

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

Our Vision
"A Citizen-Centric Public Service"

Our Mission
“

"To transform the public service for efficient and effective service delivery"”

VACANT POSITIONS IN THE PUBLIC SERVICE COMMISSION

Applications are invited from qualified Officers currently serving in the **Public Service, Private Sector and International Organizations** for the positions shown below. Interested and qualified officers are requested to make their applications **online** through the Commission website www.publicservice.go.ke or job portal www.psckjobs.go.ke

Please Note

- (i) Ongoing courses and qualifications not yet obtained by closure of the advert should not be filled in the application.
- (ii) It is an offence to include incorrect information in the application. Section 100(4) of the Public Service Commission Act provides that a person who gives false or misleading information to the Commission is, on conviction, liable to a fine not exceeding Ksh. two hundred thousand or to imprisonment for a term not exceeding two years or to both such fine and imprisonment.
- (iii) Only shortlisted and successful candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) 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.**
- (vi) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.

- (vii) Applicants 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 18th August, 2020 by 5.00 p.m. (East African Time)**.

Applications are invited from qualified candidates for the positions shown below:

DIRECTOR BOARD MANAGEMENT SERVICES (PSC SCALE 8) - ONE (1) POST

Terms of Service: Contract (3 years' renewable on satisfactory performance)

Remuneration: Gross salary of Ksh. 541,112—Ksh. 576,167

broken down as 60% basic salary and 40% as allowances.

Other Benefits:

- 31% of the annual basic salary as service gratuity per year worked.
- Ksh. 45,000 as leave allowance.
- Comprehensive Medical Insurance cover for self and family.

(a) Duties and Responsibilities

The Director Board Management Services will be responsible to the Deputy Secretary for the overall management and coordination of work in the Directorate.

The specific duties and responsibilities at this level entail:

- i) Receiving, scrutinizing and analyzing recommendations / requests submitted by Ministries, State Departments and Agencies;
- ii) Preparation and circulation of agenda and minutes of Board meetings;
- iii) Coordination of agenda/reports of the Commission's working committees;
- iv) Preparing and presenting the agenda in relevant Board Committees;
- v) Presentation of the agenda during Board meetings;
- vi) Ensure preparation and communication of Commission's decisions;
- vii) Vetting of indents;

- viii) Advertisement of vacancies declared to the Commission by Ministries/State Departments;
- ix) Processing Job applications and records management;
- x) Liaising and advising Ministries/State Departments on delegated recruitment;
- xi) Designing and developing modern recruitment and selection models for the Public Service;
- xii) Initiating and coordinating preparation of Annual Human Resource Plans by the Ministries and State Departments;
- xiii) Designing tools and guidelines for Human Resource Planning in the Public Service;
- xiv) Developing and implementing Human Resource Planning and Succession Management Strategies and Guidelines for MDAs;
- xv) Automation of all functions of the Board;
- xvi) Developing, designing, documenting and implementing information systems within the Commission;
- xvii) Develop and implement ICT strategies and best practices on emerging HR trends;
- xviii) Provide legal advice to the Commission, the Secretary/ CEO and the Secretariat;
- xix) Develop, review and implement corporate communication policies and strategies, corporate branding, preparation of corporate publications, articles and newsletters and managing media relations, press releases and talk shows;
- xx) Spearheading preparation, implementation, and monitoring of the Commission's budgeted programmes and projects to ensure compliance;
- xxi) Preparation and submission of MTEF, subsector and sector and Parliamentary Accounts Committee Reports;
- xxii) Spearheading the development, review, implementation and monitoring and evaluation of the Commission's Strategic Plan and advising on all matters related to Planning at the Commission;

- xxiii) Preparation and provision of all procurement and supply chain management services at the Commission;
- xxiv) Coordinating research and analysis of public policy in the Public Service to support effective service delivery initiatives;
- xxv) Develop and review general administration policies, strategies and procedures in the Commission;
- xxvi) Management of the Commission's assets and properties inventory, office support, buildings maintenance, fleet management, security services, central records function, telephone and mail services, and ensuring compliance with statutory provisions on safety, health, security and environmental sustainability of the workplace;
- xxvii) Develop, review and implement human resource management and development policies, systems and procedures for the Commission Staff; and
- xxviii) Develop and implement the Directorate's annual work plans, budgets, performance contract targets and staff performance appraisal.

(b) Requirements for Appointment:

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

- i) Master's degree in Human Resources, Business Management, Development, or other related fields;
- ii) Bachelor's Degree in Social sciences
- iii) Higher National Diploma in Human Resources Management
- iv) Professional Certification in Leadership and Management
- v) Proficiency in ICT skills and applications;
- vi) At least 15 years' professional experience in a relevant field, 3 years of which should be in a leadership role with demonstrated success in managing multi-disciplinary teams;
- vii) Knowledge of labour laws and other related legislation; and
- viii) Member of a relevant professional body.

(c) Skills and Competencies

- i) Proven leadership and management skills;
- ii) Ability to think strategically;
- iii) Attention to detail and accuracy;
- iv) Communication, analytical and report writing skills;
- v) Networking and team management skills;
- vi) Sound judgment and decision-making skills; and
- vii) Creative and innovative skills.

DIRECTOR GOVERNANCE, COMPLIANCE, PERFORMANCE MANAGEMENT & PUBLIC SERVICE TRANSFORMATION (PSC SCALE 8) - ONE (1) POST

Terms of Service: Contract (3 years' renewable on satisfactory performance)

Remuneration: Gross salary of Ksh. 541,112—Ksh. 576,167

broken down as 60% basic salary and 40% as allowances.

Other Benefits:

- 31% of the annual basic salary as service gratuity per year worked.
- Ksh. 45,000 as leave allowance.
- Comprehensive Medical Insurance cover for self and family.

(a) Duties and Responsibilities

The Director Governance, Compliance, Performance Management & Public Service Transformation will be responsible to the Deputy CEO for the overall management and coordination of work in the Directorate.

The specific duties and responsibilities at this level entail:

- i) Undertaking compliance audits, promotion of values and principles of good governance, investigation, monitoring and evaluation of human resource practices for efficient and effective public Service;
- ii) Develop and implement strategies for promotion and implementation of values and principles of good governance;
- iii) Undertaking Human Resource Audits on all HR functions in the Public Service

- iv) Carrying out investigations, monitoring and evaluation of the organization, administration and Human Resource practices for an efficient and effective Public Service;
- v) Monitor and evaluate the implementation of the Commission's delegated functions;
- vi) Ensure institutionalization of uniform human resource standards and quality control Procedures in the public service;
- vii) Ensure review and implementation of the Code of Conduct in the Public Service;
- viii) Preparation of reports to Parliament and the President on compliance with national values and principles of governance under Article 254(1) and 234(2) of the Constitution of Kenya (2010);
- ix) Setting standards in service delivery for evaluating performance in the public service;
- x) Evaluating the organization and core functions of public bodies with respect to human resources, internal processes, citizens' satisfaction and recommending measures for improved performance;
- xi) setting performance contract guidelines in the public service and ensuring compliance with the Commission's set standards;
- xii) providing guidelines on performance appraisal systems for public bodies and individual public officers;
- xiii) evaluating performance agreements between the Government and public bodies or individual public officers;
- xiv) investigating and making recommendations to the Board on an authorized officer on own motion or upon receipt of a complaint on inefficiency and ineffectiveness of service delivery in public bodies;
- xv) Monitoring and evaluation of the institutionalization of performance management in the Public Service;
- xvi) Develop and implement best practices in performance management and emerging HR trends;
- xvii) Develop, implement and provide reports of the Directorate's annual work plan, budget, performance contract targets and staff performance appraisal; and
- xviii) Preparing and presenting the agenda in relevant Board Committees.

(b) Requirements for Appointment:

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

- i) Master's degree in Human Resources, Business Management, Development, or other related fields;
- ii) Bachelor's Degree in Social sciences;
- iii) Higher National Diploma in Human Resources Management;

- iv) Professional Certification in Leadership and Management;
- v) At least 15 years' professional experience in a relevant field, 3 years of which should be in a leadership position with demonstrated success in managing multi-disciplinary teams;
- vi) Knowledge of the institutional and legal framework in Kenya, as well as of relevant Public Service transformation programmes;
- vii) Knowledge of labour laws and other related legislation; and
- viii) Member of a relevant professional body.

(c) Skills and Competencies

- i) Proven leadership and management skills;
- ii) Ability to think strategically;
- iii) Attention to detail and accuracy;
- iv) Communication, analytical and report writing skills;
- v) Networking and team management skills;
- vi) Sound judgment and decision-making skills; and
- vii) Creative and innovative skills.

DIRECTOR, HUMAN RESOURCE, ORGANIZATIONAL DEVELOPMENT AND CAREER MANAGEMENT (PSC SCALE 8) – ONE (1) POST

Terms of Service: Contract (3 years' renewable on satisfactory performance)

Remuneration: Gross salary of Ksh. 541,112—Ksh. 576,167

broken down as 60% basic salary and 40% as allowances.

Other Benefits:

- 31% of the annual basic salary as service gratuity per year worked.
- Ksh. 45,000 as leave allowance.
- Comprehensive Medical Insurance cover for self and family.

(a) Duties and Responsibilities

The Director Human Resource, Organizational Development and Career Management will be responsible to the Deputy CEO for the overall management and coordination of work in the Directorate.

The specific duties and responsibilities at this level entail:

- i) Develop, review and ensure implementation of guidelines on establishment and abolition of offices/ posts in the Public Service;
- ii) Develop, review and ensure implementation of guidelines on design of organizational structures in the Public Service;
- iii) Carry out workload analysis to determine optimal staffing levels;
- iv) Monitoring the implementation of organizational structures in the Public Service;
- v) Develop and harmonize the grading structures and nomenclatures in the Public Service;
- vi) Establishment, maintenance and updating of Staff Establishment Database;
- vii) Develop, review, interpret and ensure implementation of policies, rules, regulations, procedures and strategies on human resource management and development in the Public Service;
- viii) Develop and implement a Human Resource Management and Development masterplan for the Public Service;
- ix) Oversee the development and training of Human resources in the Public Service;
- x) Management of the Public Service Internship Programme;
- xi) Preparing and presenting the agenda in relevant Board Committees;
- xii) Promote harmonious industrial relations;
- xiii) Advise on terms and conditions including retirement benefits in the Public Service;
- xiv) Initiate and coordinate research on market labour trends for the Public Service;

- xv) Initiate research and develop strategies for best practices in human resource management and development;
- xvi) Process disciplinary and appeals cases from Ministries, Departments, Agencies and Counties;
- xvii) Establishing systems for hearing and determining appeals from County Government;
- xviii) Ensuring standards for the development and review of career progression guidelines are set and maintained;
- xix) Making recommendations in respect of qualifications of officers in the Public Service;
- xx) Advising on transition issues and relationships between the National and County governments;
- xxi) Advising on capacity building needs for County Governments;
- xxii) Develop, implement and review policy framework on uniform norms and Standards for the two levels of Government; and
- xxiii) Develop and implement the Directorate's annual work plans, budgets, performance contract targets and staff performance appraisal.

(b) Requirements for Appointment:

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

- i) Master's degree in Human Resources, Business Management, Development, or other related fields;
- ii) Bachelor's Degree in Social sciences
- iii) Higher National Diploma in Human Resources Management
- iv) Professional Certification in Leadership and Management
- v) Training and thorough knowledge in Job Evaluation Schemes
- vi) At least 15 years' professional experience in a relevant field, 3 years of which should be in a senior leadership position with demonstrated success in managing multi-disciplinary teams;
- vii) Knowledge of the institutional and legal framework in Kenya, as well as of

- relevant Public Service transformation programmes;
- viii) Knowledge of labour laws and other related legislation; and
- ix) Member of a relevant Professional body.

(c) Skills and Competencies

- i) Proven leadership and management skills;
- ii) Ability to think strategically;
- iii) Attention to detail and accuracy;
- iv) Communication, analytical and report writing skills;
- v) Networking and team management skills;
- vi) Sound judgment and decision-making skills; and
- vii) Creative and innovative skills.