



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 **ONLINE** through the Commission website www.publicservice.go.ke or jobs portal 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.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 11th May, 2020 latest 5.00 pm (East African Time)**.

IRRIGATION SECRETARY - ONE (1) POST V/NO.46/2020

Salary Scale: Ksh.166,780 - Ksh.322,040 p.m. CSG '4'

Terms of Service: Permanent & Pensionable/Contract

Requirements for Appointment

For appointment to this grade a candidate must have: -

- (i) a cumulative Service of Twenty two (22) years in Irrigation Directorate or any other related field, one (1) year of which must have been either in the grade of Director/Chief Engineer (Irrigation and Drainage); Director/Chief Engineer Water Harvesting and Storage; Director Land Reclamation; or Director Irrigation Water Management , Job Group S (CSG 5) ;
- (ii) a Bachelor's degree in any of the following disciplines: - Civil Engineering, Water and Environmental Sciences, Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, Agricultural Resource Management, Agriculture and Home Economics, Agricultural Engineering, Agricultural and Bio-Systems Engineering, Soil and Water Engineering; or its equivalent qualification from a recognized institution;
- (iii) a Master's degree in any of the following disciplines:- Civil Engineering, Irrigation Water Management, Land and Water Management, Agronomy, Soil Science, Horticulture, Business Administration, Crop Protection, Agriculture Economics, Agribusiness, Agriculture Extension, Agricultural Engineering, Agricultural Engineering Systems, Land and Water Engineering, Soil and Water Engineering, Environmental Engineering and Management, Water Resources Engineering, Irrigation Engineering, Water Engineering Statistics or its equivalent qualification from a recognized institution;
- (iv) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) being a member of a relevant professional body where applicable;

- (vi) demonstrated managerial, administrative and professional competence as reflected in work performance and results; and
- (vii) demonstrated a thorough understanding of national goals, policies and objectives and the ability to relate them to the irrigation and water function

Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for formulating appropriate statutory and policy framework and providing leadership in the Irrigation Water Management Directorate. Specific duties and responsibilities will entail: -

- (i) providing overall policy direction and spearheading the implementation of
- (ii) programmes and projects;
- (iii) overseeing the development, review and implementation of relevant policies, strategies, guidelines, standards and regulations; planning, directing, coordinating, monitoring and implementing all programmes related to the irrigation function;
- (iv) overseeing environmental and socio-economic surveys on the viability of programmes and projects;
- (v) promoting public-private partnership; collaborating with development partners to promote the irrigation water management function; and establishing networks and linkages with the relevant stakeholders; and
- (vi) overseeing the development and Implementation of Departmental budget, strategic plan, work plans, and procurement plans; managing financial resources and ensuring their prudent utilization; ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; overseeing performance management of the departments; and overall management and development of staff.

**DIRECTOR/CHIEF ENGINEER, (IRRIGATION AND DRAINAGE) - ONE (1) POST
V/No.47/2020**

Salary Scale: Ksh. p.m. 132,000 – Ksh.195,410 p.m. CSG '5'

Terms of service: Permanent & Pensionable/Contract

Requirements for Appointment

For appointment to this grade a candidate must have;

- (i) a cumulative Service of Twenty (20) years in the Irrigation and Drainage field or any other related field, Five (5) years of which should have been in the grade of Assistant Director/Chief Superintending Engineer (Irrigation and Drainage) J/G “CSG 7” and above;
- (ii) a Bachelor’s degree in any of the following disciplines: - Civil Engineering, Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio-Systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution,
- (iii) a Master’s degree in any of the following disciplines Civil Engineering, Agricultural Engineering, Agricultural Engineering Systems, Land & Water Engineering and Management, Soil and Water Engineering, Environmental Engineering and management, Water Resources Engineering or Irrigation Engineering from a recognized institution
- (iv) been registered as an Engineer with Engineers Professional Body
- (v) corporate membership with the Institution of Engineers of Kenya (IEK);
- (vi) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- (vii) 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 irrigation and drainage function.

Duties and Responsibilities

The Chief Engineer (Irrigation) will be responsible to the Irrigation Secretary for policy formulation, planning, organizing, directing, coordinating and controlling the Irrigation function. Specific duties and responsibilities at this level; will entail: -

- (i) reviewing, interpreting and application of the Irrigation policy; coordination, regulation of irrigation stakeholders;
- (ii) providing guidance on all matters related to irrigation development; liaising with development partners and other relevant stakeholders in irrigation development;
- (iii) facilitating and promoting research and technology transfer in irrigation; and
- (iv) developing and overseeing the implementation of departmental strategic plan: , review of annual work plans , budgets a and managing departmental operations

DEPUTY DIRECTOR/ SENIOR SUPERINTENDING ENGINEER (IRRIGATION & DRAINAGE) THREE (3) POSTS V/No.48/2020

Salary Scale: Ksh.98,500 - Ksh.166,780 p.m. CSG '6'

Terms of service: Permanent & Pensionable

Requirements for Appointment

For appointment to this grade a candidate must have: -

- (i) a cumulative Service of Eighteen (18) years in the Irrigation and Drainage field or any other related field, two (2) years of which should have been in the grade of Assistant Director/Chief Superintending Engineer (Irrigation and Drainage) "CSG 7" and above;
- (ii) a Bachelor's degree in any of the following disciplines: - Civil Engineering, Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental engineering, Environmental and Bio-Systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution,
- (iii) been registered as an Engineer with Engineers professional body
- (iv) corporate membership with the institution of Engineers of Kenya (IEK);
- (v) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

- (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 irrigation and drainage function.

NOTE: possession of Master's Degree will be as an added advantage;

Duties and Responsibilities

An officer at this level will be responsible to the Director/Chief Engineer (Irrigation & Drainage) for planning, directing, controlling and coordinating technical and administrative activities of Irrigation and Drainage Department. Specific duties and responsibilities will entail: -

- (i) preparing professional and quality standards for construction of water harvesting and storage infrastructure;
- (ii) overseeing the construction of water storage and harvesting works undertaken directly or by contract;
- (iii) formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programmes;
- (iv) verifying technical tender documents on water harvesting and storage infrastructure;
- (v) overseeing the formulation of water harvesting and storage policies and strategies for rural and urban systems; and
- (vi) liaising with development partners and other stakeholders in the water sector for effective formulation, planning, coordination and implementation of projects and programs.
- (vii) developing and implementing strategic plan and work plans; budgeting for the Department; and deployment, training and development of staff in the Department.

**ASSISTANT ENGINEER II (IRRIGATION & DRAINAGE) EIGHT (8) POSTS
V/No.49/2020**

Salary Scale: Ksh.37,070 - Ksh.49,950 p.m. CSG '10'

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

Requirements for Appointment

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

- (i) a Bachelor's Degree in any of the following disciplines: Agriculture Engineering, Agricultural and Bio Systems Engineering, Soil, Water and Environment Engineering, Environmental and Bio-Systems Engineering, Bio-Mechanical and Processing Engineering, Soil and Water Engineering or its equivalent qualification from a recognized institution/university in Kenya; and
- (ii) been registered by Engineers professional body as a Graduate Engineer.

Duties and Responsibilities

This is the entry and training grade into this cadre. Duties and responsibilities at this level

will entail: -

- (i) collating and compiling data for irrigation planning;
- (ii) organizing farmers' meetings for irrigation participatory development;
- (iii) settings up of demonstration plots;
- (iv) identifying irrigation schemes for development;
- (v) implementing irrigation action plans; and
- (vi) undertaking feasibility studies and preliminary investigations.

**ASSISTANT DIRECTOR IRRIGATION WATER MANAGEMENT THREE (3)
POSTS V/No. 50/2020**

Salary Scale: Ksh.85,110 - Ksh.119,730 p.m. CSG '7'

Terms of service: Permanent & Pensionable

Requirements for Appointment

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

- (i) served in the grade of Principal Irrigation Water Management Officer for a minimum period of at least three (3) years;

- (ii) a Bachelor's Degree in any of the following disciplines: Soil; Environment and Land Use Management; Agriculture; Horticulture; Agronomy; Agricultural Economics; Agri-Business Management; Agricultural Extension and Education; Agricultural Resource Management; Dryland Agriculture or its equivalent qualification from a recognized university/institution 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 degree of administrative capability, technical and professional competence as reflected in work performance and results.

NOTE:

- (i) In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers Professional body
- (ii) possession of a Master's Degree will be an added advantage;

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) supervising irrigation water management activities;
- (ii) implementing policies and programmes for irrigation water management;
- (iii) maintaining data on irrigation water users' associations (IWUAS) for capacity building; analysing and interpreting data for irrigation planning;
- (iv) coordinating implementation of irrigation water management action plans;
- (v) organizing training of farmers on irrigation practices and technologies;
- (vi) establishing linkages with relevant research institutions and the farmers;
- (vii) managing irrigation management information systems for effective decision making;
- (viii) organizing and facilitating irrigation water management training programmes;
- (ix) undertaking socio-economic surveys during feasibility studies, preparing irrigation training materials; and
- (x) promoting private sector participation in irrigation development;

**IRRIGATION WATER MANAGEMENT OFFICER II FIVE (5) POSTS
V/No.51/2020**

Salary Scale: Ksh.37,070 - Ksh.49,950 p.m. CSG '10'

Terms of service: 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: Soil; Environment and Land Use Management; Agriculture; Horticulture; Agronomy; Agricultural Economics; Agri-Business Management; Agricultural Extension and Education; Agricultural Resource Management; Dryland Agriculture or its equivalent qualification from a recognized university/institution in Kenya.

Duties and Responsibilities

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

- (i) updating the irrigation water users' associations inventory;
- (ii) collecting and compiling data for irrigation planning;
- (iii) identifying and compiling inventory on relevant stakeholders in irrigation water management;
- (iv) promoting appropriate irrigation water management technologies; and
- (v) preparing training materials and disseminating information on irrigation water management.

**DEPUTY DIRECTOR/ SENIOR PRINCIPAL SUPERINTENDING ENGINEER
(WATER HARVESTING & STORAGE) TWO (2) POSTS V/No.52/2020**

Salary Scale: Ksh.98,500 - Ksh.166,780 p.m. CSG '6'

Terms of service: Permanent & Pensionable

Requirements for Appointment

For appointment to this grade a candidate must have, -

- (i) cumulative Service of Eighteen (18) years in the Irrigation and Drainage field or any other related field, Five (5) years of which should have been in the grade of Assistant Director/Chief Superintending Engineer (Irrigation and Drainage or other related field) “CSG 7” and above;
- (ii) a Bachelor’s Degree in Civil Engineering, Agricultural Engineering, Agricultural and Bio Systems Engineering, Soil and Water Engineering, Environmental Engineering and management, Hydrological Engineering, Environmental Engineering, Land and Water Engineering, from a recognized institution;
- (iii) been registered with Engineers professional body as an Engineer;
- (iv) cooperate Membership with the Institution of Engineers of Kenya (IEK);
- (v) demonstrated general administrative ability required for direction, control and implementation of water storage & flood control engineering programmes and projects.

NOTE: possession of Master’s Degree and 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

An officer at this level will be responsible to the Director/Chief Engineer (Irrigation Water Harvesting & Storage) for planning, directing, controlling and coordinating technical and administrative activities of Water Storage & Flood Control. Specific duties

and responsibilities will entail: -

- (i) Preparing professional and quality standards for construction of water storage and flood control infrastructure;
- (ii) Overseeing the construction of water storage and flood control works undertaken directly or by contract;
- (iii) Formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programmes;
- (iv) Verifying technical tender documents on water storage and flood control infrastructure;

- (v) Overseeing the formulation of water storage and flood control policies and strategies for rural and urban systems;
- (vi) Liaising with development partners and other stakeholders in the water sector for effective formulation, planning, coordination and implementation of projects and programs; and
- (vii) Developing and implementing strategic plan and work plans; budgeting for the Department; and deployment, training and development of staff in the Department.

ASSISTANT DIRECTOR/PRINCIPAL SUPERINTENDING ENGINEER

(WATER HARVESTING AND STORAGE) TWO (2) POSTS V/No.53/2020

Salary Scale: Ksh.85,110 – Ksh.119,730 p.m. CSG '7'

Terms of service: Permanent & Pensionable

Requirement for Appointment

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

- (i) cumulative Service of Fifteen (15) years in the Irrigation and Drainage field or any other related field, ten (10) of which should have been in the grade of Assistant Engineer I (Irrigation) “CSG 9” and above;
- (ii) a Bachelor’s degree in any of the following disciplines: - Civil Engineering, Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution;
- (iii) registered with Engineers professional body as an Engineer;
- (iv) a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (v) demonstrated general administrative ability required for direction, control and implementation of water storage & flood control engineering programmes and projects.

NOTE: possession of Master’s Degree will be an added advantage;

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) Carrying out feasibility studies;
- (ii) Planning and designing water storage and flood control infrastructures;
- (iii) Carrying out research activities in various aspects of water storage and flood control systems;
- (iv) Ensuring professional standards and undertaking quality control during construction of water storage and flood control infrastructure;
- (v) Supervising the construction of water storage and flood control works undertaken directly or by contract;
- (vi) Formulating, monitoring and evaluating requirements of physical and financial progress of development projects and programmes;
- (vii) Being a Resident Engineer of a project; and
- (viii) Preparing technical tender documents on water storage and flood control infrastructure.

**ASSISTANT ENGINEER II (WATER HARVESTING AND STORAGE) FIVE (5)
POSTS V/No.54/2020**

Salary Scale: Ksh.37,070 - Ksh.49,950 p.m., CSG '10'

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

Requirement for Appointment

For appointment to this grade, a candidate must have:

- (i) a Bachelor's Degree in any of the following disciplines: Civil Engineering, Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a recognized institution;
- (ii) been registered by Engineers Professional body as a Graduate Engineer

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 senior officer. Duties and responsibilities at this level will include: -

- (i) Carrying out feasibility studies;

- (ii) Planning and designing water storage and flood control infrastructures; and
- (iii) Carrying out research activities in various aspects of water storage and flood control systems;

DIRECTOR, LAND RECLAMATION ONE (1) POST V/No.55/2020

Salary Scale: Ksh.132,000 - Ksh.195,410 p.m. CSG '5'

Terms of service: Permanent & Pensionable/Contract

Requirements for Appointment

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

- (i) served in the grade of Deputy Director of Land Reclamation(CSG 6) for a minimum period of three (3) years;
- (ii) a Bachelor degree in any of the following disciplines: - Forestry, Natural Resource Management, Agriculture, Hydrology, Geography, Geology, Economics, Community Development, Environmental Science, Marine Science, Agricultural Engineering, Chemical Engineering, Civil Engineering, Industrial Engineering or Water Engineering from a recognized institution;
- (iii) a Master's degree in any of the following disciplines: - Forestry, Natural Resource Management, Agriculture, Hydrology, Geography, Geology, Economics, Community Development, Environmental Science, Marine Science, Agricultural Engineering, Chemical Engineering, Civil Engineering, Industrial Engineering, Water Engineering, Statistics, Pest Management, Rural Development or Project Planning and Management from a recognized institution;
- (iv) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) demonstrated a high degree of professional competence, managerial, administrative capability in work performance; and
- (vi) exhibited a thorough understanding of national goals, policies and objectives and ability to relate them to the land reclamation function

NOTE: In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers Professional body

Duties and Responsibilities

The Director, Land Reclamation will be responsible to the Principal Secretary for overall administrative, management and coordinating functions of the department.

Duties and responsibilities at this level will entail: -

- (i) Overseeing the formulation and implementation of policies and strategies;
- (ii) Mobilizing resources for land reclamation programmes;
- (iii) Supervising national land degradation assessment and rehabilitation programmes;
- (iv) Setting guidelines and standards on land reclamation and rehabilitation;
- (v) Ensuring safe custody of data and information systems;
- (vi) Supervising monitoring and evaluation of the impact of land rehabilitation programmes;
- (vii) Establishing linkages with stakeholders, national, regional and international organizations and institutions involved in research, training and development programmes on land reclamation;
- (viii) Approving community action plans into the departmental development programmes;
- (ix) Promoting public-private partnership; and empowering communities in developing their local resources.
- (x) developing, implementing and realizing the department's Strategic Plan and objectives; preparing and implementing the department's performance contract and appraising systems; managing and accounting for the finances and assets of the department; ensuring operational accountability; and overall managing and developing of staff.

**ASSISTANT DIRECTOR OF LAND RECLAMATION THREE (3) POSTS
V/No.56/2020**

Salary Scale: Ksh.85,110 - Ksh.119,730 p.m. CSG '7'

Terms of service: Permanent & Pensionable

Requirements for Appointment

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

- (i) served in the grade of principal land reclamation officer for a minimum period of three (3) years
- (ii) a Bachelor degree in any of the following disciplines: -Forestry, Natural Resource Management, Agriculture, Hydrology, Geography, Geology, Economics, Community Development., Environmental Science, Marine Science, Agricultural Engineering, Chemical Engineering Civil Engineering, Industrial Engineering or Water Engineering from a recognized institution;
- (iii) a Master's degree in any of the following disciplines: - Forestry, Natural Resource Management, Agricultural Hydrology, Geography, Geology Economics, Community Development, Environmental Science, Marine Science, Agricultural Engineering, Water Engineering, Statistics, Pest Management, Rural Development or Project Planning and Management from a recognized institution;
- (iv) a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) demonstrated professional competence in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Mobilising resources for land reclamation programmes;
- (ii) Overseeing implementation of projects and ensuring that set standards are met; developing national land degradation assessment and rehabilitation programmes;
- (iii) Validating awareness creation and advocacy materials;
- (iv) Identifying and promoting sustainable rehabilitation of degraded land;
- (v) Monitoring and evaluating the impact of development activities;
- (vi) Liaising with stakeholders, national, regional and international organizations and institutions involved in research, training and development programs on land Reclamation; and
- (vii) Undertaking impact assessment on land reclamation programs.

NOTE: In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers Professional Body.

LAND RECLAMATION OFFICER I THREE (3) POSTS V/No. 57/2020

Salary Scale: Ksh.37,070 – Ksh.49,950 p.m. CSG '10'

Terms of service: 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: Forestry; Hydrology; Geology; Economics, Natural Resource Management, Environmental Science or Geography; Agriculture; Marine Science, Chemical Engineering, Civil engineering, Industrial Engineering, Water Engineering, Agricultural Engineering or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Disseminating appropriate technologies and innovations;
- (ii) Undertaking community mobilization and conducting training programmes;
- (iii) Assisting in the development of community action plans;
- (iv) Creating awareness through campaign and advocacy materials;
- (v) Carrying out field surveys of projects; and
- (vi) Collecting, storage and dissemination of research findings.

LAND RECLAMATION OFFICER II TWO (2) POSTS V/NO.58/2020

Salary Scale: Ksh.30,170 - Ksh.40,060 p.m. CSG '11'

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

Requirements for Appointment

For appointment to this grade, a candidate must have a Bachelor degree in any of the following disciplines: - Natural Resource Management, Geography, Economics, Community Development or Environmental Science 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 and supervision of senior officer. Duties and responsibilities at this level will entail: -

- (i) Disseminating appropriate technologies and innovations;
- (ii) Undertaking community mobilisation and conducting training programmes;
- (iii) Assisting in the development of community action plans;
- (iv) Creating awareness through campaign and advocacy;
- (v) Carrying outfield surveys of projects; and
- (vi) Collecting, collating, storage and dissemination of research findings.

VACANCIES IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION

LABOUR SECRETARY/COMMISSIONER FOR LABOUR - ONE (1) POST V/NO. 59/2020

Salary Scale: Ksh.166,780 - Ksh.322,040 p.m (CSG -'4')

Terms of Service: Permanent and Pensionable or Local Agreement

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

- (i) served as a Deputy Commissioner for Labour or in a senior position in the field of Labour or its equivalent in the wider public service or private sector;
- (ii) a bachelors degree in any of the following disciplines:- Human Resource Management/Development, law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a recognized institution;
- (iii) masters degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, law, Business Administration, Economics, Sociology, Psychology, Anthropology,

Statistics, Labour and Development Studies, Public Administration, International Relations from a recognized institution;

- (iv) Attended a Strategic Leadership Development Course from a recognized Institution;
- (v) Certificate in a Prosecution Course lasting at least three (3) months from a recognized institution; and
- (vi) professional competence and be thoroughly conversant with Labour administration, Labour Laws and International Labour Organisation and Internal Organisation of Migration instruments, and the ability to integrate them to Kenya Vision 2030.

Duties and responsibilities

The Commissioner for Labour will head the labour Department and will be responsible to the Principal Secretary for its effective and efficient management and administration.

Specific duties and responsibilities include:

- (i) formulating departmental programmes and policies on the administration and enforcement of the Labour Laws;
- (ii) settlement of industrial disputes through the enforcement of labour laws to maintain harmonious industrial relations within the country;
- (iii) creating awareness among the working community regarding labour laws and promotion of social dialogue to establish industrial peace in the country;
- (iv) implementation of labour standards relevant to the trades, conduct of surveys on new trades and formation of standards for those trades in accordance with international standards;
- (v) developing and implementing Strategic Plan;
- (vi) enforcement of laws pertaining to the security and employment of children;
- (vii) reviewing existing labour policies;
- (viii) liaising with international organizations, local institutions and other Government departments in regard to related to Labour;
- (ix) development, implementation and realization of the Department's strategic plan and objectives;

- (x) overall supervision, control, discipline, recruitment, staff training and development; and
- (xi) initiating ratification of International Labour Organization (ILO) and International Organization for Migration(IOM), East Africa Community (EAC), African Union (AU), World Trade Organisation (WTO), Intergovernmental Authority for Development (IGAD) on matters related to Labour.

SENIOR DEPUTY COMMISSIONER FOR LABOUR - TWO (2) POSTS V/NO. 60/2020

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 as a Deputy Commissioner for Labour or in a senior position in the field of Labour or its equivalent in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines:- Human Resource Management/Development, law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a recognized institution;
- (iii) a masters degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a recognized institution;
- (iv) attended a Strategic Leadership Development Course from a recognized Institution;
- (v) a Certificate in a Prosecution Course lasting at least three (3) months from a recognized institution; and
- (vi) professional competence and be thoroughly conversant with Labour administration, Labour Laws and International Labour Organisation and Internal Organisation of Migration instruments, and the ability to integrate them to Kenya Vision 2030.

Duties and responsibilities include:

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

DEPUTY COMMISSIONER FOR LABOUR - FIVE (5) POSTS V/NO. 61/2020

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) served as a Senior Assistant Commissioner for Labour or in a senior position in the field of Labour or its equivalent in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines:- Human Resource management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a recognized institution;

- (iii) a Masters degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management or Development/Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a recognized institution;
- (iv) attended a Strategic Leadership Development Course from a recognized Institution;
- (v) a Certificate in Prosecution Course lasting at least three (3) months from a recognized institution;
- (vi) a Certificate in computer applications skills from a recognized institution; and
- (vii) professional competence and be conversant with labour administration, labour laws, and have a clear understanding of the labour policies programmes, objectives and strategies.

Duties and responsibilities

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

LABOUR OFFICER II- FIFTY SIX (56) POSTS

V/NO. 62/2020

Salary Scale: Ksh. 30,170 - Ksh. 40,060 p.m (CSG -'11')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Bachelor's Degree in any of the following disciplines: Human Resource Management, Planning, Development, Business

Administration, Economics (Lower Second Class), Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a recognized institution.

Duties and responsibilities include:

- (i) carrying out labour inspections;
- (ii) handling labour complaints and trade disputes through conciliation;
- (iii) advising employers, employees and related stakeholder on Labour laws and labour relations; and,
- (iv) Collecting and analyzing data on labour matters.

LABOUR INSPECTORS III- FORTY EIGHT (48) POSTS V/NO. 63/2020

Salary Scale: Ksh.24,580 - Ksh.32,760 p.m. (CSG '12')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Diploma in any of the following disciplines:- Human Resource Management/Planning/Development, Law Business Administration, Psychology Labour Relations, Industrial Relations or any other equivalent qualifications from a recognized institution.

Duties and responsibilities

An officer at this level will be on the job training and will work under the guidance of a more experienced officer. Specific duties and responsibilities include:

- (i) visiting places of employment for inspection of wages and terms and conditions of employment to ensure compliance with labour laws and regulations; and
- (ii) Collecting labour market information.

SECRETARY, PRODUCTIVITY - ONE (1) POST V/NO. 64/2020

Salary Scale: Ksh.166,780 - Ksh.322,040 p.m (CSG -'4')

Terms of Service: Permanent and Pensionable or Local Agreement

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

- (i) served as a Director, Productivity or in a senior position in the field of Productivity or its equivalent in the wider public service of private sector;

- (ii) a Masters degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology, or nay other relevant Social Sciences from a recognized institution;
- (iii) a Bachelors Degree in any of the following disciplines:- Economics, Engineering, Education, Information and Communication Technology, Environmental Science, Commerce, Accounts, Business Administration, Entrepreneurship Development, or any other relevant Social Sciences from a recognized institution;
- (iv) advanced Certificate for Productivity Practitioners lasting not less than three (3) weeks from a recognized Institution;
- (v) attended a Strategic Leadership Development Course from a recognized Institution;
- (vi) have a thorough understanding and appreciation of dynamics of the productivity movement nationally, regionally and globally; and
- (vii) shown outstanding professional and executive capability in coordinating productivity improvements at organizational, sectoral and national level, matched with proper appreciation of the country's productivity management needs and strategies of meeting them.

NOTE: in addition to the above requirements, for appointment to this grade an Engineer must:-

- (i) be Registered by the Engineers' Registration Board of Kenya;
- (ii) have current annual practice license form Engineers' Registration Board of Kenya; and
- (iii) be a corporate member of the Institution of Engineers of Kenya.

Duties and responsibilities include:

- (i) Overseeing the formulation and implementation of national productivity policies, strategies and programmes;
- (ii) Identifying and evaluating opportunities for the country's regional and global competitiveness;
- (iii) Building awareness on productivity mindset;

- (iv) Coordinating the mobilization of resources for productivity programmes and projects;
- (v) Ensuring the establishment and maintenance of productivity data bank;
- (vi) Ensuring productivity mainstreaming in national projects and programmes; and
- (vii) Providing strategic leadership and policy direction on productivity issues;
- (viii) Coordination, preparation and implementation of the Centre's strategic objectives, performance appraisal systems and performance contracts;
- (ix) Overseeing the financial and asset management issues of the Centre;
- (x) Instituting operational accountability; and
- (xi) Overall supervision, control, discipline, recruitment, training and development of the Centre's staff.

DEPUTY DIRECTOR, PRODUCTIVITY, - TWO (2) POSTS V/NO. 65/2020

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) served as an Assistant Director, Productivity or in a senior position in the field of Productivity or its equivalent in the wider public service or private sector;
- (ii) a Masters degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology, or any relevant Social Sciences from a recognized institution;
- (iii) a Bachelors Degree in any of the following disciplines:- Economics, Engineering, Education, Information and Communication Technology, Environmental Science, Commerce, Accounts, Business Administration, Entrepreneurship Development, or any other relevant Social Sciences from a recognized institution;
- (iv) advanced Certificate for Productivity Practitioners lasting not less than three (3) weeks from a recognized Institution;
- (v) attended a Strategic Leadership Development Course from a recognized Institution;

- (vi) a Certificate for Training of Trainers (TOT) from a recognized Institution; and
- (vii) developed and implemented comprehensive productivity improvement programmes in an organization/enterprise.

NOTE: in addition to the above requirements, for appointment to this grade an Engineer must:-

- (i) be Registered by the Engineers' Registration Board of Kenya;
- (ii) have current annual practice license form Engineers' Registration Board of Kenya; and
- (iii) be a corporate member of the Institution of Engineers of Kenya.

Duties and responsibilities

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

PRODUCTIVITY OFFICER I -SEVEN (7) POSTS V/NO. 66/2020

(Textile - One (1) Post; Animal Health Officer I- One (1) Post; Agricultural Engineer II -One (1) Post; Assistant Mechanical Engineer II - Two (2) Posts; Assistant Electrical Engineer II- One (1) Post; Chemical Engineers - One (1) Post)

Salary Scale: Ksh. 37,070 - 49,950 P.M. (CSG -'10')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must be in possession of a Bachelors Degree in Textile Technology, Economics, Engineering, Education, Commerce, Accounts, Business Administration, Entrepreneurship Development, Environmental Science,

Information and Communication Technology or any other relevant 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 work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: -

- (i) Participation in preparation of promotional, research and training materials
- (ii) Facilitating the Assessment of Productivity Development Services
- (iii) Support Services to the Public and Private Sectors

NOTE: In addition to the above requirements for appointment to this grade; an Engineer must be registered by the Engineers Registration Board of Kenya.

PRODUCTIVITY OFFICER II (5 POSTS) V/NO. 67/2020

(Agricultural/Horticulture- One (1) Post; Agribusiness - One (1) Post; Agriculture Economics - One (1) Post; Food Science and Technology - One (1) Post; Industrial Development - One (1) Post)

Salary Scale: Ksh.30,170 - Ksh.40,060 p.m. (CSG - 11)

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Bachelors of Science (BSc) degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Environmental Science, Information Technology or any other relevant qualification from a university recognized in Kenya.

Duties and responsibilities

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

- (i) Participation in preparation of promotional, research and training materials.
- (ii) Facilitating the Assessment of Productivity Development Services
- (iii) Support Services to the Public and Private Sectors

**DEPUTY DIRECTOR, NATIONAL HUMAN RESOURCE PLANNING
DEVELOPMENT - THREE (3) POSTS V/NO. 68/2020**

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

Duties and responsibilities

- (i) developing and maintaining an efficient Labour Market Information System (LMIS);

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

HUMAN RESOURCE PLANNING AND DEVELOPMENT OFFICER II- TEN (10) POSTS V/NO. 69/2020

Salary Scale: Ksh.30,170 – Ksh.40,060 p.m. (CSG -‘11’)

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Bachelor’s Degree in any of the following fields:- Human Resource Management, Planning, Development, Business Administration, Economics, Statistics (Lower Second), Applied Statistics, Demography or Sociology, Social Science from a recognized institution.

Duties and responsibilities

An officer at this level will work under the supervision and guidance of a senior officer.

Duties and responsibilities will include:-

- (i) data collection, compilation, processing, tabulation, evaluation, analysis;
- (ii) preparation of preliminary reports; and
- (iii) simple coding of information and developing statistical summaries.

HUMAN RESOURCE PLANNING AND DEVELOPMENT ASSISTANT III- SEVEN (7) POSTS V/NO. 70/2020

Salary Scale: Ksh.24,580 – Ksh.32,760 p.m. (CSG -'12')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Diploma in any of the following fields: Human Resource Management/Planning/Development, statistics, Sociology, Business Administration Applied Statistics, Demography, Education, Population Studies, Labour Studies, Information Technology, or any other relevant and equivalent qualifications from a university recognized in Kenya.

Duties and responsibilities

An officer at this level will work under the supervision and guidance of a senior officer where duties and responsibilities will include collecting, compiling, and tabulating initial Human Resource Planning data for report writing.

EMPLOYMENT OFFICER II- THIRTEEN (13) POSTS V/NO. 71/2020

Salary Scale: Ksh.30,170 – Ksh.40,060 p.m. CSG -'11')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Bachelor's Degree in any of the following fields:- Human Resource Management/Planning/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya.

Duties and responsibilities

An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will include:-

- (i) collecting and compiling, labour market information and employment related issues;
- (ii) advocating for vacancies from employers and placement of jobseekers; and
- (iii) preparing simple monthly, quarterly and annual reports on employment/labour market trends.

EMPLOYMENT ASSISTANT III- THIRTEEN (13) POSTS V/NO. 72/2020

Salary Scale: Ksh.24,580 - Ksh.32,760 p.m. (CSG '12')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Diploma in any of the following disciplines:- Human Resource Management/Planning/Development, Law, Business Administration, Psychology, Labour Relations or Industrial Relations from a recognized institution.

Duties and responsibilities

An officer at this level will be on the job training and will work under the guidance of a senior officer. Duties and responsibilities will include:

- (i) Registering jobseekers; and
- (ii) Collecting employment related data from employers for analysis.

**DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - ONE (1) POST
V/NO. 73/2020**

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

Terms of Service: Permanent & Pensionable/Contract

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

- (i) served as a Deputy Director, Occupational Safety and Health Services CSG 6 or in a senior position in the field of Occupational Safety and Health Services or its equivalent in the wider public service or private sector;

- (ii) a Bachelors Degree in any of the following disciplines:- Medicine and Surgery, Nursing, Chemistry, Physics Zoology, Biochemistry, Engineering, occupational Safety and Health from a recognized institution;
- (iii) a Masters degree in any of the following disciplines:- occupational Medicine, occupational Health Nursing, Industrial hygiene, Safety engineering, Disaster management, occupational Safety and Health from a recognized institution;
- (iv) a Certificate in specialized discipline in Occupational Safety and Health lasting not less than two (2) weeks from a recognized Institution;
- (v) attended a Strategic Leadership Development Course from a recognized Institution;
- (vi) be a member of Kenya Occupational safety and Health Association;
- (vii) a clear understanding of the National Development Goals, Vision 2030 and the ability to relate them to Occupational Health and Safety function; and
- (viii) demonstrated professional competence and administrative capabilities in enforcement of occupational, health and Safety Act and Work Injury Benefits Act

NOTE: in addition to the above requirements for appointment to this grade,

- (i) an Engineer must be registered by the Engineers Registration Board of Kenya; and
- (ii) a Medical Officer by the Kenya Medical Practitioners and Dentist Board.

Duties and responsibilities will include:-

- (i) Strategic leadership and management support to the Council.
- (ii) Administration of the Occupational Safety and Health Act and Work Injury Benefits Act;
- (iii) Implementing and reviewing Occupational Safety and Health policies;
- (iv) Coordinating Occupational Safety and Health services including field services, occupational health, occupational safety, occupational hygiene and work injury benefits;
- (v) being a Secretary to the National Council for Occupational Safety and Health Services (NACOSH);
- (vi) approving architectural plans for proposed extension and renovation of work place premises;

- (vii) initiating ratification of international standards on occupational safety and health; and
- (viii) setting and reviewing specification and standards, design for the design and quality for the personal protective equipment and safety standards for industrial machinery and equipment.

PRINCIPAL OCCUPATIONAL SAFETY AND HEALTH OFFICER/MEDICAL OFFICER - SEVEN (7) POSTS V/NO. 74/2020

Salary Scale: Ksh.47,780 - Ksh.82,330 p.m. (CSG-'8')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

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

- (i) a Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an Institution recognized by Medical Practitioners and Dentist Board;
- (ii) successfully completed one (1) year Internship from a recognized institution; and
- (iii) registration license from the Kenya Medical Practitioners and Dentists Board.

Duties and responsibilities will include:-

- (i) Carrying out regular and systematic inspection of workplaces and employers records to ensure compliance with the provisions of the Occupational Safety and Health Act, Work Injury Benefits Act and all applicable subsidiary legislations;
- (ii) Undertaking investigation of accidents, dangerous occurrences and occupational diseases and recommending remedial measures;
- (iii) Instituting a legal proceedings in cases of contraventions of the Occupational Safety and Health Act and Work Injury Benefits Act;
- (iv) Monitoring, evaluating and controlling of environmental hazards in the workplaces;
- (v) Processing of application for registration of work places and employers under Occupational Safety and Health Act and Work Injury Benefits Act respectively and processing of work injury benefits claims;

- (vi) Preparing workers for medical examination and carrying out medical examinations;
- (vii) Documenting the presence and use of first aid services and occupational health in the workplace, manning occupational health clinics;
- (viii) Carrying out counseling services on basic occupational health issues;
- (ix) Recommending approval of architectural plans for new, extensions or modifications of workplaces covered by Occupational Safety and Health Act;
- (x) Developing and maintaining Occupational Safety and Health information for dissemination and training on occupational Safety and Health.

OCCUPATIONAL SAFETY AND HEALTH OFFICER I, FIFTY SEVEN (57 POSTS)V/NO. 75/2020

(Nursing Officer I - Fifteen (15) Posts; Assistant Mechanical Engineer II - Seven (7) Posts; Assistant Electrical Engineer II - Seven (7) Posts; Chemical Engineer II - Seven (7) Posts; Environmental Science - Seven (7) Posts; Computer Science - Seven (7) Posts; Production Technologist - Seven (7) Posts)

Salary Scale: Ksh.37,070 - Ksh.49,950 p.m. (CSG -'10')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

For appointment to this grade, an officer must have a Bachelor of Science degree in any of the following disciplines: Medicine, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering or Occupational Safety & Health or its equivalent and any other relevant qualification 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 supervision of a senior officer. Duties and responsibilities will entail:

- (i) compiling information on safety and health hazards;
- (ii) maintaining statistics on accidents, dangerous occurrences and occupational diseases;
- (iii) processing applications for registration of work places and employers under Occupational Safety and Health Act and Work Injury Benefits Act respectively;
- (iv) processing work injury benefits claims;

- (v) preparing workers for medical examination;
- (vi) carrying out medical examinations;
- (vii) documenting the presence and use of first aid services and occupational health in the work place, manning occupational health clinics;
- (viii) carrying out counseling services on basic occupational health issues; and
- (ix) training on Occupational Safety and Health.

NOTE: in addition to the above requirements for appointment to this grade;

- (i) a Nursing Officer must be registered by the Nursing Council of Kenya,
- (ii) an Engineer must be registered by the Engineers Registration Board of Kenya; and
- (iii) a Medical Officer must be registered by the Kenya Medical Practitioners and Dentist Board.

LABORATORY TECHNOLOGIST III - TWELVE (12) POSTS V/NO. 76/2020

Salary Scale: Ksh. 24,580 – Ksh.32,760 p.m. (CSG -'12')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

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

- (i) a Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, from a recognized institution;
- (ii) a Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB); and
- (iii) a Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.

Duties and Responsibilities include:

- (i) decontaminating working benches;
- (ii) receiving and scrutinizing laboratory requisition forms and specimens for accuracy;
- (iii) preparing clients for collection of specimens;
- (iv) receiving, collecting, labelling and registering specimens;
- (v) disaggregating specimens for processing and analysis; and

- (vi) performing routine diagnostic tests

RADIOGRAPHER III - FOUR (4) POSTS

V/NO. 77/2020

Salary Scale: Ksh. 24,580 - Ksh.32,760 p.m. (CSG -'12')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/physical Sciences and C- in Mathematics; and
- (ii) a Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

Duties and responsibilities

An officer at this level will work under the supervision and guidance of a more senior and experienced officer. Duties and responsibilities will include:

- (i) providing radiographic services to the patients;
- (ii) processing, verifying and maintaining information relating to patients;
- (iii) ordering and maintaining records of radiographic and photographic supplies

AUDIOLOGY TECHNOLOGISTS III - SIX (6) POSTS V/NO. 78/2020

Salary Scale: Ksh.24,580 - Ksh.32,760 p.m. CSG '12')

Terms of service: Three (3) years Contract (Renewable subject to satisfactory performance)

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

- (i) Diploma in Audiology, Clinical Audiology, Public Health Otology or equivalent qualification from a recognized institution; and
- (ii) Membership to the Kenya Society of Audiologists;

Duties and responsibilities

An officer at this level will work under supervision and guidance of a more senior officer. Duties and responsibilities at this level will include:

- (i) Conducting behavioral, electro acoustic and electrophysiological measures on hearing and balance;
- (ii) Undertaking hearing aid selection, fitting and evaluation;
- (iii) Taking ear impressions;
- (iv) Conducting clinical vestibular assessment and interpreting results;
- (v) Educating clients on the use, care and maintenance of hearing aids and accessories;
- (vi) Carrying out vestibular rehabilitation for patients with hearing and imbalance disorders; and
- (vii) Collecting and compiling audiological data.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**