

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.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 2nd 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

Salary Scale:	Ksh.30,170 - 40,060 p.m.	(CSG - 11)
House Allowance:	Ksh.4,200 - 10,000 p.m (depending on duty station)	
Commuter Allowance:	Ksh.4,000 p.m	
Leave Allowance:	Ksh.4,000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Three (3) years Contract (Renewable subject to satisfactory performance)	

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. The officer at this level will work under guidance and supervision of a senior officer. Specific duties and responsibilities will 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

Salary Scale:	Ksh.30,170 - 40,060 p.m.	(CSG - 11)
House Allowance:	Ksh.4,200 - 10,000 p.m (depending on duty station)	
Commuter Allowance:	Ksh.4,000 p.m.	
Leave Allowance:	Ksh.4,000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Three (3) years Contract (Renewable subject to satisfactory performance)	

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

Salary Scale:	Ksh.30,170 - 40,060 p.m.	(CSG - 11)
House Allowance:	Ksh.4,200 - 10,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4,000 p.m.	
Leave Allowance:	Ksh.4,000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Three (3) years Contract (Renewable subject to satisfactory performance)	

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.

VACANCIES IN THE MINISTRY OF HEALTH

SENIOR DEPUTY CHIEF RADIATION PROTECTION OFFICER - ONE (1) POST - V/NO. 112/2020

Salary Scale:	Kshs.132, 000 - Kshs .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 and Pensionable or 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 Chief Radiation Protection Officer (CSG 7) and above or in a comparable and relevant position in the public service or private sector;
- (ii) a Bachelor of Science Degree in any of the following disciplines: Physics, Chemistry, Nuclear Engineering, Physical Sciences with a bias in Atomic, Radiation or Nuclear Science or equivalent qualification from a university recognized in Kenya;
- (iii) a Master of Science degree in any of the following disciplines: Physics, Chemistry, Nuclear Science, Nuclear Security, Radiation Protection, Nuclear Engineering, Emergency Management, Geographical Information Systems, Occupational Health and Safety, or equivalent qualification from a recognized institution;
- (iv) a professional certification in any of the following areas: Radiation Protection, Radioactive Waste Management, Nuclear Security and Nuclear Safeguards from a recognized institution; and
- (v) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities:

An officer at this level will head either the Regulatory Services or Technical Services.

As Head of Regulatory Services, the officer will be responsible to the Secretary, Radiation Protection Board for:

- (i) coordinating development, implementation and review of policies, procedures, standards, strategies, guidelines on regulation of radiation protection, and nuclear safety & security;
- (ii) advising on regulation of radiation protection, and nuclear safety & security; coordinating provision of nuclear forensic services to Government MDAs;
- (iii) designing strategies for monitoring and evaluating compliance to Radiation Protection Act Cap 243, nuclear and radiation safety & security standards, and Treaty on Non-Proliferation of Nuclear Weapons (NPT) and other relevant instruments;
- (iv) coordinating inspection and examination of any premises or any part thereof, irradiating devices, radioactive materials or any other source of ionizing radiation for purposes of compliance, licensing, registration and transportation; and
- (v) coordinating research on emerging issues and trends in regulation of radiation protection, nuclear safety and security.

As Head of Technical Services, the officer will be responsible to the Secretary, Radiation Protection Board for coordination and administration of Nuclear Security, Radioactive Waste Management, Non-Ionizing Radiation and Research and Development functions. Specific duties and responsibilities will include:

- (i) coordinating development, implementation, interpretation and review of policies, procedures, standards, strategies, guidelines on regulatory oversight of radiation protection, and nuclear safety and security;
- (ii) authorizing examination and enquiry on radioactive materials, irradiating devices, facilities, activities and radiation workers to ascertain compliance to the provisions of the Radiation Protection Act Cap 243 and other regulations;
- (iii) reviewing license applications/applicants and presenting to the Board technical committee for approval;
- (iv) coordinating radiological and nuclear emergency preparedness and response activities;
- (v) overseeing border surveillance activities in collaboration with other state agencies/stakeholders; and
- (vi) overseeing development and implementation of the national Integrated Nuclear Security Support Plan (INSSP) and the Radiation Protection Board's Integrated Management System (IMS).

DEPUTY CHIEF RADIATION PROTECTION OFFICER - THREE (3) POSTS V/NO. 113/2020

Salary Scale:	Kshs.98, 500 - Kshs .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) served for a minimum period fifteen (15) years and currently serving at the grade of Principal Radiation Protection Officer (CSG 8) and above or in comparable and relevant position in the public service or private sector;
- (ii) a Bachelor of Science Degree in in any of the following disciplines: Physics, Chemistry, Nuclear Engineering, Physical Sciences with a bias in Atomic, Radiation or Nuclear Science or equivalent qualification from a university recognized in Kenya;
- (iii) attended a Certificate Course in Radiation Protection lasting not less than three (3) months from a recognized institution; and
- (iv) demonstrated professional competence as reflected in work performance and results.

Note: possession of a Master of Science degree in a relevant field from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be deployed in any of the following sections: -

(a) Inspections and Licensing

Duties and responsibilities will include:

- (i) overseeing inspection and review of radiation sources, facilities, activities and workers;
- (ii) coordinating inspection and assessment of import and export points/sources of radioactive and nuclear materials;
- (iii) coordinating assessment and review of radiation protection plans from users of radiation sources;
- (iv) supervising assessment and review of emergency preparedness and response plans for radiation protection and nuclear safety and security;
- (v) coordinating development of IEC materials for public sensitization against exposure to radiation;
- (vi) maintaining and ensuring safe custody of the Regulatory Authority Information System (RAIS); and
- (vii) coordinating assessment and examination of radioactive and nuclear materials for authorization for transportation.

(b) Non-Ionizing Radiation

Duties and responsibilities will include:

- (i) coordinating mapping of environmental radiation levels and overseeing radiation and audit surveys for users of radiation;

- (ii) prioritizing instances of Non-Ionizing Radiation suspected exposure;
- (iii) reviewing of Non-Ionizing Radiation standards and codes of practice;
- (iv) conducting Non-Ionizing Radiation Exposure measurements;
- (v) coordinating radiological research activities and outcomes and ensuring implementation of research findings;
- (vi) forming collaborations with universities and other relevant learning institutions in researching on radiation and nuclear safety and security.

(c) Nuclear Security and Radioactive Waste Management

Duties and responsibilities will include:

- (i) interpreting Radioactive Waste Management policy and guidelines;
- (ii) coordinating development of IEC materials for public sensitization on Radioactive Waste Management;
- (iii) overseeing auditing of the illicit and trafficking database and coordinating radioactive waste management activities and programmes;
- (iv) coordinating assessment and evaluation of the level of awareness on nuclear safety and security;
- (v) facilitating implementation of nuclear safety and security treaties, agreements and resolutions;
- (vi) ensuring development of a Central Radioactive Waste Processing Facility (CRWPF) and supervising operations of the CRWPF; and
- (vii) undertaking mapping of environmental radiation levels and monitoring environmental radiation and radioactivity levels and disposal of radioactive materials.

ASSISTANT CHIEF RADIATION PROTECTION OFFICER - FOUR (4) POST V/NO. 114/2020

Salary Scale:	Kshs. 85, 110 - Kshs. 119,730 p.m.	(CSG -7)
House Allowance:	Ksh.16,800 – 45,000 (depending on duty station)	
Commuter Allowance:	Ksh.12,000 p.m	
Leave Allowance:	Ksh.6,000 (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 twelve (12) years and currently serving in the grade of Radiation Protection Officer I (CSG9) and above or in comparable and relevant position in the public service or private sector;
- (ii) a Bachelor of Science Degree in in any of the following disciplines: Physics, Chemistry, Nuclear Engineering, Physical Sciences with a bias in Atomic, Radiation or Nuclear Sciences or equivalent qualification from a University recognized in Kenya;
- (iii) a certificate course in Radiation Protection lasting not less than three (3) months from a recognized institution; and

- (iv) Departmental Investigation and Public Prosecution course lasting not less than two (2) weeks.

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) inspecting and certifying radiation protection service providers;
- (ii) assessing and reviewing emergency preparedness and response plans for radiation protection and nuclear safety and security;
- (iii) conducting border surveillance activities in collaboration with other state agencies/stakeholders;
- (iv) mapping out environmental radiation levels;
- (v) maintaining an up-to-date system of accounting and control for nuclear materials under the nuclear non-proliferation treaty and comprehensive safeguards agreement;
- (vi) designing radiation protection training manuals and training users of radiation sources and materials; and
- (vii) conducting Non-Ionizing Radiation Exposure measurements.

RADIATION PROTECTION OFFICER II - SIX (6) POST - V/NO. 115/2020

Salary Scale:	Kshs. 37,070 - Kshs 49,950 p.m.	(CSG -10)
House Allowance:	Ksh.7,500 - 16,500 p.m. (depending on duty station)	
Commuter Allowance:	Ksh.5,000 p.m	
Leave Allowance:	Ksh.6,000 (once yearly)	
Medical Cover:	As provided by the government	
Terms of Service:	Three (3) years Contract (Renewable subject to satisfactory performance)	

For appointment to this grade, an officer must have a Bachelor of Science degree in any of the following disciplines: Physics, Chemistry, Nuclear Engineering, Physical Sciences with a bias in Atomic, Radiation or Nuclear Science from a university recognized in Kenya.

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:

- (i) receiving and documenting license applications forms;
- (ii) preparing data collection tools;
- (iii) receiving and verifying radiation dosimetry results;
- (iv) keying data into the Regulatory Authority Information System (RAIS);
- (v) collecting data;
- (vi) collecting sample materials for environmental radiation monitoring;
- (vii) verifying completeness of license application forms; and

(viii) compiling information for development of Education, Communication and information materials for public sensitization against exposure to radiation.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION
NAIROBI**