

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

CALL FOR APPLICATIONS TO THE POSITION OF THE PRINCIPAL SECRETARY IN THE PUBLIC SERVICE

Article 155(3)(a) of the Constitution of Kenya, 2010, mandates the Public Service Commission to recommend to the President persons for nomination and appointment as Principal Secretaries. Pursuant to this constitutional provision, the Public Service Commission invites applications from suitably qualified persons who wish to be considered for the position of Principal Secretary.

Requirements for Appointment:

For appointment to this position, a candidate should:

- (i) be a citizen of Kenya;
- (ii) hold a degree from a university recognized in Kenya (a Masters degree or higher academic qualifications from a university recognized in Kenya will be added advantage).
- (iii) have at least ten years relevant professional experience, five years of which should have been in a leadership position or at a top management level in the public service or private sector;
- (iv) possess general knowledge of the organization and functions of Government;
- (v) demonstrate an understanding of the goals, policies and developmental objectives of the nation;
- (vi) have demonstrable leadership and management capacity including knowledge of financial management and strategic people management; and
- (vii) meet the requirements of Chapter Six of the Constitution on leadership and integrity.

Membership to a Professional Association/body will be an added advantage.

Core Competencies:

The following core competencies and skills will be required for the position of Principal Secretary:

- (i) Ability to portray and uphold a positive National image;
- (ii) Be a visionary result oriented strategic thinker;
- (iii) Ability to work in a multi-cultural and multi ethnic environment with sensitivity and respect for diversity;
- (iv) Excellent organizational, interpersonal and communication skills; and
- (v) Capacity to work under pressure to meet strict deadlines.

Duties and Responsibilities

A Principal Secretary will be in charge of administration of a State Department. Specific duties and responsibilities shall include:

- (i) Implementing government policies and the Strategic Plan for the State Department;
- (ii) facilitating the achievement of the goals and objectives of Government and Inter-Governmental programs and projects
- (iii) developing and implementing an effective performance management system;
- (iv) ensuring efficient and effective utilization of Financial, Human and other Resources in the State Department and submitting regular statutory reports as required; and
- (v) promoting values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the State Department.

Terms of Service

- (i) A Principal Secretary will serve on contract as determined by the appointing Authority. The gross monthly salary attached to this post is Ksh.765,188.00 plus other benefits as determined by the Salaries and Remuneration Commission;
- (ii) Serving public servants appointed to this position maybe seconded.

HOW TO APPLY

- (a) Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, National Identity Card **or** Passport, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application.
- (b) All applications should be clearly marked **“Application for position of Principal Secretary”** on the envelope and submitted in any **ONE** of the following ways:
 - (i) Manual applications should be hand delivered to the Office of the Secretary/CEO on 4th floor of Commission House, off Harambee Avenue.
 - (ii) Online applications should be e-mailed as Ms Word attachment to principalsecretary2017@publicservice.go.ke
 - (iii) Posted applications should be addressed to:

**The Secretary
Public Service Commission
Commission House
P.O. Box 30095-00100
NAIROBI**

Note:

- (i) The names of all applicants and those shortlisted will be published after the closure of the advert.
- (ii) Serving **public officers in Job Group `S`** and above and its equivalents are encouraged to apply;
- (iii) Successful serving public servants will serve on secondment;
- (iv) All successful candidates will be required to undergo a Two (2) weeks induction programme at the Kenya School of Government;
- (v) Interested applicants are expected to get **clearance** from the following bodies.
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-Corruption Commission; and
 - Directorate of Criminal Investigation (certificate of good conduct).

Applicants must submit **copies** of these clearance certificates with the application.

“Women, minorities, marginalized and persons living with disability are encouraged to apply”.

All applications should reach the Commission on or before 1st September, 2017.

Further information can be obtained from the Public Service Commission website www.publicservice.go.ke

**PROF. MARGARET KOBIA, PhD, MGH
CHAIRPERSON
PUBLIC SERVICE COMMISSION**