

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 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 19th June 2020**

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

DIRECTOR, ESTABLISHMENT AND MANAGEMENT CONSULTANCY SERVICES (PSC SCALE 8 ONE (1) POST V/NO 134/2020

Terms of service: Contract for five (5) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

Requirements for Appointment:

- i. Master's degree in Human Resources Management, Business Management, Development or other related fields;
- ii. Bachelor's Degree in Social Sciences;
- iii. Certification in a Management or Leadership Development course lasting not less than four (4) weeks from a recognized institution;
- iv. Training and thorough knowledge in Job Evaluation Schemes;
- v. At least fifteen (15) years professional experience in Human Resource Management, five (5) years of which should be in the Public Sector with demonstrated success in managing multi-disciplinary teams; and
- vi. Knowledge of institutional and legal framework in Kenya, as well as of relevant Public Service transformation program;

Skills and Competencies

- i. Coaching/Managing performance;
- ii. Establishing strategic direction through demonstrated experience in developing;
- iii. Leadership in driving change and ability to build organizational capability;
- iv. Demonstrated experience in policy and strategy implementation;
- v. Excellent team management skills, with an emphasis on management consultancies;
- vi. Negotiating and influencing skills, preferably at a National level;
- vii. Excellent inter-personal skill, with the ability to develop and maintain strong relationships at all levels, government agencies, the Trade Unions, Donor Community and the Academia; and
- viii. Adherence to PSC's values, which are citizen focus, professionalism, innovation and teamwork.

Duties and Responsibilities

- (i) Development of guidelines on establishment and abolition of posts in the Public Service;
- (ii) Development and review of guidelines on design of organizational structures in the Public Service;
- (iii) Undertaking organizational studies and reviews with a view to aligning organizational structures to the mandates of Ministries/Departments and Agencies;
- (iv) undertaking functional analysis and aligning MDAs functions with core mandates;
- (v) Providing advisory services on organizational design in the Public Service;
- (vi) monitoring the implementation of organizational structures in the Public Service.

- (vii) Merging and delinking of Ministries/Departments and Agencies;
- (viii) Undertaking MDAs rationalization;
- (ix) Managing the Civil Service Human Resource Information System;
- (x) Development and harmonization of grading structures and nomenclatures in the Public Service;
- (xi) undertaking workload analysis to determine optimal staffing levels;
- (xii) development and review of staffing norms, standards and modeling for optimal use of human resources;
- (xiii) Establishment and maintenance of staff Establishment Database;
- (xiv) Undertaking reconciliation of staff establishment and complement control
- (xv) Performs other duties as may be assigned by the Chief Executive.

**DIRECTOR BOARD MANAGEMENT SERVICES (PSC SCALE 8); ONE (1) POST
V/NO. 135/2020**

Terms of service: Contract for five (5) years

Medical: As per the current medical insurance cover
Leave entitlement: 30 days per leave year

Requirements for Appointment:

- i) Master's degree in Human Resources Management or Business Management (Human Resource Management option), or other related fields;
- ii) Bachelor's Degree in Social Sciences;
- iii) Certification in a Management or Leadership Development course lasting not less than four (4) weeks from a recognized institution;
- iv) At least fifteen (15) years professional experience in Human Resource Management, five (5) years of which should be in a leadership position;
- v) Knowledge of institutional and legal framework in Kenya, as well as of relevant Public Service transformation program;
- vi) Knowledge of labour laws and other related legislation; and
- vii) Member or a professional body.

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 judgement and decision making skills;
- vii) Creative and innovative skills.

Duties and Responsibilities

- i) General Administration of the Directorate;
- ii) Overseeing and coordinating preparation and circulation of agenda and minutes;

- iii) Coordination of agenda/reports of the Commission's working committees and various directorates;
- iv) Presentation of the agenda during Commission Board meetings;
- v) Ensure preparation and communication of Commission's decisions;
- vi) Coordinating preparation and publication of annual and periodic reports;
- vii) Development of departmental annual work plans, performance targets and budget;
- viii) Coordination of annual staff performance targets work plans and appraisal;
- ix) Quarterly reports on departmental implementation of the strategic plan and performance contract targets;
- x) Management and development of the staff in the directorate;
- xi) Departmental annual work plans, budgets and performance contract targets;
- xii) Coordination of annual staff performance targets, work plans and appraisal reports for staff in Board Management Services Directorate;
- xiii) Quarterly reports on implementation of strategic plan and performance contract targets; and
- xiv) Performs other duties as requested by the Chief Executive.

DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (PSC 7) – ONE (1) POST - V/No. 136/2020

Terms of service: Secondment for three (3) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

For appointment, a candidate must have:

- (i) at least fifteen (15) years' experience in the field of human resource management/development, three (3) of which should have been at the grade of Assistant Director, Human Resource Management & Development, in CSG 7 in the Civil Service or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors' degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;

OR

- a Bachelor's degree in any Social Sciences plus a Diploma in Human Resource Management/Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution or Part II of the Certified Public Secretaries Examination or its equivalent;
- (iii) a Master's degree in Human Resource Management/Development, Industrial Relations or equivalent and relevant qualification from a university recognized in Kenya;
- (iv) be a current member of the Institute of Human Resource Management (IHRM) in good standing
- (v) a thorough understanding of relevant legislation, best practice and emerging issues in Human Resource Management and Development; and
- (vi) demonstrated merit as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities shall include:

- (i) formulating, implementing and reviewing human resource management and development systems and management practices, policies, strategies and guidelines;

- (ii) coordinating review and implementation of policies and procedures on hearing and determination of appeals in respect to county governments;
- (iii) formulating and coordinating the performance management systems to monitor employee productivity in the public service;
- (iv) conducting research on human resource and development best practices to inform policy direction;
- (v) developing, implementing and reviewing performance improvement strategies that are adaptive to the changing environment and technology;
- (vi) monitoring implementation of pay and benefits policy and suggesting areas of review;
- (vii) initiating action on issues related to Collective Bargaining Agreements and negotiating agreements with labour unions and monitoring their implementation; and
- (viii) coordinating human resource skills audit and training impact assessments in the Public Service.

PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER (PSC 5) - ONE (1) POST - V/No 137/2020

Terms of service: Secondment for three (3) years

Medical: As per the current medical insurance cover
Leave entitlement: 30 days per leave year

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Human Resource Management Officer, in CSG 9 in the Civil Service or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in Senior Management Course from a recognized institution; and
- (iv) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development.

Specific duties and responsibilities include:

- (i) verification of information relating to recruitment, appointment and transfers;
- (ii) Management of Human Resource records and complement control;
- (iii) processing cases for the Commissions Committees and the Board;
- (iv) assisting in the implementation of decisions; and
- (v) supervising and guiding junior staff in the Directorate.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER (PSC 4) -
THREE (3) POSTS - V/No. 138/2020 (To be deployed in HRMD & E&MCS Directorates)

Terms of service: Secondment for three (3) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Human Resource Management Officer I, or in CSG 10 in the Civil Service or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya; and
- (iii) a thorough understanding of relevant legislations, best practices and emerging issues in Human Resource Management and Development.

Specific duties and responsibilities include:

- (i) processing of requests from MDAs relating to establishment of offices, review of organizational structures, career management, recruitment, appointment and transfers;
- (ii) Management of Human Resource records and complement control;
- (iii) processing cases for the Commission Committees and assisting in the implementation of decisions; and
- (iv) supervising and guiding junior staff in the Directorate.

**ASSISTANT DIRECTOR, ESTABLISHMENT AND MANAGEMENT CONSULTANCY SERVICES,
(ORGANIZATION) PSC GRADE 6 -- ONE (1) POST - V/No. 139/2020**

Terms of service: Secondment for three (3) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

For appointment to this grade, a candidate must have:

- (i) Have a minimum of ten (10) years' experience in the field of Management Consultancy (Organization), three (3) of which should have been at grade of Principal Establishment and Management Consultancy Officer, in CSG 8 in the Civil Service or in a relevant and comparable position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other relevant Social Science from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development or Education from a recognized institution;
- (iv) a Certificate in Senior Management Course from a recognized institution;

- (v) good analytical and communication skills;
- (vi) be a member of a relevant professional body (where applicable); and
- (vii) demonstrable professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- (i) developing and reviewing organizational structures and human resource plans for Ministries/Departments and other public service organizations;
- (ii) providing management consultancy services to Ministries/Departments and other public service organizations with a view to identifying organizational and operational challenges;
- (iii) undertaking job analysis, evaluation and grading;
- (iv) undertaking workload analysis in Ministries/Departments and other public organizations to determine optimal staffing levels;
- (v) developing/reviewing career progression guidelines for Public Service organizations;
- (vi) developing staffing norms, standards and benchmarks to facilitate optimal utilization of staff;
- (vii) undertaking business process reengineering;
- (viii) reconciliation of staff establishment for Ministries/Departments and management of human resource information system (s); and
- (ix) researching on emerging issues and trends in public service management.

PRINCIPAL OFFICER - ESTABLISHMENT & MANAGEMENT CONSULTANCY SERVICES (PSC SCALE 5) – ONE (1) POST - V/No. 140/2020

Terms of Service: Secondment for three (3) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

For appointment to this grade, a candidate must have:

- i) at least ten (10) years' experience in human resource management/development, three (3) years of which should have been in CSG 8 in the Civil Service or in a relevant and comparable position in the Public Service;
- ii) bachelor's degree in Human Resource Management/ Development, Business Administration (Human Resource Management option) or any other relevant field from a university recognized in Kenya.

OR

bachelor's degree in social sciences from a university recognized in Kenya plus a Post Graduate qualification in any of the Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or related field from a recognized institution.

- iii) certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- iv) knowledge of relevant legislation, regulations and procedures.

Duties and Responsibilities:

- i) Initiate development and review of organizational structures for Ministries/Departments and other public service organizations;
- ii) Assist in provision of management consultancy services to Ministries/Departments and other public service organizations;
- iii) Initiate job analysis, evaluation and grading;
- iv) Initiate workload analysis in Ministries/Departments and other public organizations to determine optimal staffing levels;
- v) Initiate development/review of career progression guidelines for Public Service organizations;
- vi) participating in surveys and research on human resource management and development trends;
- vii) maintaining up to date records on Human Resource Management policies and decisions; and
- viii) preparing quarterly and annual reports related to Human Resource management and development function in the Public Service.

PRINCIPAL OFFICER ADMINISTRATION - ONE (1) POST - (PSC 5) - V/NO. 141/2020

Terms of Service: Secondment for three (3) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

For appointment to this grade, a candidate must have

- (i) served for at least three (3) years as an Assistant Secretary I CSG 8 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iii) attended Administrative Officers' Induction course lasting not less than four (4) weeks in a recognized institution;
- (iv) passed Administrative Officers' Examination;
- (v) a Diploma in Public Administration or Advanced Public Administration Certificate;
- (vi) attended a senior management course in a recognized institution; and
- (vii) shown merit and ability as reflected in work performance and results.

Duties and responsibilities

An officer at this level will deputize the Assistant Director (Administration) in the coordination of Commission administrative and logistics functions. Specific duties and responsibilities will include:

- (i) managing transport services;
- (ii) coordinating disaster management programs, organizing emergency response activities and security of buildings;
- (iii) following up issues raised in security committee meetings and situation reports.
- (iv) undertaking inventory of office accommodation, furniture and equipment;
- (v) coordinating training needs assessment for drivers and support staff;
- (vi) setting performance targets and appraising in transport and general office services;
- (vii) handling of public and staff complaints;
- (viii) preparing annual budgets and work plans for repair and maintenance of vehicles, building maintenance, utilities and other shared services;
- (ix) preparing monthly and quarterly reports on expenditures for vehicles and general office services; and
- (x) preparing departmental briefs, reports and concept papers.

PRINCIPAL HUMAN RESOURCE AUDIT (PSC SCALE 5) – TWO (2) POSTS - V/NO. 142/2020

Terms of Service: Secondment for three (3) years

Medical: As per the current medical insurance cover

Leave entitlement: 30 days per leave year

For appointment to this grade, a candidate must have:

(a) Requirements for Appointment

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

- (i) served in the grade of Chief Human Resource Auditor/Chief Human Resource Management Officer II/Senior Assistant Secretary II/Chief Management Analyst II or any other comparable and relevant position for at least three (3) years in the Public Service;
- (ii) a Bachelor's degree in any of the Social Sciences from a recognized university;
- (iii) a Post Graduate Diploma in any of the following: - Human Resource/personnel Management, Public/Business Administration, Industrial Relations or any other relevant qualifications from a recognized institution;
- (iv) attended a course lasting not less than four (4) weeks in Human Resource Audit Techniques from a recognized Institution; and

- (v) demonstrated administrative ability and have good knowledge of Human Resource Auditing Techniques and thorough understanding of Public Service Commission Human Resource Audit Standards.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) organizing human resource audit records and working papers for schedules and *ad hoc* audit assignments;
- (ii) facilitating storage and retrieval of audit reports;
- (iii) undertaking statistical analysis on the Ministerial/Departmental Human Resource Management Advisory Committee transactions; and overseeing the implementation of Public Service Commission decisions.
- (iv) making visits to Ministries/Departments and State Corporations with a view to investigating staff complaints and various cases handled by MDAs Human Resource Advisory Committees;
- (v) verifying staff establishment records in consultation with the relevant Directorates and individual Ministries/Departments in order to facilitate accuracy in human resource auditing exercise.

PRINCIPAL MONITORING AND EVALUATION OFFICER (PSC SCALE 5) – TWO (2) POSTS - V/NO.143/2020

Terms of Service:	Secondment for three (3) years
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year

For appointment to this grade, a candidate must have:

- i) at least ten (10) years' experience in economics, applied statistics, research or related field, three (3) years of which should have been in CSG 8 in the Civil Service or in a relevant and comparable position in the Public Service;
- ii) Bachelor's degree in any of the following fields; Economics, Statistics, Policy Analysis, or any other relevant field from a university recognized in Kenya;
- iii) certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- iv) exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to National Values and Principles of Governance and Values and Principles of Public Service.

Duties and Responsibilities:

- i) collecting, collating and filing quarterly monitoring and evaluation (M&E) returns of each ministry, department or agency based on the approved PSC data collection tools;
- ii) participating in the development of tools and indicators for use in quarterly and annual compliance and efficiency audits;
- iii) conducting annual citizen satisfaction surveys and report on the Citizen Satisfaction Index;
- iv) monitoring and evaluate compliance with the Citizen Service Delivery Charter in ministries, departments and agencies;
- v) monitoring and evaluate the implementation of PSC and Authorized Officer's decisions and file quarterly returns;
- vi) participating in annual evaluation of extent of compliance with Values and Principles of Public Service and preparation of PSC Annual Report;
- vii) undertaking audit and analysis of Government policies, programmes and projects; and
- viii) reviewing existing HR information management systems, procedures and practices in ministries, departments and agencies.

SENIOR ACCOUNTANT (PSC SCALE 4) – ONE (1) POST; V/No. 144/2020

Terms of Service: **Secondment for Three (3) Years**

Medical: As per the current policy

Leave Entitlement: 30 days per leave year

Requirements for Appointment

- (i) Satisfactorily served as Accountant II, CSG 10 for a minimum period of three (3) years;
- (ii) Passed Part II of the Certified Public Accountants (CPA) Examination;
or
a Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other relevant equivalent qualification from a recognized institution;
- (iii) Certificate in Computer Applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be required to deal with accounting operations in the Accounts Unit. Work at this level will be subjected to occasional checks rather than close supervision.

Specifically, work will involve:

- (i) Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- (ii) Data capture;
- (iii) Maintenance of primary records such as cashbooks, ledgers, vote books, registers;
- (iv) Preparation of simple management reports e.g. imprest and expenditure returns etc;
- (v) Safe custody of Government records and assets under him/her,
- (vi) Analysis of the below the line accounts;

- (vii) If deployed as a cashier, duties will entail receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis;
- (viii) arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- (ix) extracting and providing cash liquidity analysis;
- (x) ensuring security of cheques and cheque books;
- (xi) paying personal and merchant claims guided by cash balances in the cash books and treasury.

SENIOR AUDITOR, (PSC SCALE 4) – ONE (1) POST V/No. 145/2020;

Terms of service:	Secondment for three (3) years
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year

Requirements for Appointment

- i) a Bachelor of Commerce degree or its equivalent from a recognized University;
- ii) Certified Public Accountant (CPA) (K) or its equivalent;
- iii) a member of Institute of Certified Public Accountants (ICPAK), Certified Internal Auditor (CIA) or Chartered Institute of Internal Audit (CIIA);
- iv) Satisfactorily served as an Internal Auditor or a comparable position with similar responsibilities in the Public Service for a minimum period of three (3) years;
- v) A high degree of integrity and dependability; and
- vi) Good interpersonal relations, communication and computer skills.

Duties and Responsibilities

- i Execution of internal audits in line with set guidelines and in compliance with conventional audit guidelines and best practices;
- ii Developing, documenting and updating audit procedures for audited departments in compliance with Internal Auditing Standards;
- iii Identifying audit issues, preparing reports and making the necessary recommendations;
- iv Assisting audited departments in the implementation of the relevant recommendations;
- v Assisting the Senior Auditors in the preparation of audit reports, conducting investigations and other duties;
- vi Undertaking risk analysis and advising management on the same; and
- vii Performance of any other duties as may be assigned from time to time.

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (PSC 4) ONE (1) POST - V/No. 146/2020

Terms of Service:	Secondment for three (3) years
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year

For appointment to this grade, a candidate must have:

- (i) At least three (3) years professional experience in Supply Chain Management Services at CSG 11 in the Civil Service or in a comparable and relevant position in the Public Service.
- (ii) A Bachelors Degree in any of the following: - Commerce, Business Administration, Economics Procurement or Supplies Management, Marketing, Law or related field from a recognized University;
- (iii) Demonstrated professional competence in Supply Chain Management.
- (iv) A thorough understanding of relevant legislation, best practices and emerging trends and techniques in Supply Chain Management; and
- (v) Proficiency in the application of Information Communication Technology (ICT) in leveraging the Supply Chain Management function.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) implementing Public Procurement and Asset Disposal Act, 2015 Public Procurement and Asset Disposal Regulations, 2016 and other statutes, rules and regulations and ensuring adherence to the laid down procedures;
- (ii) analyzing the impact of Supply Chain Management policies, rules and regulations;
- (iii) developing, reviewing and implementation of systems that facilitate effective and efficient management of the Supply Chain Management function;
- (iv) providing guidance and advice on the Supply Chain Management policy matters to the Commission;
- (v) advising the Accounting Officer on both the technical and administrative matters related to the Commission Supply Chain Management;
- (vi) coordinating procurement planning including preparation and implementation of the annual Supply Chain Management Work Plans and producing periodic reports thereof;
- (vii) administration and supervision of staff in the Supply Chain Management Unit; and
- (viii) Custody of accountable documents and assents.

**Simon K. Rotich, EBS
SECRETARY/CEO
PUBLIC SERVICE COMMISSION**