



REPUBLIC OF KENYA

# MINISTRY OF PUBLIC SERVICE AND GENDER

## STATE DEPARTMENT FOR PUBLIC SERVICE

### VACANT POSITIONS

Application are invited from qualified persons for the positions below:

V/NO	POST	GRADE	NO OF VACANCIES
7/2020	Clerical Officer II	CSG 14	250
8/2020	Driver III	CSG 16	150
9/2020	Cleaning Supervisor III/ Senior Support Staff	CSG 16	150

The details of the posts can be accessed on the Ministry's website: [www.psyg.go.ke](http://www.psyg.go.ke) (*Opportunities; career*)

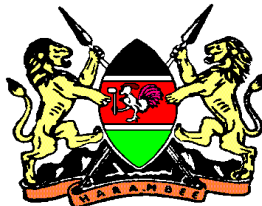
Interested and qualified persons are requested to make their applications by filling Application for Employment Form PSC 2 (Revised 2016) available on Public Service Commission of Kenya website ([www.publicservice.go.ke](http://www.publicservice.go.ke)).

Applications should be sent to the address below on or before **20<sup>th</sup> July, 2020** or Email: [recruit2020@psyg.go.ke](mailto:recruit2020@psyg.go.ke)

**The Principal Secretary  
State Department for Public Service  
Ministry of Public Service and Gender  
P.O BOX 30050-00100  
NAIROBI.**

**NB: Due to the prevailing Covid 19 pandemic guidelines, hand delivered application will not be accepted.**

**Only shortlisted applicants will be contacted.**



**REPUBLIC OF KENYA  
MINISTRY OF PUBLIC SERVICE AND GENDER  
STATE DEPARTMENT FOR PUBLIC SERVICE**

**VACANT POSITIONS IN THE MINISTRY OF PUBLIC SERVICE AND GENDER**

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

**1. VACANCY NO. 7/2020: CLERICAL OFFICER II – (JOB GROUP 'F' - CSG 14),  
TWO HUNDRED AND FIFTY (250) POSTS**

*TERMS OF SERVICE: PERMANENT*

*SALARY SCALE: KSHS. 16,890 - KSHS. 20,800 P.M.*

Salary - **Ksh. 16,890 Per Month**  
House Allowance - **As per Region Deployed**  
Commuter Allowance - **Ksh. 3,000 Per Month**

**A. Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of C- (Minus) or its equivalent qualification: and
- (ii) Certificate in computer application skills from a recognized institution.

**(B) Duties and Responsibilities**

**Specific duties and responsibilities will entail**

- (i) Collecting statistical records;
- (ii) Carrying out transactions related to accounts or personnel information;
- (iii) Filling receipts;
- (iv) Receiving, filing and dispatching correspondence;
- (v) Preparing initial documents for issuance stores

- (vi) Photocopying and scanning documents;
- (vii) Indexing of documents and Records;
- (viii) Checking General office cleaning; and
- (ix) Keeping safe custody of equipment, documents and records.

## **2. VACANCY NO. 8/2020: DRIVER III – (JOB GROUP 'D' - CSG 16), ONE HUNDRED AND FIFTY (150) POSTS**

*TERMS OF SERVICE: PERMANENT*

*SALARY SCALE: KSHS. 14,610 - KSHS. 16,250 P.M.*

Salary - **Ksh. 14,610 Per Month** -  
House Allowance - **As per Region Deployed**  
Commuter Allowance - **Ksh. 3,000 Per Month**

### **A. Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution;
- (ii) A Valid driving License free from any current endorsement (s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Attended s First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (iv) Passed Suitability Test for Grade III;
- (v) A valid Certificate of Good Conduct from the Kenya Police; and
- (vi) At least two (2) years driving Experience.

### **(B) Duties and Responsibilities**

#### **Specific duties and responsibilities will entail**

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil electrical and brake systems;
- (iii) Maintenance of work tickets for the vehicles assigned;

- (iv) Ensuring security and safety for the vehicle on and off the road;
- (v) Ensuring safety of the passengers and/or goods therein; and
- (vi) Maintaining cleanliness of the vehicle.

**3. VACANCY NO. 9/2020: CLEANING SUPERVISOR III/SENIOR SUPPORT STAFF – (JOB GROUP 'D' - CSG 16), ONE HUNDRED AND FIFTY (150) POSTS**

*TERMS OF SERVICE: CONTRACT (3 YEARS RENEWABLE)*

*SALARY SCALE: KSHS. 14,610 - KSHS. 16,250 P.M.*

Salary - **Ksh. 14,610 Per Month** -  
House Allowance - **As per Region Deployed**  
Commuter Allowance - **Ksh. 3,000 Per Month**

**A. Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution; and

**(B) Duties and Responsibilities**

Specific duties and responsibilities will entail:

- (i) Maintaining office cleanliness
- (ii) Messangerial duties in the office assigned
- (iii) Undertaking any other duties that may be assigned by supervisor

Candidates who meet the above requirements are requested to make their applications by filling Application for Employment Form PSC 2 (Revised 2016) available on Public Service Commission of Kenya website ([www.publicservice.go.ke](http://www.publicservice.go.ke)). Applications should be Emailed to: [recruit2020@psyq.go.ke](mailto:recruit2020@psyq.go.ke) or sent to the address below on or before 20<sup>th</sup> July, 2020.

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