



## 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](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

### Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. 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 6<sup>th</sup> July 2020** latest by **5.00 pm (East African Time)**.

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

SENIOR DIRECTOR, DELIVERY - SIX (6) POSTS

V/NO. 155/2020

Salary Scale:	Kshs. 166,780 - Ksh. 322,040 p.m.	(CSG 4)
House Allowance:	Ksh.80, 000 p.m	
Commuter Allowance:	Ksh.24, 000p.m	
Leave:	30 days per year	
Medical Cover:	As per existing medical scheme for the civil service	

Terms of Service: Permanent/ Local Agreement

**For appointment to this grade, an officer must:**

- (i) be serving in the grade of Director, Delivery (CSG 5) or at the level of Director (CSG 5) in the public service or in a comparable and relevant position within a delivery setup in a reputable organization;
- (ii) have a Bachelors degree in any of the following fields: Economics, Project Management, Accounting, Business Administration, Finance, Building/Land Economics, Law, Engineering or any other related field from a university recognized in Kenya;
- (iii) have a Masters degree in any of the following fields: Economics, Project Management, Business Administration, Finance, Law or equivalent qualification from a university recognized in Kenya; and
- (iv) have demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national development policies, goals and objectives and the ability to relate them to realization of the Big 4 agenda.

### **Duties and Responsibilities**

The Senior Director, Delivery will be reporting to the Secretary, Delivery for smooth operations of the Presidential Delivery Unit (PDU). Duties and responsibilities at this level will entail coordination of flagship programmes and the development priorities that include the 'Big four Agenda'. Specific duties and responsibilities will include:

- (i) overseeing the development, review and implementation of relevant policies, strategies, guidelines, standards and regulations;
- (ii) coordinating delivery of government programmes and projects under various Ministries/State Departments and Agencies (MDAs) and further engage with the respective stakeholders on the implementation status;
- (iii) providing advisories to address the challenges that hinder project delivery;
- (iv) preparing and submitting reports on the programmes and project implementation status that inform the President's decision-making process on flagship projects and programmes

- (v) formulating strategies and policy papers to inform the government on implementation plans for various projects;
- (vi) developing risk matrices on a continuous basis for various projects to inform the cabinet decisions;
- (vii) establish networks and linkages with the relevant stakeholders;
- (viii) be responsible for developing the departmental work plans, managing research, managing mediations, adjudication and resolution of disputes ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; and
- (ix) overseeing performance management and overall management and development of staff in the department.

**DIRECTOR, DELIVERY - THREE (3) POSTS - V/NO. 156/2020**

<b>Salary Scale:</b>	<b>Ksh. 132,000 – Ksh. 195,410 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh.48, 000 – 60,000 p.m (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.20, 000 p.m</b>	
<b>Leave:</b>	<b>30 days per year</b>	
<b>Medical Cover:</b>	<b>As per existing medical scheme for the civil service</b>	

**Terms of Service: Permanent/Local Agreement**

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

- (i) be serving in the grade of Deputy Director, Delivery (CSG 6) or at the level of Deputy Director (CSG 6) in the public service or in a comparable and relevant position within a delivery setup in a reputable organization;
- (ii) have a Bachelors degree in any of the following fields: Economics, Project Management, Accounting, Business Administration, Finance, Building/Land Economics, Law, Engineering or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters degree in any of the following fields: Economics, Project Management, Business Administration, Finance, Law, or equivalent qualification from a university recognized in Kenya;
- (iv) have a thorough knowledge of the country’s economic development strategies, policies and objectives and the ability to translate them into industrial development policies, programmes and relate them to realization of the Big Four agenda.

**Duties and Responsibilities**

The Director, Delivery will be reporting to the Senior Director, Delivery for smooth operations of the Presidential Delivery Unit (PDU). Duties and responsibilities at this level will entail providing the necessary support information to the relevant Government Agency. Specific duties will include:

- (i) overseeing environmental and socio-economic surveys on the viability of programmes/projects;

- (ii) promoting public-private partnership and collaborating with development partners to promote the functions of the various stakeholders;
- (iii) identifying and proposing strategic solutions for unlocking stalled projects;
- (iv) preparing reports that inform decision making process on flagship projects and programmes; and
- (v) deriving risk mitigation measures for the big four projects among other flagship projects.

**DEPUTY DIRECTOR, DELIVERY - THREE (3) POSTS - V/NO. 157//2020**

<b>Salary Scale:</b>	<b>Ksh. 98,500- Ksh. 166,780 p.m</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh.20, 000 – 50,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.16, 000</b>	
<b>Leave:</b>	<b>30 days per year</b>	
<b>Medical Cover:</b>	<b>As per existing medical scheme for the civil service</b>	

**Terms of Service:**                    **Permanent /Local Agreement**

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

- (i) be serving in the grade of Assistant Director, Delivery (CSG 7) or at the level of Assistant Director (CSG 7) in the public service or in a comparable and relevant position within a delivery setup in a reputable organization;
- (ii) have a Bachelors degree in any of the following fields: Economics, Project Management, Accounting, Business Administration, Finance, Building/Land Economics, Law, Engineering or equivalent qualification from a university recognized in Kenya;
- (iii) have a thorough knowledge of the country’s economic development strategies, policies and objectives and the ability to translate them into industrial development policies, programmes and relate them to realization of the Big Four agenda.

**Duties and Responsibilities**

The Deputy Director, Delivery will be reporting to the Director, Delivery. Specific duties and responsibilities will include:

- (i) liaising with relevant stakeholders to develop and review policies, strategies, guidelines, standards and regulations on project management;
- (ii) identifying and proposing strategic solutions for unlocking stalled projects;
- (iii) analyzing and preparing reports on assigned programmes and flagship projects for planning purposes and decision making;
- (iv) deriving risk mitigation measures for the Big Four Projects among other flagship projects;
- (v) establishing networks and linkages with the relevant stakeholders;
- (vi) undertaking environmental and socio-economic surveys on the viability of programmes and projects;

- (vii) carrying out monitoring and evaluation of assigned projects; and
- (viii) promoting public-private partnership on assigned programmes or projects and undertaking research on continuous basis for informed decision making.

## VACANCIES IN THE MINISTRY OF PUBLIC SERVICE AND GENDER AFFAIRS (STATE DEPARTMENT FOR PUBLIC SERVICE)

### MANAGEMENT CONSULTANT II, (ORGANIZATION) -EIGHT (8) POSTS V/NO. 158/2020

<b>Basic Salary</b>	-	<b>Kshs. 30,170 - Kshs. 40,060 p.m</b>	<b>(CSG 11)</b>
<b>House Allowance</b>	-	<b>Ksh. 10,000 Per Month</b>	
<b>Commuter Allowance</b>	-	<b>Ksh. 4,000 Per Month</b>	
<b>Leave</b>	-	<b>30 Days Per Annum</b>	

**Terms of Service**                      **Three (3) year Contract renewable subject to satisfactory performance**

For appointment to this grade, a candidate must have a Bachelors Degree in any of the following areas: Sociology, Education, Anthropology, Government/Political Science Business/Public Administration or any Social Science from a university recognized in Kenya.

#### **Duties and Responsibilities**

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

- (i) collecting data on organizational studies and surveys;
- (ii) preparing draft of schemes of service and career progression guidelines;
- (iii) developing questionnaires and related working tools; and
- (iv) drafting general letters.

### ASSISTANT OFFICE ADMINISTRATOR III -TWO HUNDRED AND FIFTY (250) POSTS - 159/2020

<b>Basic Salary</b>	-	<b>Kshs. 24,580 - Kshs. 32,760 p.m</b>	<b>(CSG 12)</b>
<b>House Allowance</b>	-	<b>Depends on the station Deployed in</b>	
<b>Commuter Allowance</b>	-	<b>Ksh. 4,000 Per Month</b>	
<b>Leave</b>	-	<b>30 Days Per Annum</b>	

**Terms of Service**                      **Three (3) year Contract renewable subject to satisfactory performance**

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

- (i) Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili language or its equivalent qualification.
- (ii) a Diploma in Secretarial studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- a) Typewriting III (50 w.p.m)/ Computerized Document Processing III;
- b) Shorthand II (minimum 80 w.p.m);
- c) Business English II/ Communications I;
- d) Office Practice II;
- e) Secretarial Duties II;
- f) Commerce II;
- g) Office Management III/Office Administration and Management III;

**Duties and responsibilities include:**

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

- (i) taking oral dictation;
- (ii) word and data processing;
- (iii) managing e-office;
- (iv) ensuring security of office equipment, documents and records
- (v) maintaining an up-to-date filing system in the office;
- (vi) operating office equipment;
- (vii) managing office protocol
- (viii) handling telephone calls and appointments;
- (ix) supervision of office cleanliness; and
- (x) undertaking any other office administrative duties that may be assigned.

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**