (v) assessing the impact and relevance of forest policies and strategies; and
- (vi) overseeing coordination on forestry matters.

DEPUTY DIRECTOR FOREST CONSERVATION, ONE (1) POST V/NO.140/2019

Salary Scale: Kshs.98,500 - Kshs.166,780 pm

(CSG 6)

Terms of service: Permanent and pensionable

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

- (i) cumulative Service of fifteen (15) years in the field of environment or natural resources, three (3) of which should be at Job Group 'N' and above or a comparable position in the Public Service.
- (ii) a Bachelors degree in any of the following disciplines:- Environmental Science, Forestry, Natural Resource Management, Environmental studies or any other related field from a recognized institution;
- (iii) a Masters degree in any of the following disciplines:- Environmental Science, Forestry, Natural Resource Management, Environmental studies or any other related field from a recognized institution;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) a thorough understanding of Forest policies and programmes and ability to successfully play part in their implementation; and
- (vi) shown professional and managerial capability in work performance and results.

Salary Scale: Kshs.132,000 - 195,410p.m.

(CSG 5)

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 Deputy Director, Climate Change, CSG 6 or in a comparable position in the Public Service;
- (ii) a Bachelors degree in any of the disciplines: Environmental Studies, Environmental Science, Engineering, Environment Law, Environmental Planning and Management, Meteorology, Climatology, Law, Economics or any other related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the disciplines: Environmental Studies, Environmental Science, Engineering, Environment Law, Environmental Planning and Management, Meteorology, Climatology, Law, Economics or any other related field from a university recognized in Kenya
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) a proven track record of teamwork, leadership, good knowledge of international, regional and national obligations, policies and regulations relating to climate change;
- (vi) an understanding of climate change negotiations and financial mechanism; and
- (vii) demonstrated professional competence, high integrity and leadership capability in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) coordinate and be responsible for the day to day running and administration of the Directorate;
- (ii) providing analytical support on climate change to the various sector ministries, agencies and county Government;
- (iii) establishing and managing a national registry for appropriate mitigation actions by public and private entities;
- (iv) coordinating the national knowledge and information management centre for collating, verifying, refining and disseminating knowledge and information on climate change;

- (v) coordinating implementation of the gender and intergenerational climate change education, consultation and learning at the national and county governments levels;
- (vi) advising the Cabinet Secretary on matters relating to legislation, policy coordination, regulation and monitoring of climate change governance;
- (vii) maintaining custody of the seal of the Council;
- (viii) jointly with the Chairperson of the council, authenticate the affixing of the seal of the council on documents and records of the council;
- (ix) coordinating resource mobilization for climate change projects and other initiatives;
- (x) coordinating and representing the Ministry in international, regional and national climate change negotiations and meetings;
- (xi) coordinating, facilitating and undertaking performance management and appraisal of the staff in the Directorate; and
- (xii) coordinating the climate change related programmes / projects.

**CLIMATE CHANGE OFFICER - PROGRAMMES COORDINATION - TWO (2)
POSTS V/NO.143/2019**

Salary Scale: Kshs.37,070 – Kshs.49,950 pm CSG 10

Three (3) years contract (Renewable subject to satisfactory performance)

Requirements for Appointment

For appointment to this grade, a candidate must have: a Bachelors degree in any of the following disciplines: Environmental Studies, Environmental Science, Engineering, Environmental Law, Environmental Planning and Management, Meteorology, Climatology, Law, Economics or any other related field from a university recognized in Kenya; and

Duties and Responsibilities

This is the entry and training grade for Climate Change Programmes Coordination Officers. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include:

- i. assisting in provision of analytical support on climate change programmes;
- ii. assisting in coordination of climate change programmes and projects in different sectors of the country;
- iii. assisting in carrying out education on programs and projects on climate change at national and county government levels; and
- iv. provision of technical assistance on climate change programmes and projects at national and county levels.

**DEPUTY DIRECTOR, CLIMATE CHANGE NEGOTIATION & FINANCE, ONE (1)
POST V/NO.144/2019**

Salary Scale: Kshs.98,500 - Kshs.166,780 pm (CSG 6)

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 Climate Change, Job Group 'P' (CSG 7) or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Environmental Studies, Environmental Science, Engineering; Environmental law, Environmental Planning and Management, Meteorology, Climatology, law, economics or any other related field from a recognized university in Kenya;
- (iii) a Master's degree in any of the following disciplines: Environmental Studies, Environmental Science, Engineering; Environmental Law, Environmental Planning and Management, Meteorology, Climatology, Law, Economics or any other related field from a university recognized in Kenya;
- (iv) a proven track record of teamwork, leadership, good knowledge of international, regional and national obligations, policies and regulations relating to climate change;
- (v) a good understanding of climate change negotiations and finance;
- (vi) a certificate in Strategic Leadership Development Programme lasting not less than Six (6) weeks from a recognized institution; and
- (vii) demonstrated professional competence, high integrity and leadership capability in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) taking lead role in ensuring effective national preparation, participation and representation at conference of parties (COPs) to the United Nations Framework on Climate Change Conventions (UNFCCC) including national inputs into the UNFCCC obligations and submissions as may be required;
- (ii) providing advice on policy issues relating to international climate negotiations;
- (iii) taking lead role in capacity building and reporting back to stakeholders on the outcomes of international conferences and advises on follow-up activities;
- (iv) participating in regional, sub-regional and stakeholders groups/constituencies process in formulating common positions and fronts in climate change negotiations and as well as climate change finance meetings;
- (v) planning and operationalizing capacity building for national negotiations;
- (vi) Contributing to the preparation of the National Communication, and other international reporting requirements;
- (vii) coordinating climate change finance issues and engage with the National Treasury, private sector and civil society organizations on national climate finance matters.

- (viii) convening the Government /Donor Coordination Group meetings and fast-tracking the follow-up actions; and
- (ix) building local capacity and sharing information on issues related to climate change negotiations, finance and carbon trading.

CLIMATE CHANGE OFFICER - TWO (2) POSTS

V/NO.145/2019

Salary Scale: Kshs.37,070 - Kshs. 49,950 pm

(CSG10)

Three (3) years contract (Renewable subject to satisfactory performance)

Requirements for Appointment

For appointment to this grade, a candidate must have a Bachelor's degree in any of the following disciplines: Environmental Studies, Environmental Science, Engineering; Environmental Law, Environmental Planning and Management, Meteorology, Climatology, Law, Economics or any other related field from a university recognized in Kenya;

Duties and Responsibilities

This is the entry and training grade for Climate Change Officers. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include:-

- i. assisting in preparation and dissemination of climate change communication outreach and public education materials including updates to the climate change;
- ii. assisting in managing national climate change information and knowledge;
- iii. assisting in tracking climate change actions, trends, impacts and implications at national and county levels;
- iv. assisting in coordinating climate change finance and engaging with the National Treasury and other stakeholders; and
- v. building local capacity and sharing information on issues related to climate change negotiations and finance.

**DEPUTY DIRECTOR, PROGRAMS, PROJECTS AND STRATEGIC INITIATIVES,
ONE (1) POST V/NO.146/2019**

Salary Scale: Kshs.98,500 - Kshs.166,780 pm

(CSG 6)

Terms of service: Permanent and pensionable

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

- (i) served for a minimum period of fifteen (15) years in the field of environment and natural resources and currently serving in the grade of Assistant Director, Programs, Projects and Strategic Initiatives, Job Group 'P' CSG7 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in any of the following disciplines: Environmental Science, Natural Resource Management, Environmental Law, Environmental Planning and Management or any other related field from a recognized institution;
- (iii) a Master's degree in any of the following disciplines:- Environmental Science, Natural Resource Management, Environmental Law, Environmental Planning and Management or any other related field 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;
- (v) demonstrated outstanding professional competence in project management design, proposal writing and implementation; and
- (vi) demonstrated professional competence and leadership capability in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) administration, direction, control and supervision of operations of large and complex projects and programmes funded by the ministry;
- (ii) macro and Micro levels planning, co-coordinating and monitoring the implemented projects within the Ministry and its Parastatals to ensure impact and accountability;
- (iii) pursuing Strategic engagements and investment proactively through emerging international funding opportunities in the field of environment;
- (iv) pursuing Strategic partnerships and collaborative ventures in environment and natural resource management sector; and
- (v) involving in coordination of donor support to the Ministry.

DEPUTY DIRECTOR, METEOROLOGICAL SERVICES - FOUR (4) POSTS

V/NO.147/2019

Salary Scale: Kshs.98,500 - Kshs.166,780 pm

CSG6

Terms of service: Permanent and pensionable

For appointment to this grade, a candidate must have:

- (i) served for a minimum of three (3) years in the grade of Assistant Director of Meteorological Services, Job Group 'P' /CSG 6 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Meteorology or its equivalent from a university recognized in Kenya;

OR

- a Bachelors degree in Mathematics and Physical plus a Post-Graduate Diploma in Meteorology or its equivalent qualification from a recognized institution;
- (iii) a Master degree in Meteorology or equivalent qualifications 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;
- (v) shown professional and managerial capability in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) interpreting and implementing of national meteorological policy;
- (ii) ensuring meteorological operational procedures are in line with international standards and recommended practices;
- (iii) coordinating public education and outreach programmes on weather and climate;
verifying meteorological advisories, alerts and warnings for various sectors;
- (iv) coordinating the downscaling and disseminating meteorological information;
- (v) interpreting and preparing reports on the status of air quality;
- (vi) developing and revising training curricula for meteorological personnel;
- (vii) reviewing weekly, monthly and seasonal weather and climate bulletins;
- (viii) carrying out research in meteorology and related sciences;
- (ix) training and capacity building on meteorology related science; and
- (x) conducting public education and outreach programmes on weather and climate.

METEOROLOGIST - TWENTY EIGHT (28) POSTS

V/NO.148/2019

Basic Salary Scale: Ksh.37,010 - 49,950 p.m.

(CSG 10)

Three (3) years contract (Renewable subject to satisfactory performance)

For appointment to this grade, a candidate must have A Bachelors degree in Meteorology or its equivalent qualification from a University recognized in Kenya;

OR

A Bachelors degree in Mathematics and Physics plus a Post-Graduate Diploma in Meteorology or its equivalent qualification from a recognized University in Kenya.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Specific duties and responsibilities include:

- (i) processing and analyzing meteorological data for various applications;
- (ii) undertaking quality control of meteorological data;
- (iii) carrying out meteorological charts analysis;
- (iv) interpreting remotely sensed data for various applications; and
- (v) generating weather forecasts and products.

METEOROLOGICAL TECHNOLOGIST III - TWELVE (12) POSTS

V/NO.149/2019

Basic Salary Scale: Ksh.37,010 - 49,950 p.m.

(CSG 12)

Three (3) years contract (Renewable subject to satisfactory performance)

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines: Meteorology, Meteorological Communications or equivalent qualification from a University recognized in Kenya.

Duties and responsibilities

This is the entry grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior officer. Specific duties and responsibilities include:

- (i) undertaking meteorological data entry;
- (ii) coding and decoding of observed weather parameters into meteorological data messages according to international standard formats;
- (iii) transmitting meteorological data messages;
- (iv) plotting various data sets on specific weather charts; and
- (v) receiving, checking and correcting meteorological and aviation data messages.

**METEOROLOGICAL TELECOMMUNICATION ASSISTANT III - SEVEN (7)
POSTS**

V/NO.150/2019

Basic Salary Scale: Ksh.37,010 - 49,950 p.m. (CSG 12)

Three (3) years contract (Renewable subject to satisfactory performance)

For appointment to this grade, a candidate must have a Diploma in any of the following Disciplines: Electrical Engineering, Electronics, Electrical and Electronics Engineering, Telecommunication, Information Technology, Instrumentation and Calibration, Mechatronics, Mechanical Fabrication or its equivalent from a University recognized in Kenya.

Duties and responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a Senior Officer. Specific duties and responsibilities include:

- (i) installing, maintain and repairing meteorological electrical systems, appliances, telecommunication networks and aerials; and
- (ii) fabricating and assembling meteorological observations instruments.

MINISTRY OF TOURISM AND WILDLIFE

STATE DEPARTMENT FOR WILDLIFE

WILDLIFE SECRETARY- ONE (1) POST

V/NO.151/2019

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

(CSG 4)

Terms of Service: Contract (3 Years Renewable once, subject to satisfactory performance)

For appointment to this grade, a candidate must have:

- i) a minimum service period of twelve (12) years, three of which should be at a senior level of policy formulation and management either in the public sector or the Private Sector;
- ii) a Bachelors degree from a recognized University in any of the following areas: Economics, Natural Resources, Law, Finance, Environmental Sciences, Business Management (Strategy) or any other related qualifications;
- iii) A Masters degree from a recognized University in any of the following areas: Economics, Natural Resources, Law, Finance, Environmental Sciences, Business Management (Strategy) or any other related qualifications;
- iv) Demonstrated strong managerial/ Leadership skills; and

Duties and Responsibilities

The overall functions of the Secretary Wildlife will be to provide leadership on strategy and policy direction in Wildlife service and management and supervise the Technical Directorates in the State Department. The specific duties and responsibilities of the officer at this level will entail:

- i) Advise the State Department on promotion and sustainable exploitation, utilization, management and conservation of wildlife resources;
- ii) Developing and strengthening of linkages among local, regional and international stakeholders on wildlife matters;
- iii) Oversee domestication of protocols, conventions and agreements on wildlife conservation;
- iv) Formulation, interpretation and review of Wildlife policies, legislation and standards;
- v) Coordinate and monitor implementation of wildlife policies, legislations and standards and develop sustainable strategies for utilization of Wildlife resources;
- vi) Spearhead innovations, technologies and emerging approaches to sustainable wildlife conservation and coordinate preparation and gazettement of ecosystems and protected area plans;
- vii) Monitor the Sagas and other non-State agencies compliance with management of Wildlife policies, guidelines and legal requirements and advise its State Department;
- viii) Develop mechanisms for effective public participation in the management and protection of Wildlife resources; and
- ix) Mobilize resources both local and international towards conservation of Wildlife.

**DIRECTOR- PARTNERSHIP & WILDLIFE CO-EXISTENCE - ONE (1) POST
V/NO.152/2019**

Basic Salary: Kshs.130,420 - 193,410p.m. (CSG 5)

Terms of Service: Contract (3 Years Renewable once, subject to satisfactory performance)

For appointment to this grade, a candidate must have:

- i) Served for a minimum period of cumulative twelve (12) years, three of which should be at a senior level of policy formulation and management either in the public sector or the Private Sector;
- ii) A Bachelors degree in either Natural Resources Management, Social Sciences, Education or any other approved equivalent qualifications from a recognized institution;
- iii) A Master's degree in either Natural Resources Management, Social Sciences, Education or any other approved equivalent qualifications from a recognized institution;
- iv) Demonstrated professional competence and managerial capability as reflected in work performance and results; and
- v) Demonstrated a clear understanding in the formulation, development and interpretation of wildlife policies and legislation.

Duties and Responsibilities

The Director will be responsible for the management of the Directorate.

Duties and responsibilities at this level will entail:

- i) Guiding development and review of wildlife policies, regulations and guidelines for management of wildlife outside parks and reserves.
- ii) Promoting cooperation and coordination with and between the National and County Governments, Private Sector, NGOs, Conservancies and such other institutions engaged in wildlife protection, conservation and management.
- iii) Ensure development of guidelines for mitigation of human wildlife conflicts and support piloting of different mitigation strategies to reduce human wildlife conflict.
- iv) Establishment of wildlife compensation schemes and coordinate monitoring of compensation claims.
- v) Ensure prompt and adequate support to bereaved families.
- vi) Establish and maintain a database on the types, extent, causes and impacts of human wildlife conflicts and mitigation measures and prepare periodic reports on status of human and wildlife conflicts;
- vii) Developing comprehensive public outreach and awareness programs embedded with public participation;
- viii) Develop strategies for stakeholder engagement to enhance wildlife protection, wildlife fences, game-proof barriers, wildlife corridors and dispersal area, community wildlife programs
- ix) Coordinate partnership programs with NGO's and other partners on wildlife conservation;
- x) Promote sustainable utilization of wildlife resources;

- iv) Promoting cooperation among government departments, counties, private sector, academic institutions, non-governmental organisations and such other organisations engaged in wildlife research, assessment, monitoring and training;
- v) Coordinate development of the national wildlife research, assessment, monitoring and training strategy and monitor its implementation. This will include development of a national red list of threatened marine and terrestrial species;
- vi) Coordinate development & reviewing policy on endangered species conservation & management, vulnerable and threatened species and habitats, migratory and cross-border populations control alien species and genetically modified organisms;
- vii) Coordinate with various agencies wildlife resource surveys and remote sensing to establish inventory and update of status of wildlife resources countrywide.
- viii) Promote collaborations with national and international institutions and stakeholders to ensure effective mechanisms and standards exists for conserving and managing wildlife species diversity, wildlife products development, wildlife innovation;
- ix) Mobilize resources for identified conservation programmes

DEPUTY DIRECTOR, POLICY & LEGISLATION, ONE (1) POST V/NO.154/2019

Basic Salary: Kshs.97,320 - 130,420p.m. (CSG 6)

Terms of Service: Permanent and Pensionable

For appointment to this grade, a candidate must have

- i) Served for cumulative ten (10) years, three (3) of which should be at a senior level either in the public sector or the Private Sector;
- ii) A Bachelor's degree in Law, Political Science, Public Administration or any other social science-related field of study or its approved equivalent qualifications from a university recognized in Kenya;
- iii) A Master's degree in Law, Political Science, Public Administration or any other social science-related field of study or any other approved equivalent qualifications from a university recognized in Kenya;
- iv) Demonstrated professional competence and managerial capability as reflected in work performance and results; and
- v) Demonstrated working knowledge of policies related to the wildlife sector in Kenya.

Duties and Responsibilities

Duties and responsibilities of the officer at this level will entail:

- i) Monitoring all activities related to wildlife conservation and management and provide immediate and appropriate responses;

ASSISTANT DIRECTOR, WILDLIFE, - TWO (2) POSTS

V/NO.157/2019

Basic Salary: Kshs.85,110 – 119,730 p.m.

(CSG 7)

Terms of Service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- i) Cumulative service period of ten (10) years, three (3) of which should be at a senior level in public or private sector;
- ii) A Bachelor's degree in any of the following disciplines: Natural Resources Management, Wildlife Management, Range Management, Environmental Sciences, Sociology, Community Development, Public Administration or any other approved equivalent qualifications from a University recognized in Kenya;
- iii) A master's degree in any of the following disciplines: Natural Resources Management, Wildlife Management, Range Management, Environmental Sciences or any other approved equivalent qualifications from a university recognized in Kenya; and
- iv) Demonstrated administrative and professional competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i) Planning and formulating wildlife conservation programmes;
- ii) Liaising with other stakeholders in the development of general guideline, standards, agreements procedures in the wildlife sub-sector;
- iii) Initiating national policies impacting on wildlife habitat development, wildlife conservation, governance and participation;
- iv) Developing procedures for sustainable exploitation, utilization, management and conservation of wildlife resources; and
- v) Monitoring wildlife conservancy strategic policies.

WILDLIFE OFFICER - SIX (6) POSTS

V/NO.158/2019

Basic Salary Scale: Ksh.35,400 – 46,230 p.m.

(CSG 10)

Three (3) years contract (Renewable subject to satisfactory performance)

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: natural resources management, wildlife management, range management environmental sciences, Community development, disaster preparedness, public administration, human resource management, peace and conflict studies, education or any other approved equivalent qualifications from a university recognized in Kenya.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior wildlife officer. Duties and responsibilities at this level entail:

- (i) Collecting and collating wildlife conservation data;
- (ii) Preparing technical reports;
- (iii) Keeping custody of wildlife conservation and management information systems;
- (iv) Receiving and verifying wildlife compensation claims;
Collecting basic data on wildlife conservation for research and monitoring;
and
- (v) assisting in activities pertaining to the management of National Reserves and National Parks

VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATION AND TECHNOLOGY

INFORMATION OFFICER II- FIFTY (50) POSTS

V/NO. 159/2019

Basic Salary Scale: Ksh.30,170- Ksh.40,060 p.m.

(CSG 11)

Three (3) years contract (Renewable subject to satisfactory performance)

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

Bachelor's Degree in any of the following disciplines:- Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies, Photojournalism from a recognized institution;

OR

Bachelor's Degree in Social Sciences with a Postgraduate Diploma in Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies from a recognized Institution;

Duties and Responsibilities:

This will be the entry and training grade for this cadre. Duties and responsibilities will include:-

- (i) gathering, writing, verifying, translating and editing news, information and features;
- (ii) uploading content onto Kenya News Agency website and Information Resources Centres; and
- (iii) managing information gathering and dissemination systems.

PUBLIC COMMUNICATIONS OFFICER II- TEN (10) POSTS

V/NO. 160/2019

Basic Salary Scale: Ksh.30,170- Ksh.40,060 p.m.

(CSG 11)

Three (3) years contract (Renewable subject to satisfactory performance)

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

A Bachelors Degree in any of the following disciplines:- Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

OR

a Bachelors Degree in Social Sciences with a Postgraduate Diploma in Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized Institution;

Duties and Responsibilities:

This will be the entry and training grade for this cadre. Duties and responsibilities will include:-

- (i) assisting in building corporate relations;
- (ii) developing content on topical issues for uploading onto institutional website, Information Education Communication (IEC) materials and undertaking media monitoring;
- (iii) assisting in the preparation of media reviews, briefs, press releases/statements and supplements;
- (iv) maintaining public relations records and documents; and
- (v) participating in event organization.

MINISTRY OF EDUCATION

STATE DEPARTMENT FOR UNIVERSITY EDUCATION & RESEARCH

DIRECTOR, RESEARCH, SCIENCE & TECHNOLOGY - ONE (1) POST

V/NO.161/2019

Salary Scale: Kshs.132,000 – Kshs.195,410p.m. (CSG 5)

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 Deputy Director, Research, CSG 6 or in a comparable and relevant position in the Public Service;
- ii. a relevant Doctor of Philosophy (PhD) degree in any of the relevant fields in:- Biological Sciences, Agricultural Sciences, Physical Sciences, Natural Sciences, and Earth Sciences from a university recognized in Kenya;
- iii. a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- iv. demonstrated a high standard of professional competence and administrative capability in the development of science and technology policies as well as appreciation of cross sectoral issues of science and technology for development.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i. formulation and implementation of policies, strategies and programmes for research management and development;
- ii. management and development of the national innovation system;
- iii. development, promotion and application of science and technology;
- iv. establishing international collaborations, partnerships and global obligations in research science and technology;
- v. undertaking national science, technology and innovation statistics ;
- vi. establishing linkages between government, research, academia, industry and the society
- vii. overseeing implementation of performance contract programmes in the directorate;
- viii. efficient management of the directorate;
- ix. advising the government through the Principal Secretary, on on-going local and international activities on research, innovation and technology transfer in both public and private; and
- x. guiding in development and implementation of relevant research, technology transfer and innovation policies for national development.

DEPUTY DIRECTOR, RESEARCH, SCIENCE & TECHNOLOGY - TWO (2) POSTS

V/NO.162/2019

Salary Scale: Kshs.98,500. -166,780 p.m.

(CSG6)

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 of Research, Job Group 'P' (CSG 7) or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any research area including and not limited to Agriculture and related studies, Industrial Sciences, Health Sciences, Biological Sciences, Physical Sciences and Social Sciences from a University recognized in Kenya;
- (iii) a Masters degree in any research area including and not limited to Agriculture and related studies, Industrial Sciences, Health Sciences, Biological Sciences, Physical Sciences and Social Sciences from a University recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from in a recognized institution; and
- (v) demonstrated merit and ability in managing Research, Science and Technology.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) leading teams in reviewing and establishing collaborations, partnerships and linkages in Science, Technology and Innovation, locally and internationally;
- (ii) developing and reviewing policies, strategies, frameworks in Science, Technology and Innovation;
- (iii) evaluation of the National Technology Transfer System in Universities and Research Organizations;
- (iv) organizing Workshops and Conferences for international audience in areas related to Science, Technology and Innovation; and
- (v) undertaking Science, Technology and Innovation programmes and projects outlined in Kenya Medium Term Plans.

**ASSISTANT DIRECTOR, RESEARCH, SCIENCE AND TECHNOLOGY - ONE (1)
POST V/NO.163/2019**

Salary Scale: Kshs.85,110 - Kshs.119,730 pm

(CSG 7)

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 Research Officer, Job Group 'N'(CSG 8) or in a comparable and relevant position in the Public Service;
- ii. a Bachelor's degree in any research area including and not limited to Agriculture and related studies, Industrial Sciences, Health Sciences, Biological Sciences, Physical Sciences and Social Sciences from a university recognized in Kenya;
- iii. a Master's degree in any research area including and not limited to Agriculture and Related Studies, Industrial Sciences, Health Sciences, Biological Sciences, Physical Sciences and Social Sciences from a university recognized in Kenya;
- iv. a certificate in Senior Management Course lasting not less than four (4) weeks from an institution recognized in Kenya; and
- v. demonstrated merit and ability in managing Research, Science and Technology.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i. developing Research, Science and Technology policies and strategies, as well as frameworks;
- ii. liaising with Research Institutions, Universities and Private Sector in implementing research policy guidelines drawn by the Government;
- iii. organizing and or participating in Research, Science and Technology workshops/conference/round table discussions with stakeholders at national level; and
- iv. developing Memorandum of Understanding (MOUs) for partnerships in Science, Technology and Innovations.

DEPUTY DIRECTOR OF HIGHER EDUCATION - FOUR (4) POSTS V/NO.164/2019

Salary Scale: Kshs.98,500. -166,780 p.m.

(CSG 6)

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 of Education Job Group 'P' or in a comparable and relevant position in the Public Service;

- ii. a Bachelors degree in Education from a university recognized in Kenya;
OR
a Bachelors degree in Arts or Science with Education from a university recognized in Kenya;
OR
a Bachelors degree in Arts or Science from a university recognized in Kenya and a Postgraduate Diploma in Education from an Institution recognized in Kenya;
- iii. a Masters degree in any of the following disciplines: Education, Arts, Science, Business Administration in a management related field from a university recognized in Kenya;
- iv. attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- v. demonstrated ability and professional competence in management within the education sector.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- i. formulating, implementing and reviewing policies, strategies and regulations of University Education Projects and Programs.
- ii. liaising with stakeholders in education sector to provide quality education in University Education.
- iii. promoting access and equity in University Education.
- iv. coordinating and Monitoring implementation of government policies by University Management Councils.

ASSISTANT DIRECTOR, HIGHER EDUCATION - FOUR (4) POSTS

V/NO.165/2019

Salary Scale: Kshs.85,110 - Kshs.119,730 pm

(CSG 7)

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 Education Officer Job Group 'N' (CSG 8) or in a comparable and relevant position in the Public Service;
- ii. a Bachelor's Degree in Education from a University recognized in Kenya;

OR

a Bachelor's Degree in Arts or Science from a University recognized in Kenya and a postgraduate Diploma in Education from an institution recognized in Kenya;

- iii. a Master's Degree in any of the following disciplines: Education, Arts, Science, Business Administration in a management related field from a University recognized in Kenya;
- iv. have a Senior Management Course not lasting less than four (4) weeks from an Institution recognized in Kenya; and
- v. demonstrated merit and ability in management within the education sector.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i. implementing and reviewing University Policies, Programs and Projects relating to quality education;
- ii. coordinating integration of Career Offices in Universities;
- iii. preparation and implementing of bilateral agreements;
- iv. coordinating of linkages and partnerships of local & international universities;
- v. preparing proposals of funding for University Education; and
- vi. coordinating resource mobilization for University Education.

VACANCIES IN THE MINISTRY OF PETROLEUM AND MINING (STATE DEPARTMENT FOR MINING)

DIRECTOR OF GEOLOGICAL SURVEY - ONE (1) POST

V/NO.166/2019

Salary Scale: Kshs. 132,000 - Kshs. 195,410p.m.

(CSG5)

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 Geologist, CSG 6 or in a comparable position in the Public Service
- (ii) a Bachelors degree in any of the following disciplines: geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or its equivalent from a University recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Geology, Physics, Hydrogeology, Geotechnical, Geochemistry and Geophysics, Engineering

- Geology, Environmental Geology, Environmental Geology or its equivalent from or its equivalent 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;
 - (v) been registered by Geologists registration Board of Kenya;
 - (vi) a clear understanding of the overall national goals, policies and development objectives and ability to translate them into geological policies and programs; and
 - (vii) gained wide experience and demonstrated professional competence and high administrative ability in Geological services;

Duties and Responsibilities

An officer at this level shall be responsible to the Cabinet Secretary through the Principal Secretary for day to day operation of the Directorate of Geological Survey. Specific duties and responsibilities include:

- (i) providing geoscience expertise and data to the government on all matters related to geology and the development of minerals;
- (ii) undertaking geological, geophysical, geochemical, seismological and hydro-geological surveys, investigations and mapping aimed at defining the character and distribution of rocks and superficial deposits and determining the mineral potential of Kenya;
- (iii) conducting geo-environmental studies;
- (iv) monitoring of seismic activities and mapping of potential geohazards;
- (v) conducting geological analysis and valuations;
- (vi) conducting geological analysis and valuations;
- (vii) developing a national repository of geo-science information through the compilation, publication and dissemination of information and data concerning the geology and mineral resources of Kenya and facilitate access to this information by the general public;
- (viii) promoting private sector interest and investment in mineral exploration by providing geological information and services to prospective investors;
- (ix) maintaining a laboratory, library and record facilities as may be necessary for the discharge of the functions;
- (x) providing geoscience expertise in evaluations of prospecting and mining applications;
- (xi) providing support to the Director of Mines in relation to exercising regulatory administration 236 No.12 Mining 2016 and supervision over all prospecting and mining operations;
- (xii) undertaking audits of mineral right holders' geological sampling and assaying processes; and
- (xiii) performing any other function as may be assigned by the Cabinet Secretary, this Act or any other written law.

Salary Scale: Kshs. 132,000 - Kshs. 195,410p.m.

(CSG5)

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 Inspector of Mines, CSG 6 or in a comparable position in the Public Service;
- (ii) a Bachelors degree in the following disciplines: Mining Engineering, Mineral Processing Engineering or Civil Engineering or equivalent from a University recognized in Kenya;
- (iii) a Masters degree in the relevant field 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 and administrative ability in Mining services.

Duties and Responsibilities

An officer at this level, through the functions of the Principal Secretary, be responsible to the Cabinet Secretary for:

- (i) day to day operation of the Directorate of Mines;
- (ii) promoting the effective and efficient management and the development of mineral resources and the mining sector;
- (iii) exercising, regulatory administration and supervision over all prospecting, mining, processing, refining and treatment operations, transport and any dealings in minerals;
- (iv) ensuring compliance with the requirements of this Act;
- (v) making any lawful orders as are necessary for the performance of the functions and duties under this Act;
- (vi) reviewing, assessing and approving prospecting and mining programmes;
- (vii) preparing the necessary reports required under this Act;
- (viii) facilitating access to information by the public, subject to any confidentiality restrictions;
- (ix) carrying out investigations and inspections necessary to ensure compliance with the provisions of this Act;
- (x) providing advice and support to holders of mineral rights on proper and safe mining methods;
- (xi) exercising regulatory administration and supervision over the use of commercial explosives in accordance with Explosives Act;
- (xi) providing advice during the negotiation of mineral agreements;
- (xii) promoting co-operation among state agencies, Cap.115. county governments, the private sector, research bodies, non-governmental organizations and other organizations which are engaged in programmes related to mining and activities to enhance the administration and operation of this Act;
- (xiii) advising on the development of policy to ensure compliance with international conventions and national policies relating to the sustainable development of the mineral resources and ensure No.12234 No.12 Mining 2016 that mining operations take into account local and community values; and

- (xiv) performing such other functions as may be assigned by the Cabinet Secretary, this Act or any other written law.

THE OFFICE OF ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE

DEPUTY SOLICITOR GENERAL - TWO (2) POSTS

V/NO.168/2019

Basic Salary Scale Ksh. 166,780 - Kshs. 322,040 pm

SLG8/CSG4

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate have:

- (i) a minimum service period of fifteen (15) years , three (3) of which should have been in the grade of Deputy Chief State Counsel, SLG 6 and above or in a comparable and relevant position in the public or private sector;
- (ii) a Bachelor of Laws (LLB) degree from a recognized university;
- (iii) a certificate of admission into the role of advocates of the high court of Kenya;
- (iv) current practicing licence with no post or pending criminal or disciplinary record;
- (v) demonstrated a in high degree of administrative competence and professional competence in work performance at that level; and

NOTE: Possession of a Masters degree in Law (LLM) from a university recognized in Kenya will be considered as an added advantage.

Duties and Responsibilities

An officer at this level will be deployed to head either the Civil Litigation or Public Trustee Department.

Civil Litigation Department

The Deputy Solicitor General is the head of the Civil Litigation department and is responsible to the Attorney General through the Solicitor General for the proper functioning of the department. The officer will also be in-charge of the management and development of departmental field offices. Specific duties and responsibilities include:

- (i) administration of Civil Registry;

- (ii) conducting cases for and on behalf of Government Ministries/Departments and State Corporations;
- (iii) allocation of case files;
- (iv) being responsible for the filing of memoranda of appearance in all suites against the government, state corporations of those given legal aid when summons require such appearance;
- (v) undertaking arbitrations; and
- (vi) undertaking research in the department.

Public Trustee Department

The Deputy Solicitor General is the head of the Department and is responsible to the Attorney General through the Solicitor General for the proper functioning of the Department. The officer will coordinate and supervise research in the department and shall be:

- (i) the Administrator General and the Public Trustee;
- (ii) the Estate Deputy Commissioner;
- (iii) custodian trustee of Trusts; and
- (iv) in charge of the management and development of departmental field offices.

DIRECTOR, LEGAL AFFAIRS - ONE (1) POST

V/NO.169/2019

Basic Salary Scale Ksh. 166,780 - Kshs. 322,040 pm

SLG8 / CSG4

Terms of Service: Permanent and Pensionable or 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 Chief State Counsel, (SLG 7), or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors of Laws (LL.B) degree from a university recognized in Kenya;
- (iii) postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) a Masters degree in Law or any other relevant Social Science from a recognized University;
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- (vi) demonstrated managerial, administrative and professional competence in work performance liaise with principles and exhibited a thorough understanding of national goal, policies, objectives and ability to relate them to proper management of legal affairs.

Department of Justice or to any Government Ministries/State Departments. Specific duties and responsibilities for an officer at this level include: -

- (i) Administration of civil registry allocation of case files, legal advice to and undertaking litigation on behalf of National and County governments, undertaking arbitrations, asset-tracing and recovery/debt collection;
- (ii) Supervision of staff;
- (iii) drafting and reviewing complex documents, contracts and international agreements; providing legal advice and opinions to Ministries/State Departments and State Corporations; attending meetings, seminars, negotiations, conventions and advising thereon; coordination of research;
- (iv) Drafting of complex bills and subsidiary legislation; advising Government Ministries/State Departments and State Corporations on complex legislative matters; preparation of statutes for revision and publication of the annual supplement to the Laws of Kenya;
- (v) Oversee and co-ordinate administration of Estates and Trusts in Head Office as well as Regional offices; oversee and co-ordinate legal functions, property management and conveyance and co-ordinate Ex-Officio Agents;
- (vi) Ensuring proper handling of disciplinary processes; carrying out in-house settlement of disputes; prosecuting matters before the Disciplinary Tribunal and handling alternative dispute resolution; compilation of Statistical Reports;
- (vii) Undertaking duties of an Official Receiver or Deputy Registrar; supervision of registries including companies, business names, societies, coat of arms, marriages, divorce and adoptions; handling of disputes; signing of statutory documents and issuing gazette notices;
- (viii) Initiating research on emerging legal issues, preparing legal opinions and briefs and
- (ix) Initiating policy research, formulation and reform; advising Ministries/State Departments on legal policy issues; preparing periodic/country reports and ensuring compliance with regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

PRINCIPAL STATE COUNSEL - TWENTY SEVEN (27) POSTS V/NO.171/2019

Basic Salary Scale: Ksh.85,110 - 119.730 p.m.

(SLG 4/CSG 7)

Terms of Service: Permanent and Pensionable

For appointment to this grade, a candidate must :

- (i) a minimum service period of eight (8) years and currently serving in the grade of Senior State Counsel SLG 3 or in a comparable and relevant position in the public service;
- (ii) Have a Bachelor of Law Degree (LLB) from university.
- (iii) Have a Post Graduate Diploma in law from the Kenya School of Law.

- (iv) Admission as an Advocate of the High Court of Kenya.
- (v) Have demonstrated professional and administrative competence at that level;

NOTE: Possession of a Masters Degree in Law or relevant Social Science Degree from a recognized University will be considered as an added advantage.

Duties and Responsibilities

Specific duties and responsibilities will include:

- (i) legal advice to and undertaking complex litigation on behalf of National and County Governments;
- (ii) undertaking complex arbitrations;
- (iii) drafting and reviewing documents, contracts and international agreements;
- (iv) providing legal advice and opinions to Ministries/State Departments and State Corporations;
- (v) drafting of complex bills and subsidiary legislative matters;
- (vi) preparation of statutes for revision and publication of the annual supplement to the Laws of Kenya;
- (vii) undertaking duties of Deputy Public Trustee;
- (viii) assisting in coordinating estate administration services in regional offices;
- (ix) maintaining custody of all securities and documents of title;
- (x) undertaking investigations of complaints of a complex nature lodged against Advocates;
- (xi) prosecution Advocates before disciplinary tribunal;
- (xii) undertaking registration services including societies, Coat of Arms, marriages, divorce and adoptions;
- (xiii) assisting in collection of revenues;
- (xiv) initiating and undertaking research on complex and emerging legal issues, preparing legal opinions and briefs;
- (xv) advising Ministries/State Departments on legal policy issues; and
- (xvi) ensuring compliance with regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

VACANCIES IN THE MINISTRY OF SPORTS, CULTURE AND HERITAGE

STATE DEPARTMENT FOR CULTURE AND HERITAGE

DEPUTY DIRECTOR, ARTS - ONE (1) POST - V/NO. 172/2019

Basic Salary Scale: Ksh.98,500 - 166,780

(CSG 6)

Terms of Service: Permanent and Pensionable

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

- (i) a minimum service period of twelve (12) years and currently serving in the grade of Principal Officer - Arts (CSG 8) or in a comparable and equivalent position in the public service;
- (ii) a bachelors degree in Social Sciences, Humanities and Education (Arts) or Cultural studies, Anthropology, Sociology, History, Philosophy, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Art and Design, Cultural tourism or its equivalent from a university recognized in Kenya;
- (iii) a masters degree in any of the following disciplines:- Performing or Visual Arts; Social Sciences, Humanities and Education(Arts) or Cultural studies, Anthropology, Sociology, Philosophy, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Project Planning and Management, Art and Design, Cultural tourism or its equivalent from a university recognized in Kenya;
- (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 The Arts function;
- (v) Demonstrated high degree of professional competence, administrative capabilities and initiative in the general organization and management of The Arts development work.

Duties and Responsibilities

An officer at this level will be participating in the formulation and implementation of related Arts policies, strategies and plans and ensure their evaluation thereof. Specific duties will entail:

- (i) researching on The Arts forms and disciplines;

- (ii) participating in the administration of the establishment and management of The Arts centers and galleries;
- (iii) monitoring and evaluating The Arts programmes;
- (iv) participating in the establishment of the National Arts Council;
- (v) mobilizing resources and capacity building on Arts agenda and identifying outstanding arts talents that can be nurtured;
- (vi) participate in local, regional, and international programmes in performing, visual and literary arts;
- (vii) initiating programmes with other Departments, Ministries, Regional and international institutions in matters related to The Arts.
- (viii) participating in the implementation of the Department's performance management systems including performance contracting and Performance Appraisal Systems;
- (ix) participating in the financial and assets management of the division; analyzing and evaluating employees' management, training and development matters.

ASSISTANT DIRECTOR, ARTS - ONE (1) POST - V/No. 173/2019

Basic Salary Scale: Ksh.85,110 - 119.730 p.m.

(CSG 7)

Terms of Service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- i. a minimum service period of ten (10) years and currently serving at the grade of Principal Officer- Arts (CSG 8) or in a comparable and equivalent position in the public service;
- ii. a Bachelors Degree in either Social Sciences, Humanities or Education (Creative Arts), Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Arts or Cultural studies), Anthropology, Sociology, Philosophy, Kiswahili and Literary studies, English, Linguistics, Psychology, Management of Development, Project Planning and Management, Art and Design, Cultural tourism or its equivalent from a university recognized in Kenya;
- iii. a Masters Degree in any of the following disciplines; Social Sciences, Humanities and Education (Arts or Cultural studies, Anthropology, Sociology, Philosophy, Archeology) Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Climate Change, Art and Design, Cultural tourism or its equivalent from a university recognized in Kenya;

- iv. Demonstrated high degree of professional competence, administrative capabilities and initiative in the general organization and management of The Arts development work.

Duties and Responsibilities

Specific duties will entail:

- (i) participating in the formulation and implementation of policies related to The Arts sector;
- (ii) participating in the administration of the establishment and management of The Arts centers and galleries
- (iii) participate in the establishment of the National Arts Council;
- (iv) mobilizing resources and capacity building on Arts agenda and identification of outstanding arts talents that can be nurtured;
- (v) participating in local, regional and international programmes in performing, visual and literary arts; and
- (vi) initiate programmes with other Departments, Ministries, Regional and international institutions in matters related to The Arts.

ASSISTANT DIRECTOR CULTURE - TWO (2) POSTS - V/No. 174/2019

Basic Salary Scale: Ksh.85,110 - 119.730 p.m.

(CSG 7)

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 and currently serving at the grade of Principal Officer- Culture (CSG 8) or in a comparable and equivalent position in the public service;
- v. Bachelors Degree in any of the following disciplines: cultural studies, anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Kiswahili and Literary studies, political science, Psychology, indigenous languages or its equivalent from **a university** recognized in Kenya;
- vi. Masters Degree in any of the following disciplines; Cultural studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, Linguistics (African languages), Psychology, Political Science, International Relations, Cultural tourism, Regional Planning and Resource Development, Project planning and management, Development

- Studies, International Studies, Rural Economic and Extension Education or its equivalent from a university recognized in Kenya; and
- (ii) shown outstanding professional competence and administrative ability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Verifying and endorsing registration forms for cultural practitioners;
- (ii) ensuring that cultural practitioners form associations and committees for effective service delivery;
- (iii) coordinating community activities to preserve and promote tangible and intangible cultural diversity;
- (iv) undertaking capacity building workshops, seminars, symposia, exhibitions, concerts, festivals and competitions
- (v) preparing cultural groups to participate during national and international functions.
- (vi) documenting viable elements of intangible cultural heritage for inscription and safeguarding; and
- (vii) recommending persons for awards and honours as national heroes and heroines.

DEPUTY DIRECTOR - KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE (KNADS) - ONE (1) POST V/No. 175/2019

Basic Salary Scale: Ksh.98,500 - 166,780 (CSG 6)

Terms of Service: Permanent and Pensionable

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

- (i) a minimum service period of twelve (12) years and currently serving the grade of Principal Officer-Kenya national Archives and Documentation Service CSG 8 and above or in a comparable and equivalent position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: -Information Science (Records and Archives Management option),Library and Information Science (Records and Archives Management option),Information Studies (Records and Archives Management option),Science (Records and Archives Management option), Technology in Information Science (Records and Archives Management option) from a university recognized in Kenya ;

OR

a Bachelors degree in Social Sciences from a university recognized in Kenya and a Postgraduate Diploma in Records Management and/or Archival Studies from a recognized institution;

- (iii) a Masters degree in any of the following disciplines: -Science(Records and Archives Management option), Philosophy in Information Science (Records and Archives Management option) ,Information Science (Records and Archives Management option from a university recognized in Kenya;
- (iv) a certificate Strategic Leadership Development Course lasting not less than six (6) weeks from recognized institution;
- (v) demonstrated a high capability in accurate interpretation and implementation of the Public Archives and Documentation Service Act (Cap19) and the Records Disposal Act, (Cap14); and
- (vi) 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 archival function.

Duties and Responsibilities

An officer at this level may be in charge of a Division. Duties and responsibilities will include: -

- (i) ensuring safe custody and maintenance of the archival holdings ;
- (ii) verifying records retention/ disposal schedules in the public sector;
- (iii) validating administrative history, descriptive lists and abstracts for record groups;
- (iv) verifying annual archival calendar for records to be released to the public access;
- (v) validating the content for publicity;
- (vi) initiating repatriation of migrated archives;
- (vii) interpreting, implementing and verifying classification schemes/retention disposal schedules; and
- (viii) verifying the content for publicity and departmental website.

ASSISTANT DIRECTOR - KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE -EIGHT (8) POSTS V/No. 176/2019

Basic Salary Scale: Ksh.85,110 – 119.730 p.m.

(CSG 7)

Terms of Service: Permanent and Pensionable

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

- (i) a minimum service period of ten (10) years and currently serving at the grade of Principal Officer-Kenya national Archives and Documentation Service CSG 8 or in a comparable and equivalent position in the public service;
- (ii) a Bachelors degree in any of the following disciplines:-Information Science (Records and Archives Management option),Library and Information Science (Records and Archives Management option),Information Studies (Records and Archives Management option),Science (Records and Archives Management option), Technology in Information Science (Records and Science (Records and Archives Management option) from a university recognized in Kenya;

OR

- a Bachelors degree in Social Sciences from a university recognized in Kenya and a Postgraduate Diploma in Records Management and/or Archival Studies from a recognized institution;
- (iii) a Masters degree in any of the following disciplines: -Science(Records and Archives Management option), Philosophy in Information Science (Records and Archives Management option) ,Information Science (Records and Archives Management option),Information Science (Records and Archives Management option) 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;
- (v) be fully conversant with the Public Archives and Documentation Service Act (Cap.19), Records Disposal Act (Cap14.) and other policy documents relating to the management of public records and archives; and
- (vi) demonstrated a high degree of professional competence administrative capabilities in initiating and implementing archival policies

Duties and Responsibilities

Specific duties and responsibilities at this level will include: -

- (i) assessing the condition of records and recommending appropriate remedy;
- (ii) coordinating training on records and archives management;
- (iii) coordinating biannual stocktaking of the archival materials;

- (iv) ensuring security of records from physical, biological or chemical agents of destruction;
- (v) ensuring safe custody and maintenance of the archival holdings;
- (vi) overseeing the development of records retention/disposal schedules in the public sector;
- (vii) compiling administrative history and descriptive lists for record groups; and
- (viii) developing archival calendar for records to be releases to the public for access.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION