



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 5th November 2019**.

I **NEW ENTRY POSITIONS**

VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND IRRIGATION

STATE DEPARTMENT FOR LIVESTOCK (LIVESTOCK TRAINING INSTITUTE – WAJIR)

LECTURER I – EIGHT (8) POSTS - V/No.94/2019

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

Basic Salary Scale: Ksh.41,770 – Ksh.57,900 (CSG 9)

For appointment to this grade, a candidate must:

- (i) have a bachelors degree in Veterinary Medicine (BVM) from a university recognised in Kenya; and
- (ii) be registered by Kenya Veterinary Board.

Duties and Responsibilities

- (i) preparing training materials and schemes of work for the training;
- (ii) lecturing and assessing performance in areas of specialization;
- (iii) collecting data for research purposes;
- (iv) setting and marking examination papers;
- (v) guiding and assessing students in their course work; and
- (vi) conducting courses, seminars and workshops.

LECTURER II– THIRTEEN (13) POSTS - V/No.95/2019

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

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 (CSG 10)

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Biology Sciences, Zoology, Food Science and Technology, Agricultural Economics/ Agribusiness , Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics/Sociology, Psychology Community Development, Home Economics), Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science ,Laboratory Science, Dairy Science and Technology or Dairy Technology and Management or equivalent qualification from a University recognized in Kenya.

Duties and Responsibilities

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

- (i) preparing training materials and schemes of work for the training;
- (ii) lecturing and assessing performance in areas of specialization;
- (iii) collecting data for research purposes;
- (iv) setting and marking examination papers and guiding; and
- (v) assessing students in their course work.

INSTRUCTOR III– SIX (6) POSTS - V/No.96/2019

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

Basic Salary Scale: Ksh.24,580 – Ksh.32,760 (CSG 12)

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines:-Animal Husbandry, Animal Health, Dairy Technology, Dairy Management, Range Management, Ranch Management, Hides and Skins, Leather Technology, Agriculture and Home Economics, Agricultural/Economic and Agribusiness, Environmental Science, Food Technology, Animal Production, Animal Health and Production, Agricultural Education, Horticulture, Veterinary Public Health, Meat Technology, Leather Science/Manufacturer, Leather Footwear, Laboratory Science, Information Communication Technology or its equivalent qualification from a recognized institution.

Duties and Responsibilities

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

- (i) undertaking training demonstration; and
- (ii) preparing and maintaining training dairy/farm/laboratory/veterinary materials and equipment for use in instructional duties in the relevant field.

LABORATORY TECHNOLOGIST III – ONE (1) POST - V/No.97/2019

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

Basic Salary Scale: Ksh.24,580 – Ksh.32,760 (CSG 12)

For appointment to this grade a candidate must have a Diploma in any of the following disciplines:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution

Duties and Responsibilities

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

- (i) preparing media;
- (ii) standardizing laboratory procedures and reagents;
- (iii) receiving, recording, packaging, dispatching, analyzing and preserving samples;
- (iv) caring for laboratory animal;
- (v) undertaking disease surveillance activities; and
- (vi) performing vaccine, feed animals products and byproducts quality assurance tests.

SUPPLY CHAIN MANAGEMENT OFFICER II – ONE (1) POST - V/NO.98/2019

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

Basic Salary Scale: Ksh.30,170 – Ksh.40,060 (CSG 11)

For appointment to this grade a candidate must have a Bachelors degree in any of the following; Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a university recognized in Kenya.

Duties and responsibilities

This will be the entry and training grade for Supply Chain Management Officers. An Officer at this level will perform a variety of supply chain management duties under the guidance of a more senior and experienced Officer. Specific duties include:

- (i) ware housing;
- (ii) distribution management fleet management;
- (iii) disposal of stores and equipment, procurement,;
- (iv) market surveys and research; and
- (v) inventory and stock control, in accordance with the laid down regulations and procedures.

SUPPLY CHAIN MANAGEMENT ASSISTANT_III – ONE (1) POST - V/NO.99/2019

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

Basic Salary Scale: Ksh.24,580 – Ksh.32,760 (CSG 12)

For appointment to this grade a candidate must have:-

- (i) a Diploma (CIPS) in supplies management or its equivalent qualification from a recognized institution; and

- (ii) a Kenya Certificate of Secondary Education (KCSE) mean grade C-(minus)with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution.

Duties and responsibilities

An officer at this level will be deployed in the supply Chain Management unit and will work under the supervision of a senior officer. Specific duties include:

- (i) issuing and receiving stores;
- (ii) assisting in stock taking;
- (iii) reconciliation, preparation; and
- (iv) maintenance of records.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER II –ONE (1) POST

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

Basic Salary Scale: Ksh.30,170 – Ksh.40,620 p.m. (CSG11)

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

- (i) a Bachelors degree in ICT related discipline with a bias in Information Communication Technology from a university recognized in Kenya;

OR

- (ii) a Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized institution.

Duties and responsibilities at this level include:

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

- (i) analyzing, designing, coding, testing, implementing computer programs providing user support;
- (ii) maintaining support systems and training of users;
- (iii) repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- (iii) receiving, installing and certifying of Information Communication Technology equipment; and
- (iv) configuring of new Information Communication Technology equipment.

ACCOUNTANT II – ONE (1) POST - V/No.101/2019

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

Basic Salary Scale: Ksh.30,170 – Ksh.40,060 (CSG 11)

For appointment to this grade, a candidate must have a Bachelors degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) or equivalent qualification 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 be responsible for performing a variety of accounting work of limited scope and under the guidance of senior officer. Duties and responsibilities will include:

- (i) preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers;
- (ii) the scope and complexity of work will increase with experience and training but the officer will be under close guidance where new tasks are involved; and
- (iii) he/she will be responsible for safe custody of records and assets under him/her.

HOSPITALITY OFFICER II – ONE (1) POST

V/No.102/2019

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

Basic Salary Scale: Ksh.30,170 – 40,060 (CSG 11)

For appointment to this grade, candidates must have a Bachelors degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

An officer at this level may be deployed either in the housekeeping, kitchen or in a service area. Duties and responsibilities will include:

- (i) ensuring efficient and proper organization and management of hospitality services;
- (ii) carrying out on-the-job training of staff;
- (iii) supervising staff, monitoring staff performance,
- (iv) ensuring conformity with set standards,
- (v) reviewing menus,
- (vi) carrying out training needs assessments yearly; and
- (v) ensuring use of standard operating procedures.

II. PROMOTIONAL POSITIONS

MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

STATE DEPARTMENT FOR COOPERATIVES

COMMISSIONER FOR COOPERATIVE DEVELOPMENT - ONE (1) POST - V/NO. 103/2019

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 Senior 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.

VACANCIES IN THE MINISTRY OF ENVIRONMENT AND FORESTRY

FOREST CONSERVATION SECRETARY – ONE (1) POST

V/No.104/2019

Basic Salary Scale Ksh.166,780 – Ksh.322,040

(CSG 4)

For appointment to this grade a candidate must have:

- (i) a minimum service period of eighteen (18) years in the field of environment and natural resources and currently serving in the grade of Deputy Director, 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: Environmental Science, Forestry, 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, Forestry, 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 recognized institution;
- (v) demonstrated expertise and experience in environmental, natural resources and related sectoral policies in national development agenda; and
- (vi) demonstrated professional competence, high integrity and leadership capability in work performance and results.

Duties and Responsibilities

- (i) providing leadership and coordinating review, formulation, development and interpretation of forestry policies and legislations and monitoring implementation;
- (ii) developing and coordinating strategic initiatives, projects and programmes in the forests sector for achievement of Vision 2030 targets on increasing forest cover;
- (iii) providing leadership in developing and coordinating monitoring implementation of policies, guidelines and proposals on response to climate change adaptation and mitigation measures at the national and international levels;
- (iv) coordinating regulatory functions, setting national and county standards, rules, guidelines as required by policies and legislation in the sector;
- (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.105/2019**

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 in the grade of Senior Assistant Director, 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: 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 forums;
- (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/CEO
PUBLIC SERVICE COMMISSION