



## PUBLIC SERVICE COMMISSION

*"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

### NAIROBI METROPOLITAN SERVICE

Applications are invited from qualified persons for the positions shown below: -

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

#### Please Note:

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

Applications should reach the Commission **on or before 19<sup>th</sup> May, 2020 latest 5.00 pm (East African Time)**.

**ENFORCEMENT OFFICER II - THREE HUNDRED (300) POSTS - V/NO. 79/2020**

<b>Salary Scale :</b>	<b>Ksh.30,170 - Ksh.40,060 p.m. (CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh.10,000 (Nairobi)</b>
<b>Commuter Allowance:</b>	<b>Ksh.4,000.00</b>
<b>Leave Allowance:</b>	<b>Ksh.4,000.00 (once yearly)</b>
<b>Terms of Service:</b>	<b>Three (3) years Contract (Renewable subject to satisfactory performance)</b>

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

- (i) a Bachelors degree in any of the Social Sciences from a recognized institution;
- (ii) aged between eighteen (18) and thirty (30) years;
- (iii) be physically and mentally fit ; and
- (iv) be in possession of a Certificate of Good Conduct from the National Police Service.

**Duties and Responsibilities**

This is the entry grade for the graduate cadre. Duties and responsibilities at this level will entail:

- (i) supervising a Team of enforcement constables in the area of jurisdiction;
- (ii) Implementing relevant enforcement laws, policies, systems, standards and procedures;
- (iii) collaborating with other enforcement agencies in the course of work, including investigations;
- (iv) maintaining proper records relating to enforcement work;
- (v) preparing reports, statements and attending courts to give evidence or testimony relating to prosecution of violators;
- (vi) implementing annual enforcement work plans and preparing annual enforcement reports; and
- (vii) undertaking any other duties relating to enforcement

**ENFORCEMENT CONSTABLE, - SEVEN HUNDRED (700) POSTS - V/NO. 80/2020**

<b>Salary Scale :</b>	<b>Ksh.16,890 - Ksh.20,600 p.m. (CSG 14)</b>
<b>House Allowance:</b>	<b>Ksh.4,500 (Nairobi)</b>
<b>Commuter Allowance:</b>	<b>Ksh.3,000</b>
<b>Leave Allowance:</b>	<b>Ksh.4,000 (once yearly)</b>
<b>Terms of Service:</b>	<b>Three (3) years Contract (Renewable subject to satisfactory performance)</b>

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

- (i) Kenya Certificate of Secondary Education mean Grade D Plus ( D+);
- (ii) be aged between eighteen (18) and twenty-six (26) years;
- (iii) be in possession of a Certificate of Good Conduct from the National Police Service; and
- (iv) be physically and mentally fit.

**Duties and responsibilities**

This is the entry grade for this cadre. Duties and responsibilities at this level will entail:

- (i) enforcing laws, policies, standards, regulations and procedures in the area of jurisdiction;
- (ii) collaborating with relevant agencies in performance of work;
- (iii) assisting police or any other authority in investigation of violation of laws;
- (iv) identifying areas of violation and preparing reports;
- (v) maintaining records relating to enforcement activities; and
- (vi) undertaking any other duties relating to enforcement work.

*NOTE: Enforcement Personnel may progress to higher grades (i.e from Enforcement Constable CSG 14 and Enforcement Officer II CSG 11 up to Director, Enforcement CSG 4) within the Career structure for the Cadre subject to exemplary performance:*

**SECRETARY/CEO**

**PUBLIC SERVICE COMMISSION**