

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

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 or jobs portal www.pscjobs.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 15th June 2020 latest 5.00 pm (East African Time)**.

VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING

DIRECTOR, KENYA INSTITUTE OF SURVEY AND MAPPING - ONE (1) POST V/NO. 120/2020

Salary Scale:	Ksh. 132,000 – Ksh. 195,410 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000 p.m	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent / Local Agreement	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years and currently serving in the grade of Assistant Director, CSG 7 and above or in a comparable and relevant position in the public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying, Geomatics, Geomatics Engineering, Geospatial, Geospatial Engineering, Technology in Geomatics, Geo-informatics, Cartography, Remote Sensing, Photogrammetry, Geographical Information Systems (GIS), Physics, Chemistry, Geography, Mathematics, Computer Science, Information and Communication Technology (ICT), Entrepreneurship, Print Media Management, Printing Technology, Education or equivalent qualification from a University recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Land Surveying, Geomatics, Geomatics Engineering, Geospatial Engineering, Cartography, Remote Sensing, Geodesy, Hydrography, Geographical Information Systems (GIS), Public/Business Administration, Environmental Science, Geography, Physics, Mathematics, Computer Science, Entrepreneurship, Printing and Publishing, Physical Planning, Regional and Urban Planning, Geophysics, Geology, Information and Communication Technology or equivalent qualification from a University recognized in Kenya;
- (iv) Been registered by the Technical and Vocational Education Training Authority (TVETA);
- (v) membership with a relevant professional body (where applicable);
- (vi) demonstrated administrative and professional competence and managerial capability required for effective planning, organization of training programmes; and
- (vii) exhibited a comprehensive understanding of national goals, policies and programmes and the ability to relate them to proper management of the Survey and Mapping training function.

Duties and Responsibilities

Duties and responsibilities include: -

- (i) overseeing the formulation, implementation and review of the Institute's policies, procedures, standards, guidelines and programs;
- (ii) advising on matters relating to the Institute's training function;
- (iii) facilitating training programmes, seminars, workshops and symposia;

- (iv) overseeing the implementation of academic programs;
- (v) commissioning research and consultancy programmes;
- (vi) collaborating with strategic partners, organizations and institutions;
- (vii) ensuring integrity, accuracy and security of academic records;
- (viii) approving the Institute's publications; and
- (ix) coordinating curriculum development.

DEPUTY DIRECTOR, KENYA INSTITUTE OF SURVEY AND MAPPING -TWO (2) POSTS-V/NO. 121/2020

Salary Scale:	Ksh. 98,500- Ksh. 166,780 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (depending on duty station)	
Commuter Allowance:	Ksh.16, 000 p.m	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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 Lecturer, CSG 8 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying, Geomatics, Geomatics Engineering, Geospatial, Geospatial Engineering, Technology in Geomatics, Geoinformatics, Cartography, Remote Sensing, Photogrammetry, Geographical Information Systems (GIS), Physics, Chemistry, Geography, Mathematics, Computer Science, Information and Communication Technology (ICT), Entrepreneurship, Print Media Management, Printing Technology, Education or equivalent qualification from a University recognized in Kenya;
- (iii) Been registered by the Technical and Vocational Education Training Authority (TVETA);
- (iv) Training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution;
- (v) membership to a relevant professional body (where applicable);
- (vi) demonstrated administrative and professional competence and managerial capability required for effective planning, organization of training programmes; and
- (vii) exhibited a comprehensive understanding of national goals, policies and programmes and the ability to relate them to proper management of the Survey and Mapping training functions.

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) coordinating the formulation, implementation and review of the Institute's policies, procedures, standards, guidelines and programs;
- (ii) overseeing internal and external examinations;

- (iii) coordinating curriculum development and coordinating, monitoring and evaluating training programmes;
- (iv) ensuring implementation of academic programs;
- (v) coordinating development of research and consultancy proposals and undertaking research and consultancy;
- (vi) providing liaison between the academic and support services;
- (vii) facilitating effective student registration, enrollment and exit;
- (viii) coordinating students' field attachment and coordinating staff and students' welfare;
- (ix) coordinating the development of performance contract for the Institute and advising on the Institute's publications; and
- (x) coordinating the preparation of work and procurement plans and budgets: and managing and developing staff.

SENIOR PRINCIPAL LECTURER - FOUR (4) POSTS

V/NO. 122/2020

Salary Scale: Ksh. 85,110- Ksh. 119,730 p.m.

(CSG - 7)

House Allowance: Ksh.16, 800 - 45,000 p.m (Depending on duty station)

Commuter Allowance: Ksh.12, 000 p.m

Leave Allowance: Ksh.10, 000 (once yearly)

Medical Cover: As provided by the government

Terms of Service: Permanent and Pensionable

For appointment to this grade, an officer must have:

- (i) served for a minimum period of ten (10) years and currently serving at the grade of Senior Lecturer, CSG 9 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying, Geomatics, Geomatics Engineering, Geospatial, Geospatial Engineering, Technology in Geomatics, Geo-informatics, Cartography, Remote Sensing, Photogrammetry, Geographical Information Systems (GIS), Physics, Chemistry, Geography, Mathematics, Computer Science, Information and Communication Technology (ICT), Entrepreneurship, Print Media Management, Printing Technology, Education or equivalent qualification from a University recognized in Kenya;
- (iii) Been registered by the Technical and Vocational Education Training Authority (TVETA);
- (iv) Training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution;
- (v) membership to a relevant professional body (where applicable); and
- (vi) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities.

Duties and responsibilities at this level include: -

- (i) implementing the Institute's policies, procedures, standards, guidelines and strategies; teaching in the area of specialization; preparing work plans; schemes of work, and lesson plans;
- (ii) designing and preparing teaching aids and materials; coordinating and implementing training courses; coordinating seminars, workshops and symposia; initiating curriculum development;
- (iii) validating research and consultancy proposals; undertaking research and consultancy; initiating acquisition, development and production of training materials; tools and equipment; evaluating and reviewing training programmes; coordinating internal examinations; and
- (iv) ensuring safe custody of training materials; and coaching and mentoring students.

DEPUTY DIRECTOR OF PHYSICAL PLANNING - SEVEN (7) POSTS - V/NO. 123/2020

Salary Scale:	Ksh.98,500- Ksh.166,780 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000 p.m	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must:

- (i) have served for a minimum period of twelve (12) years and currently serving in the grade of Principal Physical Planner, CSG 8 and above or in a comparable and relevant position in the public service;
- (ii) have Bachelors degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning or equivalent from a University recognized in Kenya;
- (iii) membership to a relevant professional body;
- (iv) have proven administrative ability and professional competence necessary for the effective performance of work at this level;
- (v) demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to the Physical Planning function.

Duties and Responsibilities.

Duties and responsibilities at this level include: -

- (i) overseeing the formulation of physical planning manuals, standards and guidelines;
- (ii) coordinating research on matters relating to strategic national projects and programmes, human settlement patterns, urbanization patterns, urban sprawl and emerging methodologies, issues and trends;
- (iii) coordinating preparation of county, metropolitan, regional, urban and rural physical development plans;
- (iv) formulating strategies for public education, participation and engagement;

- (v) overseeing the preparation of annual state of Physical Planning reports;
- (vi) monitoring and evaluation of physical planning projects/programmes at the county and national levels;
- (vii) preparing and implementing strategic plans and annual work plans; and
- (viii) facilitating continuous professional development of staff.

ASSISTANT DIRECTOR OF PHYSICAL PLANNING - FOUR (4) POSTS - V/NO. 124/2020

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

For appointment to this grade, an officer must:

- (i) have served for a minimum period of ten (10) years and currently serving in the grade of Senior Physical Planner, CSG '9' and above or in a comparable and relevant position in the Public Service;
- (ii) have a Bachelors degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning or its equivalent from a University recognized in Kenya;
- (iii) membership to a relevant professional body; and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

Duties and Responsibilities.

Duties and responsibilities at this level entail: -

- (i) providing guidance on data requirements for the various categories of physical development plans;
- (ii) implementing physical planning policies, strategies, standards and programmes;
- (iii) conducting thematic regional and national studies on matters relating to physical planning such as human settlement patterns, urbanization patterns and urban sprawl;
- (iv) conducting public education on physical on physical planning and development control matters;
- (v) setting agenda and convening physical planning liaison committee meetings;
- (vi) advising liaison committees and overseeing the enforcement of resolutions; and
- (vii) preparing annual state of physical planning reports on county, metropolitan, regional, urban and rural physical development plans

DEPUTY CHIEF LAND REGISTRAR - TWO (2) POSTS V/NO. 125/2020

Salary Scale:	Ksh.132, 000 – Ksh.195, 410 p.m.	(CSG 5)
House Allowance:	Ksh. 48,000 – 60,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh. 20,000 p.m	
Leave Allowance:	Ksh. 10,000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent/ Local Agreement	

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

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Assistant Chief Land Registrar/Principal Land Registration Officer, CSG 7 and above or in a comparable relevant position in the Public Service or private sector;
- (ii) a Bachelors degree in Law (LLB), plus a Post Graduate Diploma in Law from a recognized institution; and be an advocate of the High Court of Kenya of not less than ten (10) years;
OR
a Bachelors degree in any of the following disciplines: Land Economics, Land Survey, Land Administration, Anthropology, Sociology, Geography or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Law, Land Economics, Land Survey, Land Administration, Social Sciences or its equivalent qualification from a University recognized in Kenya;
- (iv) membership to a relevant professional body (where applicable); and
- (v) thorough knowledge of the various land registration laws and related statutes.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) coordinating development, implementation and review of land registration policies, strategies and programmes;
- (ii) coordinating formulation of practice instructions and guidelines for implementation of the land registration policies and strategies;
- (iii) overseeing responses and attendance to court summons on land registration matters;
- (iv) resolving complaints on land registration matters, facilitating alternative disputes resolution;
- (v) coordinating conversion of land registration records from one statute to another;
- (vi) coordinating preparing certificate of incorporation under Trustees Perpetual Succession Act (Cap.164);
- (vii) coordinating research on land registration trends and emerging issues;
- (viii) approving gazettelement and replacement of lost titles; and
- (ix) maintaining a database of registered land countrywide.

ASSISTANT DEPUTY CHIEF LAND REGISTRAR - TWO (2) POSTS V/NO. 126/2020

Salary Scale:	Ksh.98, 500- Ksh.166, 780 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000 p.m	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Chief Land Registration Officer/Principal Land Registrar - CSG 8 and above or in a comparable and relevant position in the Public Service;
- (ii) have a Bachelors degree in Law (LLB), plus a post Graduate Diploma in Law from a recognized institution; and be an Advocate of the High Court of Kenya of not less than ten (10) years;

OR

- have a Bachelors Degree in any of the following disciplines: Land Economics, Land Survey, Land Administration, Anthropology, Sociology, Geography or equivalent qualification from a university recognized in Kenya;
- (iii) have a Membership to a relevant professional body (where applicable);
 - (iv) through knowledge of the various land registration laws and related statutes; and
 - (v) demonstrate professional competence and capability to manage, supervise, direct and coordinate all land registration matters effectively.

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) interpreting, implementing and enforcing relevant land registration statutes and regulations;
- (ii) responding and attending to court summons on land registration matters;
- (iii) conducting investigations on land registration matters;
- (iv) coordinating land registrations appeals;
- (v) facilitating alternative disputes resolution;
- (vi) preparing certificate of incorporation under Trustees Perpetual Succession Act (Cap.164);
- (vii) coordinating collection of revenue from land registration transactions;
- (viii) coordinating research on land registration trends and emerging issues and;
- (ix) inspecting processes and procedures of land registration units and analyzing land registration reports.

**ASSISTANT CHIEF LAND REGISTRAR/PRINCIPAL LAND REGISTRATION OFFICER -
TWENTY-EIGHT (28) POSTS V/NO. 127/2020**

Salary Scale:	Ksh.85, 110- Ksh.119, 730 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 - 45,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.12, 000 p.m.	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years and currently serving in the grade of Land Registrar/ Land Registration Officer, CSG 9 and above or in a comparable relevant position in the Public Service;
- (ii) a Bachelors degree in Law (LLB), plus a post Graduate Diploma in Law from a recognized institution; and be an Advocate of the High Court of Kenya.

OR

a Bachelors degree in any of the following disciplines: - Land Economics, Land Survey, Land Administration, Anthropology, Sociology, Geography or equivalent qualification from a university recognized in Kenya;

- (iii) membership to a relevant professional body (where applicable)
- (iv) through knowledge of the various land registration laws and related statutes; and
- (v) demonstrate professional competence and capability to manage, supervise, direct and co-ordinate all land registration matters effectively.

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) implementing land registration policies, strategies and programmes;
- (ii) processing and issuing land searches;
- (iii) validating scanned titles and other related information for digitization;
- (iv) replacing lost titles;
- (v) processing and registering mutations, inhibitions, restrictions, cautions, court orders, documents supporting transmission on death of proprietor and other land registration documents;
- (vi) validating documents for registration;
- (vii) assessing and stamping land registration documents;
- (viii) responding and attending to court summons on land registration matters; and
- (ix) collecting revenue from land registration transactions.

DEPUTY DIRECTOR, LAND VALUATION - ONE (1) POST - V/NO. 128/2020

Salary Scale:	Ksh.98, 500- Ksh.166, 780 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m. (depending on duty station)	
Commuter Allowance:	Ksh.16, 000 p.m.	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must: -

- (i) have served for a minimum period of twelve (12) years and currently serving in the grade of Principal Valuer, CSG 8 and above or in a comparable and relevant in the public service;
- (ii) have a Bachelors Degree in any of the following disciplines; Land Economics, Real Estate and Property Studies or equivalent qualification from a university recognized in Kenya;
- (iii) be a member of the Institution of Surveyors of Kenya (ISK), (Valuation and Estate Management Surveyors Chapter);
- (iv) be a registered by the Valuers Registration Board; and
- (v) have demonstrated managerial and professional competencies in work performance and exhibited a thorough understanding of national goals, policy objectives and ability to relate them to the valuation function.

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) coordinating implementation of valuation policies, strategies, plans and programmes;
- (ii) enforcing relevant provisions of various statutes relating to valuation;
- (iii) coordinating development and review of the National Land Value Index;
- (iv) coordinating Stamp Duty Valuations;
- (v) coordinating compliance with set quality assurance and standards in valuation; and
- (vi) coordinating research on emerging trends and issues on valuation matters including property market surveys.

DEPUTY DIRECTOR, LAND ADMINISTRATION - ONE (1) POST V/NO. 129/2020

Salary Scale:	Ksh.98, 500- Ksh.166, 780 p.m.	(CSG - 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000 p.m.	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must have:

- (i) have served for a minimum period of twelve (12) years and currently serving in the grade of Principal Land Administration Officer, CSG 8 and above or in a comparable and relevant position in the public service;

- (ii) have a Bachelors Degree in any of the following disciplines: Land Economics, Land Administration, Geography, Agricultural Economics or equivalent qualification from a university recognized in Kenya;
- (iii) be a member of the Institution of Surveyors of Kenya (Land Administration and Management Chapter); and
- (iv) shown outstanding ability and competence to organize, control and co-ordinate land administration function in accordance with relevant statutes and regulations.

Duties and Responsibilities

Specific duties and responsibilities will include: -

- (i) coordinating and supervising key result areas which include planning, Boards, Development Control and Research
- (ii) approving of development control applications,
- (iii) formulating and implementing policy matters on land administration,
- (iv) coordinating research on matters relating to strategic national projects and programs, settlement of squatters and the poor landless as well as titling programs of national interest; and
- (v) monitoring preparation of strategic plans and annual work plans, setting of performance targets and staff performance appraisals.

ASSISTANT DIRECTOR, LAND ADMINISTRATION - TWO (2) POSTS - V/NO. 130/2020

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

For appointment to this grade, an officer must:

- (i) have served for a minimum period of ten (10) years and currently serving in the grade of Senior Land Administration Officer CSG 9 and above or in a comparable and relevant position in the public service;
- (ii) have a Bachelors Degree in any of the following disciplines; Land Economics, Land Administration, Geography, Agricultural Economics or equivalent qualification from a university recognized in Kenya;
- (iii) be a member of the Institution of Surveyors of Kenya (Land Administration and Management Chapter); and
- (iv) demonstrated ability and competence in handling land matters.
full membership of the Institution of Surveyors of Kenya (MISK);

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) heading a section within land administration division;
- (ii) representing the Director of Land Administration at the County offices;
- (iii) overseeing research and development of land administration policies;

- (iv) liaising with the other Ministry of Lands departments in the processing of development control approvals title preparation and any other area where the services of the departments interact; and
- (v) assessing human capacity development at the county and forwarding the same to the director to form part of the overall department report

SENIOR DEPUTY DIRECTOR OF LAND ADJUDICATION & SETTLEMENT - ONE (1) POST - V/NO. 131/2020

Salary Scale:	Kshs. 132,000 - Kshs 195,410 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 - Ksh.60, 000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000 p.m.	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent/Local Agreement	

For appointment to this grade, an officer must:

- (i) have served for a minimum period of fifteen (15) years and currently serving in the grade of Assistant Director of Land Adjudication and Settlement, CSG 7 and above or in a relevant and comparable position in the public service or private sector;
- (ii) have a Bachelors degree in any of the following disciplines: - Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology, Community Development or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines: - Project Planning and Management, Environmental Planning and Management, Urban and Regional Planning, Gender and Development, Agriculture and Home Economics, Business Administration, Sociology, Community Development or equivalent qualification from a University recognized in Kenya;
- (iv) have demonstrated professional competence and leadership capability in work performance and results; and
- (v) have a clear understanding of the National Development goals; vision 2030; millennium development goals and the ability to relate them to Land Adjudication and Settlement function.

Duties and Responsibilities.

An officer at this level will be responsible to the Director of Land Adjudication and Settlement for planning, organizing, directing, controlling and coordinating all technical and administrative activities. Specific duties and responsibilities include:-

- (i) reviewing and interpreting policies on land adjudication and settlement;
- (ii) overseeing research on new and emerging trends in land adjudication and settlement;
- (iii) facilitating feasibility studies and environmental impact assessments on establishment of land adjudication sections and settlement schemes;
- (iv) coordinating monitoring and evaluation of land adjudication and settlement projects and programmes;

- (v) appraising and safeguarding of land adjudication and settlement records;
- (vi) overseeing computerization and management of analogue and digital archives;
- (vii) managing the settlement Fund Trustee assets inventory; and
- (viii) preparing land adjudication and settlement strategic plan, annual work plans and procurement plans.

DEPUTY DIRECTOR, LAND ADJUDICATION & SETTLEMENT - TEN (10) POSTS - V/NO. 132/2020

Salary Scale:	Ksh.98,500- Ksh.166,780 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000 p.m.	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must:

- (i) have served for a minimum period of twelve (12) years and currently serving in the grade of Principal Land Adjudication and Settlement Officer, CSG 8 and above or in a comparable and relevant position in the public service;
- (ii) have Bachelors degree in any of the following disciplines: - Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology, Community Development or equivalent qualification from a university recognized in Kenya; and
- (iii) have demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the land adjudication and settlement function.

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) planning for feasibility studies and other research related programmes for creation of new land adjudication sections and settlement schemes;
- (ii) cause investigation and resolution of land adjudication and settlement disputes;
- (iii) supervising administration of Group Ranches and maintenance of members' registers and cause inspection of group accounts;
- (iv) issuing certificates of incorporation and consents for dissolution of group representatives;
- (v) processing of legal documents, discharges and transfers;
- (vi) monitoring and evaluation of land adjudication and settlement programmes;
- (vii) preparing policy papers and cabinet memos on relevant issues; and
- (viii) coordinating human resource capacity planning, development and performance management.

**ASSISTANT DIRECTOR OF LAND ADJUDICATION AND SETTLEMENT - SIXTEEN (16)
POSTS - V/NO. 133/2020**

Salary Scale:	Ksh. 85,110- Ksh. 119,730 p.m.	(CSG -'7')
House Allowance:	Ksh.16, 800 - 45,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.12, 000 p.m.	
Leave Allowance:	Ksh.10, 000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must:

- (i) have served for a minimum period of ten (10) years and currently serving in the grade of Senior Land Adjudication and Settlement Officer CSG 9 and above or in a comparable relevant position in the public service;
- (ii) have a Bachelors degree in any of the following disciplines: - Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology or Community Development from a University recognized in Kenya; and
- (iii) have demonstrated technical and professional competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level include: -

- (i) guiding the implementation of land adjudication and settlement sensitization programmes; advising group representatives on management of group ranches;
- (ii) resolving land disputes in settlement schemes; ensuring processing and forwarding of Appeals to the Minister case files;
- (iii) inducting land committee and arbitration board members; managing land adjudication and settlement records;
- (iv) ensuring preparation of land adjudication and settlement work plans and progress reports;
- (v) collecting and remitting Appropriation-in-Aid and Agricultural Settlement Fund Revenue; and
- (vi) conducting feasibility studies and other research related programmes for creation of new land adjudication sections and settlement schemes.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION
NAIROBI**