



## 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 **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the form. 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 5.00 pm (East African Time)**.

## VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATION AND TECHNOLOGY, INNOVATION AND YOUTH AFFAIRS

**SECRETARY, INFORMATION COMMUNICATION TECHNOLOGY (ICT) - ONE (1)  
POST V/NO. 147/2020**

<b>Salary Scale:</b>	<b>Kshs. 166,780 – Ksh. 322,040 P.M.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh.80, 000</b>	
<b>Commuter Allowance:</b>	<b>Ksh.24, 000</b>	
<b>Leave Allowance:</b>	<b>Ksh.10, 000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent /Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years and currently serving at the grade of Deputy Director, Information Communication Technology, CSG 6 and above or in a comparable and relevant position in the public service or private sector;
- (ii) a Masters degree in Computer Science or any other ICT related discipline from a recognized university in Kenya;
- (iii) demonstrated a high level of competence and outstanding management qualities in computerized information systems; and
- (iv) outstanding managerial and administrative capability and a wide professional experience in ICT policies and e-government strategy development implementation, monitoring and evaluation

**Duties and responsibilities**

An officer at this level will be responsible to the Principal Secretary for provision of strategic direction, policy development, management and administration of e-Government initiatives. Specifically, duties and responsibilities at this level include:

- (i) supporting the government in reviewing, articulating and implementing the e-government strategy;
- (ii) provision of clear, timely and effective advice and guidance on strategic and operational issues on e-government;
- (iii) championing a spirit of collaboration and common purpose for the e-government initiatives;
- (iv) contributing effectively to the directorates strategic development and corporate management;
- (v) fostering an innovative and supportive management style;
- (vi) striving for continuous improvements through effective performance management and monitoring ;
- (vii) identifying resource gaps and making proposals to mobilize resources; and

- (viii) ensuring that the e-government directorate adopts and delivers consistent, clear and high standards of customer service

**DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY (ICT) - THREE  
(3) POSTS V/NO. 148/2020**

<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 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.20, 000</b>	
<b>Leave Allowance:</b>	<b>Ksh.10, 000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent/ Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director, Information Communication Technology, CSG 7 and above or in a comparable and relevant position in the Public Service or private sector;
- (ii) a Masters degree in Computer Science or any other ICT related discipline from a recognized university in Kenya;
- (iii) demonstrated a high level of competence and outstanding management qualities in computerized information systems; and
- (v) a thorough understanding of the national goals and objectives and the ability to interpret and apply them to the computing management concepts.

**Duties and responsibilities**

An officer at this level will be responsible to the Secretary, Information Communication Technology. Specific duties and responsibilities include:

- (i) formulating, implementing and coordinating ICT policies, Strategies and programmes for the public service.
- (ii) coordinating research and development on emerging technological issues;
- (iii) monitoring and evaluating ICT programmes and policies; and
- (iv) preparing ICT status reports and ensuring professional standards and guidelines are adhered to.

**DEPUTY DIRECTOR, INFORMATION, COMMUNICATION TECHNOLOGY (ICT)  
- THIRTY-SEVEN (37) POSTS V/NO. 149/2020**

<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 Allowance:</b>	<b>Ksh.10, 000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Information Communication Technology Officer, CSG 8 and above or in a comparable and relevant position in the Public Service; and
- (ii) demonstrated professional ability, initiative and competence in organizing and directing work.

**Duties and responsibilities**

An officer at this level shall be responsible to the director. Specific duties and responsibilities include:

- (i) developing and managing Information Technology policies and programmes within the public service;
- (ii) drawing up IT plans for implementation;
- (iii) coordinating implementation of Information Technology programmes in the public service;
- (iv) overseeing the preparation and utilization of departmental budget; and
- (v) coordinating staff matters.

**ASSISTANT DIRECTOR INFORMATION, COMMUNICATION TECHNOLOGY  
(ICT) - THIRTY-SIX (36) POSTS V/NO. 150/2020**

<b>Salary Scale:</b>	<b>Ksh. 85,110- Ksh. 119,730 P.M.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh.16, 800 – 45,000 (depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 12,000</b>	
<b>Leave Allowance:</b>	<b>Ksh. 10,000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of ten (10) years and currently serving at the grade of Senior Information Communication Technology Officer, CSG 9 and above or in a comparable and relevant position in the Public Service;

- (ii) attended a management course lasting not less than four (4) weeks from a recognized institution; and
- (iii) demonstrated professional ability, initiative and competence in organizing and directing work.

### **Duties and responsibilities**

An officer at this level will either head a division in the Ministry of Information, Communication and Technology, Innovation and Youth Affairs or an ICT unit in a Ministry/Department. Specific duties and responsibilities include:

- (i) planning, monitoring and evaluating programme activities;
- (ii) approving of ICT standards for application;
- (iii) liaising with the heads of departments in the Ministries/departments in developing and implementing change management initiatives;
- (iv) procurement of ICT equipment of ICT equipment and services
- (v) ensuring that ICT projects are completed within the planned time and budget;
- (vi) reviewing and evaluating feasibility studies and reports for implementation;
- (vii) providing assistance in the development of ICT Strategic plans; and
- (viii) management and coordinating of the unit.

### **INFORMATION AND COMMUNICATION AND TECHNOLOGY (ICT) OFFICER I (73) POSTS - V/NO 151/2020**

<b>Salary Scale:</b>	<b>Ksh. 37,070 – Ksh. 49, 950 P.M.</b>	<b>(CSG 10)</b>
<b>House Allowance:</b>	<b>Ksh.7,500 - 16,500 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.5, 000</b>	
<b>Leave Allowance:</b>	<b>Ksh.6, 000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	

**Terms of Service:** **Three (3) years contract renewable subject to satisfactory performance**

For appointment to this grade a candidate must have a degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering 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 guidance and supervision of a senior officer. Specific duties and responsibilities include: -

- (i) installation and maintenance of computer systems;
- (ii) configuration of Local Area Network and Wide Area Network;
- (iii) design and programme specifications in liaison with users;

- (iv) carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- (v) drawing up hardware specifications for Information Communication Technology equipment;
- (vi) verification, validation and certification of Information Communication Technology equipment; and
- (vii) overseeing the process of configuration of new Information Communication Technology equipment

**DIRECTOR, FILM SERVICES - ONE (1) POST - V/NO. 152/2020**

<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 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.20, 000</b>	
<b>Leave Allowance:</b>	<b>Ksh.10, 000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	

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

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

- (i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director, Film Services, CSG 7 and above or in a comparable and relevant position in the public service or private sector;
  - (i) a Bachelors degree in either Film Production, Film and Animation, Theatre Arts and Film Technology, Broadcast Production (Film option), Communication Studies (Film option) or equivalent qualifications from a university recognized in Kenya;
- OR**
- (ii) a Bachelors degree in either Social Science, Information Science, Development Communication, Journalism, Public Relations, Communication Studies, International Relations and Diploma/Post Graduate Diploma in either Film Production, Film and Animation, Mass Communication (Film/ Animation option) or equivalent qualification from a university recognized in Kenya;
  - (iii) a Masters degree in either Film and Animation, Film Studies, Film and Media Studies, Broadcast Production (Film option) or its equivalent qualifications from a university recognized in Kenya;
  - (iv) a thorough understanding of the constitution, National goals and policies and ability to translate them to film programmes and projects; and
  - (v) demonstrated professional competence and leadership ability in film production as reflected in work performance and results.

### **Duties and responsibilities**

An officer at this level will be head of the Department of Film Services and is responsible for overall supervision and coordination of the department. Specific duties and responsibilities include:

- (i) initiating and providing strategic leadership on all policy issues that relate to the film industry;
- (ii) establishing appropriate legal framework to promote the industry;
- (iii) overseeing the enforcement of part two (2) of Films and Stage plays Act, Cap 222;
- (iv) planning, coordinating, controlling, developing, promoting, monitoring and evaluation of film services in the country;
- (v) ensuring the interpretation and implementation of Government policies on Socio-Cultural, Economic, Political development, National Integration and cohesion through Audio-Visual content for dissemination and archiving for posterity;
- (vi) overseeing the implementation of regional, continental and international protocols, agreements, conventions and treaties in the film sector;
- (vii) promoting linkages with Ministries, State Departments and Agencies (MDAs) on film related matters;
- (viii) undertaking research on emerging issues in the Film industry to inform policy formulation; and
- (ix) spearheading resource mobilization for development of the film industry.

### **DEPUTY DIRECTOR, FILM SERVICES - ONE (1) POST - VNO. 153/2020**

<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 Allowance:</b>	<b>Ksh.10, 000 (once yearly)</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Film Officer, CSG 8 and above or in a comparable and relevant position in the Public Service;
  - (ii) a Bachelors degree in either Film Production, Film and Animation, Theatre Arts and Film Technology, Broadcast Production (Film option), Communication Studies (Film option) or equivalent qualifications from a university recognized in Kenya;
- OR**
- (iii) a Bachelors degree in either Social Science, Information Science, Development Communication, Journalism, Public Relations, Communication Studies, International Relations and Diploma/Post Graduate Diploma in either Film Production, Film and Animation, Mass Communication (Film/Animation option) or equivalent qualification from a recognized university recognized in Kenya; and

- (iv) demonstrated professional competence and leadership ability in film production as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will head a division at the National Film Headquarters. Specific duties and responsibilities include:

- (i) developing and reviewing policy guidelines for management of production and field operation services;
- (ii) spearheading the development, review and implementation of tracking systems for the Departmental strategic and annual work plans;
- (iii) developing strategies for upgrading and modernization of film equipment;
- (iv) developing guidelines for re-engineering of film production processes and promoting Public Private Partnerships (PPP);
- (v) overseeing development of guidelines for talent identification, nurturing and promotion;
- (vi) coordinating research in content development, packaging and screen culture;
- (vii) facilitating budgeting, controlling and evaluating utilization of resources for film projects;
- (viii) ensuring adherence to quality standards in film production; and
- (ix) facilitating development and review of industry-wide code of conduct.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**