



## 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".*

### DECLARATION OF VACANCY

#### POWER OF MERCY ADVISORY COMMITTEE

Pursuant to Section 16 (2) of the Power of Mercy Act 2011, the Public Service Commission seeks to nominate persons to be considered for appointment to the post of Secretary/CEO to the Power of Mercy Advisory Committee.

The Commission hereby invites applications from suitably qualified Kenyans who may wish to be considered for nomination.

#### SECRETARY/CEO - ONE (1) POST

##### **For appointment to this grade a candidate must:**

- (i) be a Kenyan citizen;
- (ii) possess a Masters degree in a relevant field;
- (iii) have at least ten (10) years of proven distinguished experience and track record in matters relating to their respective field;
- (iv) have attended a Leadership/Management Course lasting not less than four (4) weeks in a recognized institution;
- (v) have at least three (3) years' experience in a leadership position or senior management level in public service;
- (vi) have demonstrated exceptional managerial capability;
- (vii) have demonstrated professional, administrative and financial competence; and
- ((viii) meet the requirements of Chapter Six of the Constitution.

##### **Duties and Responsibilities**

The Secretary shall be the Chief Executive Officer and head of the Secretariat. Specific duties and responsibilities include:

- (i) providing strategic leadership to facilitate effective delivery of Committee's mandate as per its Mission, Vision and Strategic Plan;
- (ii) being responsible for the day to day administration of the affairs of the Committee;

- (iii) coordinating the Committee's petition reviews and evaluations;
- (iv) ensuring prudent utilization of resources;
- (v) preparing quarterly and annual financial reports for the Committee;
- (vi) managing the Committee's proceedings;
- (vii) maintenance of the Committee records;
- (viii) securing, maintenance and provision of facilities and services required for the discharge of the Committee's functions;
- (ix) executing decisions of the Committee; and
- (x) preparation of the Committee's annual report.

### **INTERESTED APPLICANTS ARE REQUIRED TO NOTE:**

1. The names of shortlisted candidates shall be published on the Commission's website;
2. Shortlisted candidates will be required to present originals of the following documents during the interviews;
  - (a) National Identity Card;
  - (b) Academic and Professional Certificates and transcripts;
  - (c) Any other supporting documents and testimonials; and
  - (d) Clearances from the following bodies:
    - (i) Kenya Revenue Authority;
    - (ii) Ethics and Anti-Corruption Commission;
    - (iii) Higher Education Loans Board;
    - (iv) Any of the Registered Credit Reference Bureaus;
    - (v) Directorate of Criminal Investigations (Police Clearance Certificate); and
  - (e) Recommendations from relevant professional bodies and associations.
3. Recommendations from at least three (3) referees should be sent separately to the address below.

### **MODE OF APPLICATION**

1. Candidates may submit manual (hard copy) or electronic (online) applications.
2. All applications should be submitted together with detailed curriculum vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
3. Manual applications should be submitted in a sealed envelope clearly marked:

**"Application for Secretary/CEO - Power of Mercy Advisory Committee"** and delivered to:

**THE SECRETARY/CEO**  
Public Service Commission  
4<sup>th</sup> Floor, Commission House  
Off Harambee Avenue  
P.O Box 30095-00100  
**NAIROBI.**

4. Online applications may be submitted via email to: [pmercy@publicservice.go.ke](mailto:pmercy@publicservice.go.ke)

**All applications should reach the Public Service Commission on or before 16<sup>th</sup> March 2020 latest by 5.00 p.m. (East African Time)**

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**