



Republic of Kenya



## 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"

# EXTENSION OF APPLICATION DEADLINE

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.pscjobs.go.ke](http://www.pscjobs.go.ke)

#### Please Note:

- (i) Candidates should include all the required details in the application. 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 **10<sup>th</sup> June 2020 latest 5.00 pm (East African Time)**.

### VACANCIES IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT (STATE DEPARTMENT FOR INTERIOR AND CITIZEN SERVICES)

#### ASSISTANT COUNTY COMMISSIONER/ ASSISTANT SECRETARY (CADET) - FOUR HUNDRED AND FIFTY (450) POSTS V/NO. 109/2020

<b>Salary Scale</b>	:	<b>Ksh.30,170 - 40,060 p.m.</b>	<b>(CSG - 11)</b>
<b>House Allowance</b>	:	<b>Ksh.4,200 - 10,000 p.m (depending on duty station)</b>	
<b>Commuter Allowance</b>	:	<b>Ksh.4,000 p.m</b>	
<b>Leave Allowance</b>	:	<b>Ksh.4,000 (once yearly)</b>	
<b>Medical Cover</b>	:	<b>As provided by the government</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 a Bachelors Degree in any Social Science or equivalent qualification from a university recognized in Kenya.

#### Duties and responsibilities

This is the entry and training grade for National Government Administrative Officers cadre. An officer at this level work under guidance and supervision of a senior officer. Specific duties and responsibilities include:

#### Field Administration Services

- (i) overseeing implementation of National Government development projects in the area of jurisdiction.
- (ii) carrying out general administrative duties;
- (iii) coordinating disaster management;
- (iv) coordinating the maintenance of law and order;
- (v) initiating peace building initiatives;
- (vi) identifying persons for national and civil registration;
- (vii) coordinating campaigns against drugs, alcohol and substance abuse; and
- (viii) ensuring security of Government property, assets, facilities and inventory.

#### Ministry Headquarters/Department

Duties and responsibilities in a Ministry/Department headquarters include:

- (i) general office administration;
- (ii) assisting in handling general public complaints;
- (iii) compiling returns, daily operational and incident reports;

- (iv) collecting and collating data for preparation of speech briefs and report writing; and
- (v) updating biodata of administrative officers.

#### REGISTRATION OFFICER II – ONE HUNDRED AND FIFTY (150) POSTS- V/NO. 110/2020

<b>Salary Scale</b>	:	<b>Ksh.30,170 - 40,060 p.m.</b>	<b>(CSG - 11)</b>
<b>House Allowance</b>	:	<b>Ksh.4,200 - 10,000 p.m (depending on duty station)</b>	
<b>Commuter Allowance</b>	:	<b>Ksh.4,000 p.m</b>	
<b>Leave Allowance</b>	:	<b>Ksh.4,000 (once yearly)</b>	
<b>Medical Cover</b>	:	<b>As provided by the government</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 a Bachelors degree in any of the following Social Science disciplines: Sociology, Economics, Business Administration, Human Resource Management, Population Studies, Anthropology, Communication Journalism, Public Relations, Public Administration/Government 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 guidance and supervision of a senior officer.

#### Duties and responsibilities will include:

- (i) attending to enquiries on matters relating to issuance of National Identity Cards;
- (ii) advising applicants on requirements for various registration services;
- (iii) receiving and scrutinizing applications for registration and registration record;
- (iv) detecting and preventing illegal registration;
- (v) issuing application forms for duplicate identity cards;
- (vi) sorting and filing processed identity cards; and
- (vii) compiling simple reports on registration of persons.

#### FINGERPRINT OFFICER II - ONE HUNDRED (100) POSTS V/NO. 111/2020

<b>Salary Scale</b>	:	<b>Ksh.30,170 - 40,060 p.m.</b>	<b>(CSG - 11)</b>
<b>House Allowance</b>	:	<b>Ksh.4,200 - 10,000 p.m (depending on duty station)</b>	
<b>Commuter Allowance</b>	:	<b>Ksh.4,000 p.m</b>	
<b>Leave Allowance</b>	:	<b>Ksh.4,000 (once yearly)</b>	
<b>Medical Cover</b>	:	<b>As provided by the government</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:

- (i) have a Bachelors degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a University recognized in Kenya; and
- (ii) be of good eyesight.

#### Duties and responsibilities

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

- (i) recording fingerprint impressions and digital scan images;
- (ii) classifying fingerprint impressions;
- (iii) comparing plain fingerprint impressions against rolled fingerprint impressions to confirm correct natural sequences;
- (iv) scanning recorded fingerprint impressions; and
- (v) filing classified fingerprints for reference.

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION  
NAIROBI**