Our Vision
“To be the lead service Commission in the provision, management and development of competent human resource for the Public Service”.

Our Mission
“To transform the public service to become professional, efficient and effective for the realization of national development goals”.

VACANT POSITIONS IN THE PUBLIC SERVICE

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

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<th>V/ NO.</th>
<th>POST</th>
<th>MINISTRY/STATE DEPARTMENT</th>
<th>JOB GROUP</th>
<th>NO. OF VACANCIES</th>
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<tbody>
<tr>
<td>82/2017</td>
<td>Senior Deputy Inspector-General</td>
<td>The Executive Office of The President (Inspectorate of State Corporations)</td>
<td>S</td>
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<tr>
<td>83/2017</td>
<td>Deputy Inspector-General</td>
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<tr>
<td>84/2017</td>
<td>Senior Assistant Inspector-General</td>
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<tr>
<td>85/2017</td>
<td>Senior Assistant Government Printer</td>
<td>Interior and Coordination of National Government</td>
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<td>86/2017</td>
<td>Industrialization Secretary</td>
<td>Industry, Trade and Cooperatives (State Department for Investment and Industry)</td>
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<tr>
<td>87/2017</td>
<td>Senior Deputy Commissioner for Cooperative Development</td>
<td>Industry, Trade and Cooperatives (State Department for Cooperatives)</td>
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<tr>
<td>88/2017</td>
<td>Senior Assistant Director of Education</td>
<td>Education (State Department for Basic Education)</td>
<td>Q</td>
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<tr>
<td>89/2017</td>
<td>Senior Assistant Director, Quality Assurance and Standards</td>
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<td>90/2017</td>
<td>Senior Assistant Director, Adult and Continuing Education</td>
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<td>Q</td>
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<td>91/2017</td>
<td>Senior Assistant Director, Schools Audit Services</td>
<td></td>
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<td>Director, Vocational Education and Training</td>
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<td>95/2017</td>
<td>Chief Pharmacist</td>
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<td>Chief Radiation Protection Officer</td>
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<td>97/2017</td>
<td>Deputy Director, Nutrition and Dietetics Services</td>
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<td>Senior Assistant Director, Nutrition and Dietetics Services</td>
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<td>99/2017</td>
<td>Deputy Director, Nursing Services</td>
<td>East African Community, Labour and Social Protection (State Department for Labour)</td>
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<td>100/2017</td>
<td>Senior Assistant Director Nursing Services, Mathari Teaching and Referral Hospital</td>
<td>Transport, Infrastructure, Housing and Urban Development (State Department for Transport)</td>
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<td>Senior Assistant Director, Nutrition Services</td>
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<td>102/2017</td>
<td>Senior Assistant Director, Shipping and Maritime</td>
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<tr>
<td>103/2017</td>
<td>Deputy Director, Urban Development (Housing, Disaster and Safety Management)</td>
<td>Transport, Infrastructure, Housing and Urban Development (State Department for Transport)</td>
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<tr>
<td>104/2017</td>
<td>Senior Assistant Director, Urban Planning, Policy and Research</td>
<td>Transport, Infrastructure, Housing and Urban Development (State Department for Transport)</td>
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<td>105/2017</td>
<td>Deputy Director, Urban Infrastructure and Services</td>
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<td>107/2017</td>
<td>Deputy Director-Urban Management</td>
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<td>Deputy Director, Metropolitan Planning, Investment and Environment</td>
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<td>Senior Assistant Director, Metropolitan Planning, Investment and Environment</td>
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<td>Chief Engineer (Metropolitan, Infrastructure, Transport and Utilities)</td>
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<td>Principal Superintending Engineer</td>
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<td>114/2017</td>
<td>Director, Metropolitan Social Infrastructure</td>
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<td>Deputy Director, Housing-Civil Servants Housing Scheme (CSHS)</td>
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<td>Senior Assistant Director Housing, Civil Servants Housing Scheme (CSHS)</td>
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<td>Director, Kenya Building Research Centre</td>
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<td>123/2017</td>
<td>Principal Research Officer</td>
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<td>Senior Principal Superintending Graphic Designer</td>
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<td>126/2017</td>
<td>Director, Veterinary Services</td>
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<td>127/2017</td>
<td>Senior Deputy Director, Zoological Services</td>
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<td>Deputy Director, Laboratory Services</td>
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<td>132/2017</td>
<td>Director, Leather Development</td>
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<td>133/2017</td>
<td>Senior Assistant Director, Leather Development</td>
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<td>28/2017</td>
<td>Director, Human Resource Management and Development (Re-advertisement)</td>
<td>Public Service, Youth and Gender Affairs (State Department for Public Service and Youth)</td>
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<td>Deputy Director, Human Resource Management and Development (Re-advertisement)</td>
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<td>134/2017</td>
<td>Deputy Director, Counselling Services</td>
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<td>135/2017</td>
<td>Secretary, Management Consultancy Services</td>
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<td>136/2017</td>
<td>Director, Management Consultancy Services (Organization)</td>
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<td>137/2017</td>
<td>Director, Management Consultancy Services (Research and Innovation)</td>
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<td>Director, Management Consultancy Services (Information Management)</td>
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<td>Deputy Director, Management Consultancy Services (Information Management)</td>
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<tr>
<td>142/2017</td>
<td>Secretary, Public Service Transformation</td>
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<td>143/2017</td>
<td>Deputy Programme Director, Public Service Transformation</td>
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<td>144/2017</td>
<td>Senior Assistant Programme Director</td>
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<td>145/2017</td>
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<td>Senior Assistant Director, Youth Development</td>
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<tr>
<td>147/2017</td>
<td>Director, Training Institutions (NYS)</td>
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</table>
The details of the posts and mode of application can be accessed on the Commission’s website. Interested and qualified persons are requested to make their applications as follows:

(i) Online through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

OR

(ii) By completing ONE PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission website.

Completed applications should be sent to:

THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
P. O. BOX 30095-00100
NAIROBI

So as to reach the Commission on or before 24th July, 2017.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION
Public Service Commission

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Applications are invited from qualified persons for the positions shown below.

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Completed applications should be sent or delivered to:

THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
COMMISSION HOUSE
P.O. BOX 30095 – 00100
NAIROBI

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. It is a criminal offence to present fake certificates/documents.

(vi) 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 24th July, 2017.
VACANCIES IN THE EXECUTIVE OFFICE OF THE PRESIDENT 
(INSPECTORATE OF STATE CORPORATIONS)

SENIOR DEPUTY INSPECTOR-GENERAL - THREE (3) POSTS – V/NO. 82/2017

Basic Salary Scale: Ksh.120,270  –  Ksh.180,660 p.m.  -  Job Group ‘S’

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Senior Assistant Inspector General, Job Group ‘Q’ and above, or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Business Administration or any other relevant social science from a university recognized in Kenya;
(iii) a Master’s degree in Public/Business Administration, Human Resource Management, Law, Marketing, Economics or equivalent qualifications from a university recognized in Kenya.
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated ability and professional competence in developing work programmes.

Duties and Responsibilities

An officer at this level will be in charge of a division. Specific duties and responsibilities will include:

(i) formulating, implementing and reviewing policies relating to the operations of State Corporations;
(ii) reviewing directives and guidelines issued by the Government to State Corporations;
(iii) monitoring and evaluating performance of State Corporations;
(iv) advising on management styles and practices in State Corporations in order to ensure accountability in the use of resources;
(v) liaising with the Auditor-General, Public Investment Committee and professional auditors to provide operational information;
(vi) coordinating research on issues affecting State Corporations; and
(vii) processing of surcharge materials in line with section 19 of the State Corporations Act.

DEPUTY INSPECTOR-GENERAL - FOUR (4) POSTS – V/NO.83/2017

Basic Salary Scale: Ksh.109,089  –  Ksh.144,928 p.m.  -  Job Group ‘R’

For Appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Inspector-General Job Group ‘P’ and above, or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Business Administration or any other relevant social science from a university recognized in Kenya;

(iii) a Master’s degree in Public/Business Administration, Human Resource Management, Law, Marketing, Economics or related fields from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) demonstrated ability and professional competence in developing work programmes.

**Duties and Responsibilities**

An officer at this level will be in charge of a unit. Specific duties and responsibilities will include;

(i) monitoring and evaluating performance contracts for assigned state corporations;

(ii) conducting physical inspection of establishments, installations and works;

(iii) evaluating existing procurement arrangements and procedures and report on tender procedures;

(iv) supervising evaluation of management styles and practices in state corporations in order to ensure accountability in resource utilization; and

(v) reviewing work programmes for officers under his/her purview.

**SENIOR ASSISTANT INSPECTOR-GENERAL - TWO (2) POSTS – V/NO. 84/2017**

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. - Job Group ‘Q’

For Appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Inspector, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in Business Administration or any other relevant social science from a university recognized in Kenya;

(iii) a Master’s degree in Public/Business Administration, Human Resource Management, Law, Marketing, Economics or a related field from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) demonstrated ability and professional competence in developing work programmes.

**Duties and Responsibilities**

Specific duties and responsibilities at this level will include;

(i) ensuring that the assigned state corporations comply with directives and guidelines issued from time to time;

(ii) participating in joint review exercises on specific state corporations with parent Ministries and other stakeholders;

(iii) undertaking performance contracts monitoring and evaluation exercises for assigned corporations;

(iv) ensuring that physical inspection of procurement arrangements and procedures are undertaken; and
(v) reviewing and coordination of work programmes for officers under him/her.

VACANCY IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT

SENIOR ASSISTANT GOVERNMENT PRINTER – TWO (2) POSTS - V/NO. 85/2017

Basic Salary Scale: Ksh.89,748 - Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Assistant Government Printer, Job Group ‘P’ or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines:- Technology in Printing, Philosophy in Printing, Printing Administration, Printing Technology, Engineering and Printing Technology, Print Media Management, Security Printing Technology or Publishing from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines: Technology in Printing, Philosophy in Printing, Printing Administration, Printing Technology, Engineering and Printing Technology, Print Media Management, Security Printing Technology or Publishing, Business Administration, Strategic Management, Operations Management, Project Management Public Policy or Information and Communication Technology from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) demonstrated professional competence in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

(i) implementing and reviewing printing strategies, policies and programmes;

(ii) advising on matters relating to quality assurance standards, quality audit reports and budget control;

(iii) undertaking research on new printing technology;

(iv) approving cost rates;

(v) undertaking monitoring and evaluation of printing operations; and

(vi) overseeing machine equipment maintenance.
VACANCIES IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

STATE DEPARTMENT FOR INVESTMENT AND INDUSTRY

INDUSTRIALIZATION SECRETARY – ONE (1) POST - V/NO. 86/2017

Basic Salary Scale: Ksh.152,060 – Ksh.302,980 p.m. - (Job Group ‘T’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Director of Industries, Job Group ‘S’ or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics from a university recognized in Kenya;

(iv) a certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services from a recognized institution;

(i) attended a strategic leadership course in a recognized institution;

(v) demonstrated professional competence, leadership and administrative capability in work performance and results; and
(vi) thorough knowledge of the country’s economic development strategies, policies and objectives and the ability to translate them into industrial development policies and programmes and Vision 2030 aspirations.

Duties and Responsibilities
The Industrialization Secretary will provide technical advice to the Principal Secretary on all industrialization matters. Specific duties and responsibilities include:
(i) formulating, implementing and reviewing the National Industrialization policies, guidelines and strategies;
(ii) providing support for the arbitration and settlement of Industrial Property Rights and standards;
(iii) promoting industrial research and development, innovation and technology transfer;
(iv) coordinating the development and enforcement of quality standards;
(v) providing support to strategic industries and revitalization of underperforming industries;
(vi) coordinating bilateral, regional, multilateral and international matters relating to industrial development activities in conjunction with the other public and private organizations; and
(vii) developing linkages with bilateral, regional and International organizations on industrialization matters.

STATE DEPARTMENT FOR COOPERATIVES

SENIOR DEPUTY COMMISSIONER FOR CO-OPERATIVE DEVELOPMENT – FOUR (4) POSTS - V/NO. 87/2017

Basic Salary Scale: Ksh.120, 270 – Ksh.180, 660 p.m. (Job Group ‘S’)

For appointment to this grade an officer must have:-

(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Senior Assistant Commissioner/Senior Assistant Director for Cooperative Development, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines:- Commerce, Business Administration, Agriculture, Economics, Statistics, Mathematics, Sociology, Agricultural Economics, Agricultural Engineering, Co-operative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance or Agri-business from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution; and
(iv) demonstrated managerial, administrative and professional competence and a thorough understanding of national goals, policies, objectives and an ability to relate them to proper management of the Co-operative Movement.

Note: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage

Duties and Responsibilities
An officer at this level will be responsible to the Commissioner, Co-operative Development for the following duties and responsibilities:
(i) formulating, implementing and reviewing co-operative development policies, regulations, guidelines and programmes;
(ii) enforcing compliance with co-operative legislation;
(iii) developing and overseeing implementation of education and training projects and programmes for the sector;
(iv) ensuring good corporate governance practices in the co-operative movement;
(v) overseeing and ensuring preparation and implementation of strategic objectives;
(vi) preparing and implementing the department’s performance management systems; and
(vii) overseeing finances and assets management of the department.

VACANCIES IN THE MINISTRY OF EDUCATION

STATE DEPARTMENT FOR BASIC EDUCATION

SENIOR ASSISTANT DIRECTOR OF EDUCATION – FORTY SEVEN (47) POSTS - V/NO. 88/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of one (1) year in the grade of Assistant Director of Education, Job Group ‘P’ or in a comparable and equivalent position in the Public Service;
(ii) a Bachelor of Education degree from a university recognized in Kenya;

OR

a Bachelor of Arts or Science degree with Education from a university recognized in Kenya;

OR

a Bachelor of Arts or Science degree from a university recognized in Kenya plus a Postgraduate Diploma in Education from a recognized institution;
(iii) a Master’s degree in any of the following disciplines: Education, Arts, Science, Business Administration or a comparable qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) implementing and reviewing education policies, plans and strategies and curriculum;
(ii) managing national examinations;
(iii) undertaking research in education;
(iv) preparing reports on the registering and deregistering of educational institutions;
(v) developing ICT integration systems in education;
(vi) coordinating capacity building for education managers, committees and boards;
(vii) preparing proposals for promoting development and use of indigenous languages and all forms of national cultural expressions; and
(viii) developing strategic interventions for emerging issues affecting education.

SENIOR ASSISTANT DIRECTOR, QUALITY ASSURANCE AND STANDARDS – ONE HUNDRED AND ONE (101) POSTS - V/NO. 89/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of one (1) year in the grade of Assistant Director, Quality Assurance and Standards, Job Group ‘P’ or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor of Education degree in from a university recognized in Kenya;

    OR

a Bachelor of Arts or Science degree with Education from a university recognized in Kenya;

    OR

a Bachelor of Arts or Science degree from a university recognized in Kenya plus a Postgraduate Diploma in Education from a recognized institution;
(iii) a Master’s degree in any of the following disciplines: Education, Arts, Science, Special Needs Education, Information Technology, Business Administration, Early Child Development Education, Public Policy, Psychology of Education or Guidance and Counseling from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized Institution; and
(vi) demonstrated ability in the management of programmes
**Duties and Responsibilities**

Specific duties and responsibilities include:

(i) monitoring and Evaluation Quality Assurance and Standard Programmes;
(ii) establishing, maintaining and improving Education Standards in educational and training institutions;
(iii) coordinating capacity building programmes for teachers and officers;
(iv) coordinating school-based subject content mastery and pedagogical skills upgrading programmes in education and training institutions;
(v) processing of Standards Assessment reports and Curriculum Based Establishment (CBE);
(vi) coordinating schools curricula and co-curricular activities;
(vii) determining Educational Quality Index; and
(viii) guiding, advising and appraising officers under their supervision.

**SENIOR ASSISTANT DIRECTOR, ADULT AND CONTINUING EDUCATION – FORTY SEVEN (47) POSTS - V/NO. 90/2017**

Basic Salary Scale: Ksh.89, 748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of one (1) year in the grade of Assistant Director, Adult and Continuing Education, Job Group ‘P’ or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Adult Education or Education from a university recognized in Kenya;

**OR**

a Bachelor of Arts or Science degree with Education from a university recognized in Kenya;

**OR**

a Bachelor of Arts or Science degree plus a Diploma in either Adult Education or Education from a university recognized in Kenya;

(iii) a Master’s degree in Adult Education, Education or relevant and comparable qualifications from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated professional competence and managerial capability for effective planning organization and administration of Alternative Provision of Basic Education and Training and Adult and Continuing Education.
Duties and Responsibilities
Specific duties and responsibilities include:

(i) overseeing the development, review and production of adult education materials in liaison with relevant stakeholders and providers;
(ii) coordinating the assessment and evaluation of Adult and Continuing Education (ACE) programmes and projects;
(iii) monitoring and supervision of the implementation of national and county – specific programmes;
(iv) coordinating of continuing education for adult and out of school youth;
(v) overseeing curriculum implantation in Alternative Provision of Basic Education and Training and Adult and Continuing Education (APBET/ACE) centres;
(vi) coordinating capacity building for ACE providers;
(vii) developing mechanism for quality training, supervision and assessment for ACE programmes; and
(viii) facilitating the registration of examination centers.

SENIOR ASSISTANT DIRECTOR, SCHOOLS AUDIT SERVICES - FOURTY ONE (41) POSTS - V/NO. 91/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Schools Auditor, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor of Commerce degree (Accounting/Finance option) or equivalent qualification from a university recognized in Kenya;

OR

passed part III of Certified Public Accountant of Kenya (CPA-K) or part IV of the Certified Internal Auditor (CIA-K) examinations or equivalent qualification from a recognized institution;
(iii) a Master’s degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or Masters of Science in Auditing or equivalent qualifications from a university recognized in Kenya;
(iv) been registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or any other equivalent professional body;
(v) attended a strategic leadership course in a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities
An officer at this level will be deployed either at the County or a division at the Ministry headquarters. Specific duties and responsibilities include:

(i) implementing and reviewing school audit polices, standards, systems and procedures;
(ii) conducting audit investigations;
(iii) reviewing audit accounts in the respective Audit divisions;
(iv) supervising audit programmes;
(v) representing the Ministry on school audit matters;
(vi) facilitating quality management and internal control systems; and
(vii) assessing risks of material misstatement of the financial statements.

STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING

DIRECTOR OF TECHNICAL EDUCATION – ONE (1) POST - V/NO. 92/2017

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director of Technical Education, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Education from a university recognized in Kenya;  
    OR
    a Bachelor’s degree in any of the following disciplines: Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Entrepreneurship or relevant qualifications from a university recognized in Kenya plus a Diploma in Education from a recognized institution;
(iii) a Master’s degree in any of the following disciplines: Business Administration, Technology, Administration, Planning and Policy, Curriculum Development, Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Entrepreneurship or equivalent qualifications from a university recognized in Kenya
(iv) attended strategic leadership course in a recognized institution;
(v) demonstrated high standards of professional competence and ability in management of Technical Education;
(vi) a good understanding of national and international trends and policies in Technical Training and its role in the context of Vision 2030;

Duties and responsibilities
An officer at this level will be the head of Technical Directorate and will be answerable to the Principal Secretary for effective implementation of the strategic direction for the growth of Technical, Vocational and Education Training (TVET). Specific duties and responsibilities include:
(i) providing leadership in the design development, implementation and evaluation of curricula and Technical Education;
(ii) liaising with stakeholders on matters pertaining to management of technical education and training;
(iii) promoting collaborations, linkages and agreements for promotion of TVET institutions and programs;
(iv) advising on establishment of new TVET institution and building capacity for TVET;
(v) promoting international collaboration on matters pertaining to Technical Vocational and Education Training;
(vi) coordinating long term learning and resource mobilization and allocation for the development of TVET;
(vii) provision of training equipment and infrastructure of public TVET institutions;
(viii) facilitation and promotion of entrepreneurship and industrial incubation in technical training; and
(ix) overseeing monitoring and evaluation of TVET programmes and projects.

DIRECTOR, VOCATIONAL EDUCATION AND TRAINING – ONE (1) POST - V/NO. 93/2017

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director of Vocational Education and Training, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Education from a university recognized in Kenya;

OR

a Bachelor’s degree in any of the following disciplines: Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Project Management, Entrepreneurship or relevant qualifications from a university recognized in Kenya plus a Diploma in Education from a recognized institution;

(iii) a Master’s degree in any of the following disciplines: Business Administration, Technology, Administration, Planning and Policy, Curriculum Development, Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Entrepreneurship or equivalent qualifications from a university recognized in Kenya

(iv) attended a strategic leadership course in a recognized institution;
(v) demonstrated a high standard of professional competence and ability in management of vocational training;
(vi) demonstrated proven professional administrative and managerial competence in work performance and results; and
(vii) good understanding of national and international trends in vocational training policies and its role in the context of Vision 2030.

Duties and Responsibilities
An officer at this level will head the Vocational Education and Training Directorate. He/She will be answerable to the Principal Secretary. Specific duties and responsibilities include:
(i) providing leadership in the design development, implementation and evaluation of Vocational Training policies;
(ii) promoting integration of ICT in Vocational training;
(iii) developing policy on vocational training quality assurance and standards;
(iv) coordinating revitalization and promotion of Vocational Training in line with the national development agenda and Vision 2030;
(v) liaising with CDACC, TVETA, KNQA and other relevant Ministries/Departments, County Governments and other stakeholders on matters pertaining to the management of vocational training;
(vi) facilitating Development and review of curriculum; and
(vii) strengthening strategic partnership and collaborations among stakeholders on revitalization of vocational training.

DEPUTY DIRECTOR, VOCATIONAL EDUCATION AND TRAINING – ONE (1) POST - V/NO. 94/2017

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Vocational Education and Training, Job Group ‘Q’ or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Education from a university recognized in Kenya;

OR

a Bachelor’s degree in any of the following disciplines: Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Project Management, Entrepreneurship or relevant qualifications from a university recognized in Kenya plus a Diploma in Education from a recognized institution;
(iii) a Master’s degree in any of the following disciplines: Business Administration, Technology, Administration, Planning and Policy, Curriculum Development, Engineering, Architecture, Applied Sciences, Information and Communication Technology, Textiles/Clothing Technology, Chemical Technology, Catering or Hospitality Management, Business Administration, Entrepreneurship or equivalent qualifications from a university recognized in Kenya

(iv) attended a strategic leadership course in a recognized institution;

(vi) be conversant with the international and global trends in the development of vocational training policies; and

(vii) demonstrated proven professional administrative and managerial competence in work performance and results.

Duties and Responsibilities

(i) organizing the development of vocational training policies;

(ii) providing leadership in the design, development of programs and service charters;

(iii) developing policy on vocational training quality assurance and standards;

(iv) overseeing resource mobilization and allocation for effective implementation of strategic direction for the growth of TVET;

(v) manage inter-vocational training exchange programmes;

(vi) overseeing the implementation of the national TVET strategy;

(vii) overseeing the development of incubation centres;

(viii) coordinating performance management;

(ix) development and coordination of performance and financial management controls; and

(x) monitoring and evaluation of departmental programmes and projects.

VACANCIES IN THE MINISTRY OF HEALTH

CHIEF PHARMACIST - ONE (1) POST - V/NO. 95/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade a candidate must have:-

(i) served for a minimum period of three (3) years in the grade of Senior Pharmaceutical Specialist, Job Group ‘R’ or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor of Pharmacy (BPharm) degree from a university recognized in Kenya;

(iii) a Master’s degree in any of the following fields; Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies management; Medicine Regulation; Narcotic and Psychotropic Substance Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical
Chemistry; Industrial Pharmacy; Health System Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; drug Design and development; Clinical trials; quality Assurance; Radio Pharmacy; Public health; Microbiology or Molecular Pharmacology field from a university recognized in Kenya;

(iv) a certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;  
(v) attended a strategic leadership course in a recognized institution; and  
(vi) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of clinical Services Function and initiative in the general organization and management of the pharmacy function.

**Duties and Responsibilities**
Specific duties and responsibility at this level will entail:
(i) formulating, implementing and reviewing policies, strategies and programmes relating to pharmacists;  
(ii) assessing research proposal involving medicine use.  
(iii) receiving and analyzing reports of adverse drug reactions and poor quality medicines,  
(iv) analyzing medicines for quality assurance,  
(v) providing expertise and pharmaceutical care in approved areas of specialization,  
(vi) coordinating Medicines and Therapeutic Committee activities,  
(vii) assessing and evaluating research findings on medicine utilization, carrying out laboratory tests of medicines and Medical devices to ensure quality assurance; keeping custody and safe use of illicit psychotropic and narcotic substances;  
(viii) carrying out Pharmaco-vigilance activities (Monitoring, reporting of adverse drug reactions and poor quality medicines); and  
(ix) training, coaching and mentoring of pharmacy interns and students.

**CHIEF RADIATION PROTECTION OFFICER - ONE (1) POST - V/NO.96/2017**

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. – (Job Group ‘S’)

For appointment to this grade a candidate must have:  
(i) served for a minimum period of three (3) years in the grade of Senior Deputy Chief Radiation Protection Officer, Job Group ‘R’;  
(ii) a Bachelor of Science degree in any of the following fields: Radiophysics, Biophysics, Radiochemistry, Medical Physics, Health Physics or Physical Sciences with topics in Atomic, Radiation, Nuclear Sciences and Nuclear Engineering or equivalent fields from a university recognized in Kenya;  
(iii) a Master of Science degree in any of the following fields: Radiophysics, Biophysics, Radiochemistry, Medical Physics, Health Physics or Physical Sciences with topics in
Atomic, Radiation, Nuclear Sciences and Nuclear Engineering or equivalent qualifications from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(iv) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management regulations related to radiation protection.

Duties and Responsibilities
An officer at this level will be responsible to the Principal Secretary for the Radiation Protection function. He/she will be the Secretary/Chief Executive to the Radiation Protection Board. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing radiation protection policies, regulations, and guidelines;
(ii) developing and disseminating laws and regulations for users of ionizing radiation.
(iii) representing the Government in International Atomic Energy Agency general conferences; and
(iv) offering liaison services between the Radiation Protection Board and the regional and international radiation standardization centres.

DEPUTY DIRECTOR NUTRITION AND DIETETICS SERVICES, ONE (1) POST - V/NO. 97/2017

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Nutrition and Dietetics Services, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s Degree in any of the following disciplines: Food, Nutrition and Dietetics/ Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a university recognized in Kenya;
(iii) a Master of Science degree in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or Public Health and Epidemiology from a university recognized in Kenya;
(iv) a certificate of Registration by the Council of the Institute of Nutritionists and Dieteticians (CIND);
(v) attended a strategic leadership course in a recognized institution;
(vi) a thorough understanding of national goals, policies and objectives and ability to relate them to the Nutrition function and aspirations of vision 2030.
demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Nutrition and Dietetic function.

**Duties and Responsibilities**

Specific duties and responsibility include:

(i) formulating, implementing and reviewing Nutrition and Dietetic Policies guidelines, standards and strategic plans;

(ii) enforcing the Nutrition Act and relevant legislation on Nutrition and Dietetics.

(iii) networking and forming partnerships in support of nutrition and dietetic services,

(iv) mobilizing resources in support of various nutrition programs, projects and other interventions.

(v) defining and integrating core nutrition indicators in Health Information Systems.

(vi) reviewing and disseminating nutrition monitoring tools at all levels,

(vii) providing guidance on procurement of nutrition equipment and commodity for various inpatient outpatient and Public Health nutrition services; and

(viii) managing human capital and financial resources in the department.

**SENIOR ASSISTANT DIRECTOR, NUTRITION AND DIETETICS SERVICES - TWO (2) POSTS - V/NO.98/2017**

Basic Salary Scale: Ksh.89,748 –Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years , three (3) of which should have been in the grade of Principal Nutrition and Dietetics Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Foods, Nutrition and Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a university recognized in Kenya;

(iii) a Master’s of Science degree in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or Public health and Epidemiology from a university recognized in Kenya;

(iv) a certificate of Registration by the Council of the Institute of Nutritionists and dieticians (CIND);

(v) attended a strategic leadership course in a recognized institution;

(vi) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Nutrition and Dietetic function; and

(vii) thorough understanding of national goals, policies and objectives and ability to relate them to the Nutrition/function and aspirations of vision 2030.
**Duties and Responsibilities**

An officer at this level will head the Nutrition and Dietetic Department and will be responsible for coordination of all activities, projects and programmes. Specific duties and responsibilities include:

(i) implementing and reviewing Nutrition and Dietetic policies guidelines, standards and strategic planning

(ii) overseeing nutrition planning and budgeting;

(iii) mobilizing resources in support of various nutrition programs, projects and other interventions;

(iv) defining and integrating core nutrition indicators in Health Information Systems;

(v) reviewing and disseminating nutrition monitoring tools at all levels;

(vi) providing guidance on procurement of nutrition equipment and commodity for various inpatient/outpatient and Public Health nutrition services; and

**DEPUTY DIRECTOR, NURSING SERVICES (MATHARI TEACHING AND REFFERAL HOSPITAL) - ONE (1) POST – V/NO. 99/2017**

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, an officer must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Nursing Services, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in either Nursing or Midwifery from a university recognized in Kenya;

(iii) a Master’s Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a university recognized in Kenya;

(iv) a Registration Certificate issued by the Nursing Council of Kenya;

(v) a valid practicing license from the Nursing Council of Kenya;

(vi) attended a strategic leadership course in a recognized institution; and

(vii) demonstrated a high degree of professional competence and administrative capability as well as broad experience in Nursing and Health Care Standards and programmes.

**Duties and Responsibilities**

An officer working at this level will be in charge of Nursing Services in Mathari Teaching and Referral Hospital. Duties and responsibilities at this level will include:

(i) developing, implementing and reviewing health care policies relating to nursing Psychiatric services;

(ii) providing technical advice in Psychiatric specialty of healthcare services;

(iii) initiating development and review of training programmes for Psychiatric nurses;
ensuring compliance with nursing standards, guidelines and ethics;

(v) compiling monitoring and evaluation reports of nursing Psychiatric services;

(vi) ensuring recommendations from nursing research is utilized to inform policy development; and

(vii) training and development of nursing Psychiatric staff.

SENIOR ASSISTANT DIRECTOR NURSING SERVICES, MATHARI TEACHING AND REFFERAL HOSPITAL - EIGHT (8) POSTS - V/NO.100/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade a candidate must have:-

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal, Nursing Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in either Nursing or Midwifery from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a university recognized in Kenya;

(iv) a Registration Certificate issued by the Nursing Council of Kenya;

(v) a valid practicing license from the Nursing Council of Kenya;

(vi) attended a strategic leadership course in a recognized institution;

(vii) demonstrated a high degree of professional competence and administrative capability as well as broad experience in Nursing and Health Care Standards and programmes.

Duties and Responsibilities

Specific duties and responsibilities at this level will include:

(i) developing of policies, standards and guidelines in the provision of nursing Psychiatric services;

(ii) ensuring application of nursing process at the service delivery unit;

(iii) carrying out comprehensive health needs assessment in a health facility and Community;

(iv) formulating interventions to address identified health Psychiatric needs;

(v) monitoring and evaluating health care services in a health facility and community;

(vi) coordinating implementation of nursing Psychiatric related projects and programmes; managing nursing Psychiatric services at a health facility and community;

(vii) providing quantification and specifications for procurement of medical supplies and equipment; and
(viii) advising Health or Hospital Management Team (HMT) on matters relating to Nursing Psychiatric Services.

VACANCY IN THE MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR AND SOCIAL PROTECTION (STATE DEPARTMENT FOR LABOUR)

SENIOR ASSISTANT DIRECTOR NURSING SERVICES – ONE (1) POST-V/NO.101/2017

Basic Salary Scale: Ksh.89,748 - Ksh.120,270 p.m. (Job Group ‘Q’)

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

(i) served for a minimum period of three (3) years in the grade of Assistant Director, Nursing Services, Job Group ‘P’ or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in either Nursing or Midwifery from a university recognized in Kenya;

OR


OR

a Diploma in Advanced Nursing in any of the following disciplines:- Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution.

(iii) a registration certificate issued by the Nursing Council of Kenya;

(iv) a valid practicing license from the Nursing Council of Kenya;

(v) demonstrated a high degree of professional competence and administrative capability.
NOTE: Possession of:
(i) a Master’s degree in a relevant field from a university recognized in Kenya; and
(ii) strategic leadership course from a recognized institution will be considered added advantage.

Duties and Responsibilities
Specific duties and responsibilities at this level include:
(i) developing policies, standards and guidelines in the provision of nursing services;
(ii) ensuring application of nursing process at the service delivery unit;
(iii) carrying out comprehensive health needs assessment at health facility and community;
(iv) formulating interventions to address identified health needs;
(v) monitoring and evaluating health care services in a health facility and community;
(vi) coordinating implementation of nursing relating projects and programmes;
(vii) providing qualification and specifications for procurement of medical supplies and equipment; and
(viii) advising Health or Hospital Management Team (HMT) on matters relating to Nursing Services.

VACANCIES IN THE MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT

STATE DEPARTMENT FOR TRANSPORT

SENIOR ASSISTANT DIRECTOR, SHIPPING AND MARITIME – TWO (2) POSTS – V/NO.102/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of three (3) years in the grade of Assistant Director, Shipping and Maritime, Job Group ‘P’ or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Social Sciences, Marine Engineering or Economics from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Maritime Studies, Shipping Management, Maritime Law, Maritime Affairs, Maritime Education and Training,
Marine Environment Protection or Environmental Science from a university recognized in Kenya;
(iv) a certificate in any of the following: Law of the Sea, Port Management, Maritime Security, Inland Water Transport, Sea Use Management, Port State Control and Formulation of National Maritime Policy or Shipping from a recognized institution; and
(v) attended a strategic leadership course in a recognized institution;
(vi) demonstrated a high degree of professional competence, managerial, administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives.

Duties and responsibilities
(i) formulating, developing and reviewing policies on Shipping and Maritime;
(ii) domesticating of international conventions on shipping and maritime issues ratified into policies, legislation and regulations;
(iii) sensitizing stakeholders on safety, security and prevention of pollution of marine environment by ships;
(iv) implementing standards for training, certification and watch keeping (sea time);
(v) maintaining and updating inventory for maritime conventions;
(vi) attending to matters related to regional and international bodies on maritime issues;
(vii) facilitating seaborne trade activities in liaison with stakeholders;
(viii) coordinating activities of state agencies on matter related to maritime safety, security and commercial shipping development.

STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

DEPUTY DIRECTOR URBAN DEVELOPMENT (HOUSING, DISASTER AND SAFETY MANAGEMENT) - TWO (2) POSTS - V/NO.103/2017

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)  

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) years of which must have been in the grade of Assistant Director Urban/Metropolitan Development, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Survey and Photogrammetry, Planning (Urban & Regional, Environment), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification in a university recognized in Kenya’
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body (where applicable); and
(v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the urban development function.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) formulating, implementing and reviewing Urban Planning, policies, strategies, procedures and guidelines;
(ii) reviewing and recommending for approval terms of reference for integrated urban and local area development plans and other related studies on urban development;
(iii) evaluating and recommending for approval research findings on urbanization and urban related issues;
(iv) ensuring coordination and management of urban observatory and data bank;
(v) providing advisory on best practices on urbanization and urban development;
(vi) promoting innovation and use of modern technology in urbanization and urban development practices;
(vii) reviewing and coordinating joint projects to be implemented by both levels of government in urban areas; and
(viii) reviewing and recommending proposals for mobilization of both finance and human resources.

SENIOR ASSISTANT DIRECTOR URBAN PLANNING, POLICY AND RESEARCH - ONE (1) POST - V/NO.104/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) years of which must have been in the grade of Principal Urban/Metropolitan Development Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s Degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Survey and Photogrammetry, Planning (Urban & Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body (where applicable); and
(v) demonstrated technical and professional competence as reflected in work performance and results.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.
Duties and Responsibilities

Specific duties and responsibilities will entail:

(i) formulating, implementing and reviewing Urban Planning, policies, strategies, procedures and guidelines;
(ii) reviewing and recommending for approval terms of reference for integrated urban and local area development plans and other related studies on urban development;
(iii) reviewing and recommending for approval research findings on urbanization and urban issues.
(iv) reviewing and recommending supportive strategies and plans on urbanization and urban development;
(v) implementing developed standards and guidelines on urbanization and urban related issues;
(vi) coordinating management of urban observatory and data bank;
(vii) coordinating initiation of approved innovation and use of modern technology in urbanization and urban development practices;

DEPUTY DIRECTOR, URBAN INFRASTRUCTURE AND SERVICES - ONE (1) POST - V/NO. 105/2017

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)

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

(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Assistant Director Urban/Metropolitan Development, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Survey and Photogrammetry, Planning (Urban& Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a recognized Institution;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body (where applicable); and
(v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the urban development function.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and responsibilities

Specific duties and responsibilities include:

(i) formulating, implementation and reviewing policies, strategies, procedures, plans, standards and guidelines relating to Urban Infrastructure and Services;
(ii) drafting and reviewing of appropriate legislation and draft regulations on Urban Infrastructure and Services;
(iii) coordinating projects and programmes on Urban Infrastructure and Services;
(iv) facilitating approvals of terms of reference for consultancy services for Urban Infrastructure and Services on; urban roads, transport facilities, mass transport, water supply and distribution, sewage collection and treatment, sanitation facilities, solid waste collection and treatment, fire disaster, strategic economic infrastructure, security lighting and other related infrastructure on Urban Infrastructure and Services;
(v) drafting and reviewing technical advice to national and county governments on matters of Urban Infrastructure and Services; and
(vi) drafting and reviewing approvals of joint projects to be implemented by both levels of government in urban areas on Urban Infrastructure and Services.

SENIOR ASSISTANT DIRECTOR, URBAN INFRASTRUCTURE AND SERVICES – ONE (1) POST – V/NO.106/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Principal Urban/Metropolitan Development Officer, Senior Superintending Engineer, Senior Superintending Architect, Senior superintending Quantity Surveyor, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Surveying and Photogrammetry, Planning (Urban& Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body (where applicable); and
(v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the urban development function.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) formulating, implementation and reviewing policies, strategies, procedures and guidelines relating to Urban Infrastructure and Services;
(ii) reviewing and recommending for approval projects and programmes on Urban Infrastructure and Services;
(iii) reviewing and recommending for approval terms of reference for consultancy services for Urban Infrastructure and Services on; urban roads, transport facilities, mass
transport, water supply and distribution, sewage collection and treatment, sanitation facilities, solid waste collection and treatment, fire disaster, strategic economic infrastructure, security lighting and other related infrastructure on Urban Infrastructure and Services.

(iv) advising the government on matters of urban infrastructure and services.
(v) coordinating preparation of advisory on best practices on urban infrastructure and services development; and
(vi) identifying, initiating and recommending for approval joint projects to be implemented by both levels of government on Urban Infrastructure and Services.

**DEPUTY DIRECTOR – URBAN MANAGEMENT - ONE (1) POST - V/NO.107/2017**

**Basic Salary Scale:** Kshs.109,089 – 144,928 p.m. (Job Group ‘R’)

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

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director Urban/Metropolitan Development, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s Degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Surveying and Photogrammetry, Planning (Urban & Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been a registered member of a relevant professional body (where applicable); and

(v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the urban development function.

**NOTE:** Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities**

Specific duties and responsibilities include:

(i) formulating, implementing and reviewing policies, strategies, procedures, plans, standards and guidelines relating to urban management;

(ii) facilitating sensitization workshops on ongoing projects and programmes for stakeholders;

(iii) facilitating approvals of projects and programmes on urban management development;

(iv) facilitating approvals of terms of reference for urban management for local urban areas and management models for; markets, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure and other related urban management services;
(v) providing technical advice to national and county governments on matters of urban management development;

(vi) ensuring coordination and management of urban management data submitted to the observatory;

(vii) developing and reviewing strategies for domestication of international urban management best practices; and

(viii) promoting research, innovation, best practices and use of modern technology in urban management and related issues.

SENIOR ASSISTANT DIRECTOR OF URBAN MANAGEMENT– ONE (1) POST – V/NO. 108/2017

Basic Salary Scale: Ksh.89,748 - Ksh.120,270p.m. - (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Urban/Metropolitan Development Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Survey and Photogrammetry, Planning (Urban & Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been a registered member of a relevant professional body (where applicable); and

(v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the urban development function.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:

(i) developing, implementing and reviewing urban management policies, strategies, procedures, plans, standards and guidelines;

(ii) initiating projects and programmes on urban management development;

(iii) facilitating approvals of terms of reference for urban management for local urban areas and management models for; markets, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure and other related urban management services;

(iv) initiating for approval technical advice to national and county governments on matters of urban management development;

(v) ensuring coordination and management of urban management data submitted to the observatory;
(vi) facilitating approval of joint projects to be implemented by both levels of government in urban management; and
(vii) promoting research, innovation, best practices and use of modern technology in urban management and related issues.

DIRECTOR, METROPOLITAN DEVELOPMENT - ONE (1) POST - V/NO.109/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Senior Assistant Director, Metropolitan Planning, Investment and Environment, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s Degree in any of the following disciplines: Urban and Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Civil Engineering, Mechanical Engineering, Structural Engineering, Electrical Engineering, Land Survey and Photogrammetry, Geospatial Engineering, GIS, Urban Design Sociology, psychology, Social Development or any other relevant/equivalent qualifications from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body (where applicable); and
(v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of metropolitan development.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:

(i) formulating, implementing and reviewing metropolitan development policies, strategies, procedures, plans, standards and guidelines;
(ii) initiating review and dissemination of appropriate legislation and regulations on metropolitan social infrastructure development;
(iii) promoting principles of Metropolitan Cooperation with the Capital City County Government of Nairobi and other Metropolitan areas;
(iv) providing technical advice to on matters of metropolitan development;
(v) initiating proposal for technical support for twinning of metropolitan areas and cities;
(vi) recommending for approval spatial plans for the metropolitan regions and major urban areas and transport corridors;
(vii) facilitating implementation for support maintenance programmes, infrastructure and services for the capital city and metropolitan areas;
(viii) facilitating implementation of joint projects and programmes to be executed by both levels of governments in the capital city; and
(ix) spearheading research, innovation, best practices and use of modern technology in metropolitan development related issues.

DEPUTY DIRECTOR, METROPOLITAN PLANNING, INVESTMENT AND ENVIRONMENT - ONE (1) POST - V/NO.110/2017

Basic Salary Scale: Kshs.109, 089 – 144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Metropolitan (Planning, Investment and Environment) Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Urban and Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Civil Engineering, Mechanical Engineering, Structural Engineering, Electrical Engineering, Land Survey and Photogrammetry, Geospatial Engineering, GIS, Urban Design Sociology, psychology, Social Development or any other relevant/equivalent qualifications from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body where applicable;
(v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of metropolitan development.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Metropolitan Planning and Environment for the following:
(i) formulating, implementing, and reviewing policies, strategies and plans pertaining to land use in the Nairobi Metropolitan Regions;
(ii) promoting appropriate Urban Design and Architecture;
(iii) overseeing the establishment and management of Land Information systems;
(iv) developing spatial planning framework for the Nairobi Metropolitan Region;
(v) liaising with international, regional and local agencies in matters relating to metropolitan planning and development;
(vi) ensuring enforcement of development control regulations;
(vii) integrating Government policies in the Nairobi Metropolitan growth strategy;
(viii) coordinating studies and research into matters pertaining to metropolitan
development; and
(ix) facilitating implementation of Joint projects and programmes to be executed by both
levels of governments in the capital city.

SENIOR ASSISTANT DIRECTOR, METROPOLITAN PLANNING, INVESTMENT AND
ENVIRONMENT, TWO (2) POST - V/NO.111/2017

Basic Salary Scale: Ksh.89,748 - Ksh.120,270p.m. - (Job Group ‘Q’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Metropolitan (Planning, Investment and Environment) Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Urban and Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Civil Engineering, Mechanical Engineering, Structural Engineering, Electrical Engineering, Land Survey and Photogrammetry, Geospatial Engineering, GIS, Urban Design Sociology, psychology, Social Development or any other relevant/equivalent qualifications from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body where applicable;
(v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of metropolitan development.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Metropolitan Planning and Environment for the following:
(i) implementing, and reviewing policies, strategies and plans pertaining to land use in the Nairobi Metropolitan Regions;
(ii) implementing programs on delineation of Metropolitan areas in compliance with standards;
(iii) supervising implementation of spatial plans for metropolitan regions and major urban areas and transport corridors.
(iv) providing technical support for maintenance programmes for infrastructure and services for the capital city and metropolitan areas.
(v) liaising with international, regional and local agencies in matters relating to metropolitan planning and development;
implementation of strategic projects and programs for promoting Nairobi and other Metropolitan areas into regional and global service hubs; and

coordinating research studies, innovation best practice and use of modern technology in Metropolitan Development and related issues.

CHIEF ENGINEER (METROPOLITAN, INFRASTRUCTURE, TRANSPORT AND UTILITIES) - ONE (1) POST - V/NO.112/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Senior Principal Superintending Engineer, Job Group ‘R’ or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s Degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Electrical Engineering, or equivalent qualifications from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) current valid annual practicing license from Engineers Registration Board of Kenya;

(v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of metropolitan development.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities

Specific duties and responsibilities at this level include:

(i) formulating, implementing and reviewing metropolitan Infrastructure, Transport & Utilities development policies, strategies, procedures, plans, standards and guidelines;

(ii) initiating review and dissemination of appropriate legislation and regulations on metropolitan social infrastructure development;

(iii) facilitating approval and implementation of Infrastructure, Transport & Utilities programmes on delineation of metropolitan areas;

(iv) approving strategic projects and programmes for metropolitan Infrastructure, Transport & Utilities development such as, roads, transport, electricity, water and sanitation, fire disaster, security lighting and other related infrastructure on metropolitan development;

(v) providing technical advice on matters of metropolitan infrastructure, transport & utilities development;

(vi) facilitating implementation for support maintenance programmes in infrastructure, transport & utilities and services for the capital city and metropolitan areas;

(vii) facilitating implementation of sustainable funding framework for the development of metropolitan areas in infrastructure, transport & utilities;
facilitating proposals for technical support in the provision of infrastructure, transport & utilities services in concurrence with both levels of governments in the capital city and other metropolitan regions;

spearheading research, innovation, best practices and use of modern technology in metropolitan infrastructure, transport & utilities development related issues; and

PRINCIPAL SUPERINTENDING ENGINEER - ONE (1) POST - V/NO. 113/2017

Basic Salary Scale: Kshs.89,748 – Ksh.120,270p.m.- Job Group `Q`

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Superintending Engineer, Job Group ‘N’ and above or in a comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Electrical Engineering, or equivalent qualifications from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) current valid annual practicing licence from Engineers Registration Board of Kenya;
(v) demonstrated technical and professional competence as reflected in work performance and results.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities at this level entails:
(i) implementing and reviewing metropolitan infrastructure, transport & utilities development policies, strategies, procedures, plans, standards and guidelines;
(ii) coordinating implementation of strategic infrastructure, transport & utilities projects and programmes for metropolitan development such as, roads, street lighting, surveillance equipment’s, fire and disaster management, sewer systems, storm water drainage systems, railway stations, and associated electrical and mechanical engineering services in the metropolitan areas;
(iii) coordinating training and sensitization workshops on strategic metropolitan infrastructure, transport & utilities projects and programmes to metropolitan counties, Boards and other stakeholders;
(iv) supervising implementation of strategic infrastructure, transport & utilities projects and programmes for promotion of Nairobi into a Regional and Global Service hub and other cities in metropolitan areas;
(v) providing technical support for maintenance programmes for infrastructure, transport & utilities and services for the capital city and metropolitan areas;
(vi) ensuring execution of joint infrastructure, transport & utilities projects to be implemented by both levels of governments in the capital city; and

(vii) Supervising implementation of research studies, innovation, best practices and use of modern technology in metropolitan infrastructure, transport & utilities development related issues.

DIRECTOR, METROPOLITAN SOCIAL INFRASTRUCTURE - ONE (1) POST - V/NO. 114/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of eighteen (18) years, three (3) year of which should have been in the grade of Senior Assistant Director Metropolitan Social Infrastructure, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Urban and Regional Planning, Building Economics, Construction Management, Quantity Surveying, Architecture, Landscape Architecture, Environmental Planning and Management, Engineering, Urban Design, Urban management, Sociology, Social Development or equivalent qualifications from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been a registered member of a relevant professional body where applicable; and

(v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of metropolitan/urban development.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities at this level include:

(i) formulating, implementing and reviewing and metropolitan social infrastructure development policies, strategies, procedures, plans, standards and guidelines;

(ii) initiating review and dissemination of appropriate legislation and regulations on metropolitan social infrastructure development;

(iii) promoting principles of metropolitan cooperation with the Capital City County government of Nairobi and other metropolitan areas on social infrastructure;

(iv) approving strategic projects and programmes for metropolitan social infrastructure development such as, markets, schools, health, cultural, heritage, sports, recreational facilities, and housing infrastructure services on metropolitan development;

(v) facilitating implementation of strategic social infrastructure projects and programmes for promotion of Nairobi into a Regional and Global Service hub and other cities in metropolitan areas;
facilitating proposals for technical support in the provision of social infrastructure services in concurrence with both levels of governments in the capital city and other metropolitan regions;

spearheading research, innovation, best practices and use of modern technology, and promoting appropriate designs and architecture in metropolitan social infrastructure development related issues; and

SENIOR ASSISTANT DIRECTOR, METROPOLITAN SOCIAL INFRASTRUCTURE - ONE (1) POST - V/NO. 115/2017

Basic Salary Scale: Kshs.89,748 – Ksh.120,270p.m.- Job Group ‘Q’

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) year of which should have been in the grade of Principal Metropolitan Social Development Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Metropolitan and Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Civil Engineering, Mechanical Engineering, Structural Engineering, Electrical Engineering, Survey and Photogrammetry, GIS, Metropolitan Design, Sociology, psychology, Social Development or any other relevant/equivalent qualifications from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been registered/member of a relevant professional body where applicable; and

(v) demonstrated technical and professional competence as reflected in work performance and results.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:

(i) implementing and reviewing policies, strategies, procedures, plans, standards and guidelines relating to metropolitan social infrastructure development;

(ii) implementing social infrastructure programmes on delineation of metropolitan areas comply with standards;

(iii) initiating, reviewing and disseminating of appropriate legislation and regulations on metropolitan social infrastructure development;

(iv) coordinating training and sensitization workshops on strategic metropolitan social infrastructure projects and programmes to metropolitan counties, boards and other stakeholders;

(v) ensuring provision of technical support for maintenance programmes for social infrastructure and services for the capital city and metropolitan areas;
(vi) ensuring implementation of the principles of metropolitan cooperation with the Capital City County government of Nairobi and other metropolitan areas on social infrastructure;
(vii) implementing research studies, innovation, best practices, appropriate designs and architecture and use of modern technology in metropolitan social infrastructure development related issues.

DEPUTY DIRECTOR OF HOUSING - CIVIL SERVANTS HOUSING SCHEME (CSHS) - TWO (2) POSTS - V/NO. 116/2017

Basic Salary Scale: Kshs.109,089 – 144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) year of which should have been in the grade of Assistant Director of Housing - Civil Servants Housing Scheme, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following: Housing Administration, Urban Management, Urban/Regional planning, valuation and property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land economics, Building /Construction/Project Management, Economics, Sociology, Environmental studies, Community Development, Business administration or equivalent qualification from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) been a registered member of a relevant professional body (where applicable); and
(v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) formulating, implementing and reviewing of civil servants housing policies, strategies and guidelines;
(ii) undertaking research on civil servants housing demand;
(iii) planning, designing, implementing, monitoring and evaluation of housing projects for home ownership and rental by civil servants;
(iv) facilitation of ownership transfer to purchasers and ensuring safekeeping of leases and titles;
(v) translating project briefs into concepts;
(vi) facilitate procurement of consultancy services and building works;
(vii) facilitating issuance of loans to civil servants for construction or purchase of houses;
SENIOR ASSISTANT DIRECTOR HOUSING, CIVIL SERVANTS HOUSING SCHEME, TWO (2) POSTS - V/NO. 117/2017

Basic Salary Scale: Kshs.89,748 – Ksh.120,270p.m.- Job Group `Q`

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Principal Housing Officer – Civil Servants Housing Scheme, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following: Housing Administration, Urban Management, Urban/Rural Planning, Valuation and property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been a registered member of a relevant professional body (where applicable); and

(v) demonstrated outstanding capabilities in management within the housing sector.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Specific duties and responsibilities at this level will include:

(i) implementing and reviewing policies and strategies relating to civil servants housing requirements;

(ii) planning, implementation, monitoring and evaluation of housing projects;

(iii) developing standards and specifications for housing development;

(iv) liaising with financial institutions and partners in housing development;

(v) preparing guidelines for house sale, rent and maintenance and facilitating acquisition of titles;

(vi) managing of housing inventory and allocating houses for sale; and

(vii) valuation of houses for rental and sale and maintenance of housing stock.

SENIOR ASSISTANT DIRECTOR HOUSING - TEN (10) POSTS - V/NO. 118/2017

Basic Salary Scale: Kshs.89,748 – Ksh.120,270p.m.- Job Group `Q`

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Housing Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following: Housing Administration, Urban Management, Urban/Rural Planning, Valuation and property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering,
Land Economics, Building Economics, Estate Management Building/Construction/Project Management, Economics, Sociology, Environmental studies Community Development, Business Administrations or equivalent qualification from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been a registered member of a relevant professional body where applicable; and

(v) demonstrated outstanding capabilities in management within the housing sector.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and responsibilities
Specific duties and responsibilities include:

(i) implementing, formulating and reviewing policies, strategies and programs for housing development;

(ii) promotion of appropriate building materials and construction technologies;

(iii) organizing survey on housing demand and supply;

(iv) development effective measures for improving the quality of housing and human settlements;

(v) co-ordinating review of housing legislations and standards;

(vi) promoting participatory approaches in housing delivery process;

(vii) co-ordinating implementation of national and relevant international housing and human settlement resolutions and recommendations; and

(viii) overseeing the development and management of appropriate technology centers.

DEPUTY DIRECTOR, SLUM UPGRADEING - THREE (3) POSTS - V/NO.119/2017

Basic Salary Scale: Kshs.109,089 – Kshs.144,928 p.m. (Job Group ‘R’)

For appointment to the grade, a candidate must have:

(i) served for a cumulative period fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Slum Upgrading, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following: Housing Administration, Urban Management, Urban/Rural Planning, Valuation and property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognized institution;

(iv) been registered member of a relevant professional body where applicable; and

(v) demonstrated outstanding capabilities in management within the housing sector.
NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
An officer at this level will be responsible to the Director, Slum Upgrading. Specific duties and responsibilities include:

(i) coordinating the implementation of slum upgrading and prevention programmes;
(ii) overseeing slum mapping and resource mobilization strategies;
(iii) coordinating support for capacity building;
(iv) promoting affordable social and physical infrastructure;
(v) liaising with stakeholder institutions and the development of mechanisms for sustainable financing of slum-up-grading and shelter related infrastructure; and
(vi) liaising with local and international agencies involved in slums and informal settlements and facilitating integration of policies in development planning.

SENIOR ASSISTANT DIRECTOR SLUM UP-GRADING - EIGHT (8) POSTS - V/NO. 120/2017

Basic Salary Scale: Kshs.89,748 – Ksh.120,270 p.m. - Job Group `Q`

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Slum Upgrading Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following: Housing Administration, Urban Management, Urban/Rural Planning, Valuation and property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management Building / Construction /Project Management, Economics, Sociology, Environmental studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;
(iii) attended a strategic leadership course from a recognized institution;
(iv) been registered member of a relevant professional body where applicable; and
(v) demonstrated outstanding capabilities in management within the housing sector.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.
Duties and Responsibilities:
Specific duties and responsibilities include:
(i) formulating, implementing and reviewing policies, strategies and programs for slum up-grading and improvement;
(ii) planning, implementation, monitoring and evaluation of physical and social infrastructure development;
(iii) developing effective measures for up-grading the informal settlements;
(iv) coordinating the development of slum up-grading regulatory and institutional framework:
(v) implementation of relevant international resolutions and recommendations of slums and informal settlements; and
(vi) facilitate consultations with stakeholders on Programme development and resource mobilization strategies.

DIRECTOR, KENYA BUILDING RESEARCH CENTRE – ONE (1) POST- V/NO. 121/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of eighteen (18) years, three (3) years of which should have been in the grade of Principal Research Officer, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior Design, Civil/ Electrical/ Mechanical engineering, Land Economics/Survey, Building Economics, Economics, Quantity Surveying, Urban/Regional Planning, Statistics, Sociology, Community Development, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior Design, Civil/ Electrical/ Mechanical engineering, Land Economics/Survey, Building Economics, Economics, Quantity Surveying, Urban/Regional Planning, Statistics, Sociology, Community Development, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
(iv) attended a Project Planning and Management Course from a recognized institution;
(v) attended a strategic leadership course from any recognized institution;
(vi) been a registered member of a relevant professional body where applicable; and
(vii) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of building research function.

Duties and Responsibilities
Specific duties and responsibilities include;
(i) formulating, implementing and reviewing building research and development policies, strategies and guidelines;
(ii) advising the government on building research matters;
(iii) developing and recommending business plans, annual work plans and operational budgets;
(iv) overseeing setups in collaboration with the relevant institutions appropriate technical standards and specifications;
(v) ensuring continuous improvement in the quality and value of building research service and products; and
(vi) coordinating human resource matters in the department including welfare, training, industrial relations, separation and effective management succession plans.

DEPUTY DIRECTOR, RESEARCH - ONE (1) POST - V/NO.122/2017

Basic Salary Scale: Kshs.109,089 – Kshs.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Chief Research Officer, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/Electrical/ Mechanical Engineering, Land economics/Survey, Building Economics, Economics, Quantity Surveying, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/Electrical/ Mechanical Engineering, Land economics/Survey, Building Economics, Economics, Quantity Surveying, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course from a recognized institution;
(v) attended Project Planning and Management Course from a recognized Institution;
(vi) been a registered member of a relevant Professional body where applicable;
(vii) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of building research function.

Duties and responsibilities
Specific duties and responsibilities include:
(i) formulating, implementing and reviewing building research legislations, policies standards and strategies;
(ii) overseeing resource mobilization and accountability of resources allocated to research programmes;
(iii) promoting participatory approaches and capacity building in building research process;
(iv) monitoring and evaluation building research activities and programmes;
(v) facilitating development of control regulations, problem identification survey, analyses and planning intervention measures
(vi) approving project proposals, goals, project development methods, variables and other test parameters;
(vii) facilitating development of innovations on building research; and
(viii) facilitating preparation and communication of research finding in technical and scientific publications.

PRINCIPAL RESEARCH OFFICER - TWO (2) POSTS - V/NO.123/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270p.m. - Job Group ‘Q’

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

(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Senior Research Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/Electrical/Mechanical engineering, Land Economics/Survey, Building Economics, Economics, Quantity Surveying, Urban/Regional Planning, Statistics, Sociology, Community development, Environmental Studies, Geography, Earth Science or equivalent qualification from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Construction/Project Management, Anthropology, Architecture, Landscape Architecture, Interior design, Civil/electrical/Mechanical engineering, Land Economics/Survey, Building Economics, Economics, Quantity Surveying, Urban/Regional Planning, Statistics, Sociology, Community development, Environmental studies, Geography, Earth science or equivalent qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) attended Project Planning and Management course from a recognized Institution;
(vi) been a registered member of a relevant professional body (where applicable); and
(vii) demonstrated outstanding capabilities in management within the building sector.

Duties and responsibilities
An officer at this level may be deployed in a research or project development function. Specific duties and responsibilities include:

Research function

(i) implementing and reviewing building research legislations, policies, standards, and strategies
(ii) overseeing the development and management of building research centre facilities;
(iii) providing guidance in design and interpretation of research studies;
(iv) mobilizing research resources from development partners;
(v) supervising critical evaluation of research projects;
(vi) carry out resource budgeting, utilization and management;
(vii) plan and coordinate implementation of national research programmes and international resolutions and recommendations;

Project Development function
(i) implementing and reviewing building research policies and strategies and programmes;
(ii) evaluating project proposals, goals, project development methods, variables and other test parameters;
(iii) coordinating with management in budget preparation and expense control activities;
(iv) approving project development of innovations;
(v) developing control regulations, problem identification survey, analyses and planning intervention measures;
(vi) preparing and communicating research findings in technical and scientific publications and reports;
(vii) participating in carry out planning, coordination and implementation of national research programmes;
(viii) monitoring and evaluating development projects at all stages of implementation.

SENIOR PRINCIPAL SUPERINTENDING GRAPHIC DESIGNER - ONE (1) POST - V/NO. 124/2017

Basic Salary Scale: Kshs.109,089 – Kshs.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Chief Superintending Graphic Designer, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Design or any other relevant and equivalent qualification from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized Institution;
(iv) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
(v) been a registered member of a professional body (where applicable); and
(vi) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of building development programmes.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.
Duties and Responsibilities
Specific duties and responsibilities include;
(i) formulating and implementing graphic design policies, strategies and programmes;
(ii) providing technical advice on colour schemes affecting interior and exterior designs of government buildings;
(iii) monitoring workloads and recommending distribution;
(iv) coordinating local and international exhibitions and fairs relating to building graphic designs;
(v) approving stage and television designs and broadcast materials.

PRINCIPAL SUPERINTENDING GRAPHIC DESIGNER - FOUR (4) POSTS - V/NO. 125/2017

Basic Salary Scale: Kshs.89,748 – Ksh.120,270p.m.- Job Group `Q`

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen(15)years, three (3) of which should have been in the grade of Senior Superintending Graphic Designer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Design or any other relevant and equivalent qualification from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution;
(iv) attended a Project Development and Management course lasting not less than four (4) weeks in a recognized Institution;
(v) been a registered/member of a relevant professional body where applicable; and
(vi) demonstrated general administrative ability required for direction, control and implementation of Landscape works in building programmes

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) checking and recommending photographic work and dimensional design;
(ii) coordinating and supervising design work.
(iii) making plate, artwork, printing works, product design and model;
(iv) advising on colour schemes affecting Government buildings, interior and exterior designs;
(v) liaising with programme producers, clients on commercial requirements in design for television advertisement and stage designing and interiors;
(vi) ensuring that local and international standards of graphic design are maintained.
VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (STATE DEPARTMENT FOR LIVESTOCK)

DIRECTOR, VETERINARY SERVICES - ONE (1) POST - V/NO. 126/2017

Basic Salary Scale: Ksh.152,060 - Ksh.302,980 p.m. (Job Group ‘T’)

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

(i) served for a minimum period of two (2) years in the grade of Senior Deputy Director of Veterinary Services, Job Group ‘S’;
(ii) a Bachelor of Veterinary Medicine (BVM) Degree from a university recognized in Kenya;
(iii) a Master of Science Degree in any of the following disciplines:- Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Science, animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, applied Veterinary Parasitology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, animal Production or Aquatic Sciences from a university recognized in Kenya;
(iv) been registered member by the Kenya Veterinary Board;
(v) attended a strategic leadership course in a recognized institution; and
(vi) exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of the Veterinary Services; and
(vii) demonstrated managerial, administrative and professional competence in work performance.

Duties and Responsibilities
The Director of Veterinary Services will be answerable to the Principal Secretary for providing strategic policy direction for the veterinary service function. Specific duties and responsibilities include;

(i) formulating, implementing and reviewing veterinary services policies, strategies, guidelines and programmes;
(ii) providing technical advice on veterinary services function to the government;
(iii) directing animal disease and pest control, veterinary diagnostic services, bio-safety and quality assurance of inputs and products, zoological services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs;
(iv) guiding the setting of animal research agenda and development;
(v) approving slaughterhouse designs and export/import request documents in respect to live animals, animal products, by-products and inputs;
(vi) participating and collaborating with approved local, regional and international bodies in the field of animal health and trade, ratifying trade protocols in food and feed stuffs;
(vii) recommending for registration of veterinary drugs, vaccines and acaricides; regulating
the production, importation, distribution and export of animal genetic materials; and
(viii) overseeing the management of Animal Health and industry, veterinary public health
and Meat Technology training and industry, veterinary public health and Meat
Technology, training institutions and reporting on animal disease outbreaks and
response.

SENIOR DEPUTY DIRECTOR, ZOOLOGICAL SERVICES - ONE (1) POST - V/NO.
127/2017

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of three (3) years in the grade of Deputy Director,
Zoological Services, Job Group ‘R’ or in a comparable and equivalent positions in the
Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Biological Sciences (insect
science), Zoology, Entomology, Parasitology or Vector Biology from a university
recognised in Kenya;
(iii) a Master’s degree in any of the following disciplines; Zoology (Vector Control),
Entomology, Parasitology, Vector Biology, Insect Science or Bioinformatics and Genomic
of Insects and Environmental Sciences in inspect pest control from a university
recognised in Kenya;
(iv) attended a strategic leadership course in a recognised institution; and
(v) demonstrated leadership, administrative and professional competence in work
performance and exhibited a thorough understanding of national goals, policies,
objectives and ability to relate them to proper management of zoological services

Duties and Responsibilities
An officer at this level will be responsible to the Director of Veterinary Services for efficient
management of zoological function. Specific duties and responsibilities include:-
(i) formulating and implementing policies, strategies and programmes relating to
zoological services;
(ii) administering, coordinating, monitoring and evaluating of zoological programmes/
projects;
(iii) supervising the surveillance, suppressing and eradicating tsetse and trypanosomiasis;
(iv) directing the investigation and controlling pests of honey bees, vectors of Rift valley
Fever, Myiasis, Leishmaniasis in livestock and other emerging and re-emerging pests
and profiling of vector born arbovirous;
(v) coordinating zoological research in liaison with relevant research institutions;
(vi) promoting adoption of insect pest control and eradication technologies;
(vii) collaborating with relevant national, regional and international stakeholders on zoological matters;
(viii) liaising with the relevant stakeholders and development partners to mobilize resources for zoological project/programmes implementation;

DEPUTY DIRECTOR, ZOOLOGICAL SERVICES – ONE (1) POST – V/NO.128/2017

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Zoological Services, Job Group ‘P’ and above or comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Biological Sciences (insect science), Zoology, Entomology, Parasitology or Vector Biology from a university recognized in Kenya;
(iii) attended a strategic leadership course in a recognized institution; and
(iv) a shown outstanding administrative capability and professional competence required in managing zoological functions.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage

Duties and Responsibilities
Duties and responsibilities include:-
(i) implementing and reviewing policies, strategies and programmes relation to zoological services function
(ii) coordinating the monitoring and evaluating of all insect pest control and eradication programmes and projects;
(iii) designing research agenda setting in liaison with relevant stakeholders;
(iv) designing operating procedures and ensuring compliance with zoological standards, analyzing and interpreting reports on ecological impact of pest control technologies;
(v) coordinating the surveillance and control of eradication of animal and human trypanosomiasis;
(vi) planning for efficacy and potency trials of insecticide and attractants for vector control in liaison with relevant stakeholders;
(vii) ensuring effective the development and maintenance of vector bio-geographical information data base; and
(viii) validating tsetse and other insect pest suppression and eradication technologies.
For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal, Zoologist, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Biological Sciences (insect science), Zoology, Entomology, Parasitology or Vector Biology from a university recognized in Kenya;

(iii) attended a strategic leadership course in a recognised institution; and

(iv) a shown outstanding administrative capability and professional competence required in managing zoological functions

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage

Duties and Responsibilities
Duties and responsibilities include:

(i) implementing and reviewing policies, strategies and programmes relation to zoological services function

(ii) guiding teams in eradication of animal and human trypanosomiasis and vectors;

(iii) mobilizing community to create awareness on adoption of insect pest eradication technologies and sustainable utilization of tsetse freed lands;

(iv) maintaining of vector bio geographical information data base and undertaking ecological impact assessment of pest control technologies;

(v) undertaking research in liaison with research institutions on insects pests;

(vi) ensuring the preservation and storage of zoological specimens; and

(vii) coordinating surveillance and control of tsetse and non-tsetse transmitted Trypanosomiasis.
DEPUTY DIRECTOR, LABORATORY SERVICES – ONE (1) POST – V/NO. 130/2017

Basic Salary Scale Ksh.109,089 - 144,928 p.m. - (Job Group ‘R)

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

(i) served for a minimum period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director Laboratory Services, Job Group ‘P’ and above or in a comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection an Disease Control, Food Science and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognised institution;

(v) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

Duties and Responsibilities
Specific duties and responsibilities at this level will entail:

(i) formulating, implementing and reviewing policies, strategies and regulations of laboratory programmes;

(ii) coordinating mentoring and evaluation of laboratory programmes/projects;

(iii) implementing policies, strategies and regulations;

(iv) coordinating the implementation of work plans and departmental budgets; laboratory

(v) implementing and maintaining laboratory operational standards (ISO 17025);

(vi) liaising with relevant committees;

(vii) overseeing matters related to laboratory services and

(viii) undertaking capacity building and performance management in the department.
SENIOR ASSISTANT DIRECTOR, LABORATORY SERVICES – TWO (2) POSTS –
V/NO. 131/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 (Job Group ‘Q’)

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

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Laboratory Analyst, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection Disease Control, Food Science and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognised institution; and

(v) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

Duties and Responsibilities
Specific duties and responsibilities at this level will entail:

(i) coordinating implementation of policies, strategic and regulations in delivery of laboratory services;

(ii) initiating the establishment of new laboratories;

(iii) ensuring safety of laboratory staff and environment;

(iv) promoting adoption of new laboratory technologies;

(v) liaising with regional and international reference laboratories on laboratories on laboratory findings;

(vi) evaluating laboratory service programmes;

(vii) preparing work plans and departmental budgets; and

(viii) implementing and maintaining laboratory operational standards (ISO 17025).
DIRECTOR, LEATHER DEVELOPMENT – ONE (1) POST - V/NO. 132/2017

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. - (Job Group ‘S’)

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

(i) served for a minimum period of three (3) years in the grade of Deputy Director Leather Development, Job Group ‘P’ or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following fields: Leather Technology, Footwear Technology, Materials Technology (Leather or Leather Goods Design and Development from a university recognized in Kenya; OR a Bachelor’s degree in Environmental Science or Animal Science with a basic two-Year Certificate or Diploma or at least one year Post graduate training in Hides and Skins or Leather Technology;

(iii) a Master’s degree in any of the following disciplines: Leather Technology, Footwear Technology, Leather Goods Design and Development or Environmental Science from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution; and

(v) demonstrated managerial, administrative and professional competence in work performance; and

(vi) exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of leather development services.

Duties and Responsibilities

An officer at this level will be responsible to for the effective management of the leather and leather products. Duties and responsibilities include:

(i) formulating, implementing and reviewing policies, strategies and programmes relating to leather development services.

(ii) ensuring quality control measures in the production and development of hides and skins, Leather and leather products are adhered to;

(iii) coordinating the registration of curing premises, tanneries and traders in hides, skins, leather, wool and fur; coordinating the inspection and certification of wool, fur, hides, skins, leather and leather products for trade purposes;

(iv) coordinating appropriate research in liaison with other stakeholders;

(v) ensuring appropriate technology transfer in leather development in collaboration with relevant stakeholders;

(vi) coordinating extension services on proper handling of hides skins and leather during production and processing stages;
(vii) promoting clean technology during the curing and processing of hides, skins and leather for the purpose of protecting the environment; and
(viii) facilitating the acquiring of entrepreneur skills for the betterment of hides, skins and leather trade.

SENIOR ASSISTANT DIRECTOR, LEATHER DEVELOPMENT – ONE (1) POST – V/NO. 133/2017

Basic Salary Scale: Ksh.89,748 - Ksh.120,270 (Job Group ‘Q’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three of which should have been in the grade of Principal Leather Development Officer, Job Group ‘N’ or in comparable and equivalent position in the Public Service;
(ii) a Bachelor’s degree in any of the following fields: Leather Technology, Footwear Technology, Materials Technology (Leather or Leather Goods Design and Development from a university recognized in Kenya; OR a Bachelor’s degree in Environmental Science or Animal Science with a basic two-Year Certificate or Diploma or at least one year Post graduate training in Hides and Skins or Leather Technology;
(iii) attended a strategic leadership course in a recognized institution; and
(iv) demonstrated managerial, administrative and professional competence in work performance; and
(v) exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of leather development services.

NOTE: Possession of a relevant Master’s degree from a university recognized in Kenya will be considered an added advantage.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) implementing and reviewing policies, strategies and programmes relating to leather development services.
(ii) coordinating the inspection and verification of quality and quantity of wool, fur, hide, skin and leather for export;
(iii) coordinating trainings and demonstrations on best practice to stakeholders for production of high quality leather products;
(iv) participating in research agenda on new technology in curing, storage, tanning, and tanning chemicals in liaison with other stakeholders;
(v) promoting clean technology during the curing and processing of hides, skins and leather for the purpose of protecting the environment;
(vi) ensuring appropriate technology transfer in leather development in collaboration with relevant stakeholders;
(vii) coordinating extension services on proper handling of hides, skins, and leather during production and processing stages;
(viii) facilitating the acquiring of entrepreneur skills for the betterment of hides, skins, and leather trade.

VACANCIES IN THE MINISTRY OF PUBLIC SERVICE YOUTH AND GENDER AFFAIRS

STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH

DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT – EIGHT (8) POSTS – V/NO. 28/2017

RE-ADVERTISEMENT - THOSE WHO APPLIED EARLIER NEED NOT RE-APPLY

Basic Salary Scale: Ksh. 120,270 – Ksh. 180,660 p.m. (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Senior Assistant Director, Human Resource Management and Development, Job Group ‘Q’ and above or in comparable and equivalent position in the Public Service;
(iii) a Master’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) be in good standing as a current member of a relevant professional body;
(vi) demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development policies and programmes; and
demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.

NOTE: Possession of a Post Graduate Diploma in Human Resource Management/Development or equivalent and comparable qualifications will be considered an added advantage.

Duties and Responsibilities
An officer at this level will be deployed at the Ministry of Public Service Youth and Gender Affairs or in any other Ministry/State Department. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing human resource management and development policies, rules and regulations;
(ii) advising the authorized officer on the exercise of delegated powers and ensuring that professional human resource management standards are maintained;
(iii) advising the ministry/state department on career and succession management, human resource planning and optimal utilization of human resources;
(iv) coordinating the implementation of performance management systems, including Performance Appraisal System and the rewards and sanctions framework;
(v) liaising with the Public Service Commission and Ministry/State department responsible for finance on human resource matters;
(vi) identifying, designing and overseeing the implementation of training programmes based on the needs of the Public Service;
(vii) interpreting labour laws and other statutes that impact on the human resource at the Ministry/State Department;
(viii) overseeing the development and maintenance of an up-to-date human resource development database; and
(ix) overseeing the budgeting, fair allocation and optimal utilization of training resources and opportunities.

DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT-FIFTEEN (15) POSTS - V/NO.29/2017

RE-ADVERTISEMENT- THOSE WHO APPLIED EARLIER NEED NOT RE-APPLY

Basic Salary Scale: Kshs.109,089 – 144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director Human Resource Management and Development, Job Group ‘P’ and above or in comparable and equivalent position in the Public Service;
(ii) a Bachelor’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration,
Business Administration, Economics, Education, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a university recognized in Kenya

(iii) a Master’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) be in good standing as a current member of a relevant professional body; and

(vi) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development; and

(vii) demonstrated merit and ability as reflected in work performance and results.

NOTE: Possession of a postgraduate Diploma in Human Resource Management/Development or equivalent and comparable qualifications will be considered an added advantage.

Duties and Responsibilities
An officer at this level will be responsible to the Director, Human Resource Management and Development Services for provision of strategic direction and leadership of the Human Resource Management and Development function. Specific duties and responsibilities include:

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

(ii) developing terms and conditions of service for the public service and semi-autonomous government agencies(sagas);

(iii) researching on human resource best practices and development of human resource management policies, standards and regulations

(iv) forecasting human resource development requirements for the public service through periodic training needs assessments and human resource surveys;

(v) advising the technical departments in the ministry/ state department on career and succession management, human resource planning and optimal utilization of human resources;

(vi) interpreting labour laws and other statutes that impact on the human resource at the Ministry/State Department;

(vii) overseeing the budgeting, fair allocation and optimal utilization of training resources and opportunities.

(viii) coordinating implementation of technical assistance programmes and scholarships for the public service; and

(ix) monitoring and evaluating the implementation and the impact of human resource development programmes in the public service.
SENIOR ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT - FOURTEEN (14) POSTS - V/NO.30/2017

RE-ADVERTISEMENT - THOSE WHO APPLIED EARLIER NEED NOT RE-APPLY

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Human Resource Management and Development Officer, Job Group ‘N’ and above or in comparable and equivalent position in the Public Service;


(iii) a Master’s degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course from a recognized institution;

(v) be in good standing as a current member of a relevant professional body; and

(vi) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development;

(vii) demonstrated merit and ability as reflected in work performance and results.

NOTE: Possession of a postgraduate Diploma in Human Resource Management/ Development or equivalent and comparable qualifications will be considered an added advantage

Duties and Responsibilities
An officer at this level will be responsible to the Deputy Director, Human Resource Management and Development. Specific duties and responsibilities include:

(i) implementing and reviewing human resource management and development policies, strategies and guidelines;

(ii) interpreting labour laws and other statutes that impact on the human resource at the Ministry/State Department;

(iii) monitoring the implementation of human resource management and development policies, rules and regulations and analyzing their impact on staff;

(iv) coordinating the preparation of Personal Emoluments (PE) budgets;

(v) managing the Government Human Resource Management Information System (GHRIS);

(vi) identifying, designing and implementing of focused and demand driven training programmes to bridge skills and competency gap
(vii) coordinating implementation of technical assistance training programmes;
(viii) coordinating training and human resource development activities; and
(ix) overseeing the development of training projections and plans.

DEPUTY DIRECTOR, COUNSELLING SERVICES  -  TWO (2) POSTS  V/NO. 134/2017

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m.  -  (Job Group ‘R’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Counseling services, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Counselling from a university recognized in Kenya; OR
   a Bachelor’s degree in any of the Social Sciences from a university recognized in Kenya with a Post-Graduate Diploma in Counselling from a recognized institution;
(iii) a Master’s degree in Counseling or equivalent qualifications from a university recognized in Kenya;
(iv) a Diploma in Counselor Supervision Course;
(v) attended a strategic leadership course in a recognized institution;
(vi) a Trainer of facilitation course in psychological counseling lasting not less than two (2) weeks;
(vii) a Psychological Debriefing Course lasting not less than one week;
(viii) registered member with the Kenya Counseling Association (KCA); and
(ix) demonstrated merit and ability in management of counseling.

Duties and Responsibilities
Specific duties and Responsibilities include:-
(i) implementing and reviewing policies, guidelines and programmes relating to guidance and counseling services;
(ii) planning, managing and administering counseling services;
(iii) undertaking training and development of counselling personnel;
(iv) mobilizing resources for guidance and counselling programmes and activities;
(v) managing human and financial resources; and
(vi) liaising with other stakeholders on counseling matters.

SECRETARY, MANAGEMENT CONSULTANCY SERVICES  -  ONE (1) POST- V/NO. 135/2017

Basic Salary Scale: Ksh.152,060 - Ksh.302,980  (Job Group ‘T’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of eighteen (18) years, three of which should have been in the grade of Deputy Director, Management Consultancy Services, Job Group ‘R’ and above or in comparable and equivalent positions in the Public Service;


(iv) a certificate in Management Consultancy Skills course lasting not less than two (2) weeks cumulatively from a recognized institution;

(v) attended a strategic leadership course in a recognized institution;

(vi) membership to a relevant professional body; and

(vii) demonstrated professional competence, managerial capability and a thorough understanding of the provisions of Management Consultancy Services policies and have the ability to relate them to the national development goals.

Duties and Responsibilities
An officer at this level will be responsible to the Principal Secretary for the overall management and coordination of management consultancy services. Specific duties and responsibilities include:

(i) coordinating, overseeing the provision of management consultancy services to Ministries Departments and Agencies;

(ii) advising on deployment and utilization of human resource in the Civil Service; overseeing the development of Schemes of Service and Career Progression Guidelines for issue to the service;

(iii) developing consultancy skills among staff;

(iv) monitoring and reviewing the impact of consultancy services in client Ministries, Departments and Agencies;

(v) liaising between the public service management consultancy services and private consultant for improved service delivery;

(vi) maintaining management consultancy database;

(vii) promoting the adherence to management consultancy services guidelines and standards; and

(viii) coordinating the application of management consultancy initiatives to support formulation of appropriate management strategies.

DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (ORGANIZATION - TWO (2) POSTS - V/NO.136/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director, Management Consultancy Services
(organization) Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;


(iv) attended a strategic leadership course in a recognized institution;

(v) membership to a relevant professional body;

(vi) a certificate in Management Consultancy Skills course lasting not less than two (2) weeks cumulatively from a recognized Institution;

(vii) demonstrated professional competence especially in organizational design and structures, managerial and leadership capability and exhibited a thorough understanding of national development goals.

Duties and Responsibilities
An officer at this level will be responsible to the Secretary, Management Consultancy Services for effective and efficient provision of Management Consultancy Services. Specific duties and responsibilities include:

(i) undertaking complex surveys geared towards attaining optimum and effective utilization of staff in the Public Service;

(ii) developing management consultancy guidelines and standards; coordinating the development of staffing norms and modelling for optimal use of human resource;

(iii) coordinating the development of models and techniques for undertaking job analysis, workload analysis, operations analysis, and job evaluation among others for application to institutions of the public service;

(iv) overseeing the preparation of career progression guidelines;

(v) championing and initiating sector policy concept papers and Cabinet memorandum;

(vi) supervising preparation of departmental strategic plan/work plan/annual plan, service charter and budget; and

(vii) supervising implementation of performance appraisal system in the division.
DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (RESEARCH AND INNOVATION) – ONE (1) POST - V/NO.137/2017

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m. (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director, Management Consultancy Services (Research and Innovation) Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Information Science, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a university recognized in Kenya;
(iii) a Master’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Public Administration, Public Policy, Applied Research, Information Science or any other relevant qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) a Certificate in Management Consultancy Skills course lasting not less than two (2) weeks cumulatively from a recognized Institution;
(vi) membership to a relevant professional body; and
(vii) demonstrated professional competence especially in research and innovations, managerial and leadership capability and exhibited a thorough understanding of national development goals.

Duties and Responsibilities
An officer at this level will be responsible to the Secretary, Management Consultancy Services for Service Delivery Innovation matters. Specific duties and responsibilities include:
(i) coordinating the formulation, interpretation, reviewing and implementation of service delivery innovations policies, strategies and programmes;
(ii) Identifying innovation trends on the continent and the globe that are relevant to the public service;
(iii) providing guidance on the development of modalities on research findings and recommendations;
(iv) collaborating with national and international stakeholders on matters of innovations;
(v) providing direction in the designing and implementation of recognition and awards scheme for innovators;
(vi) protecting innovators intellectual/property rights; and
(vii) aligning Service Delivery Innovations strategies to Vision 2030 and other national goals, policies and objectives.
DEPUTY DIRECTOR MANAGEMENT CONSULTANCY SERVICES (RESEARCH AND INNOVATION) – ONE (1) POST - V/NO.138/2017

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Management Consultancy Services (Research and Innovation), Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Information Science, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a university recognized in Kenya;

(iii) a Master’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Public Administration, Public Policy, Applied Research, Information Science any other relevant qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) membership to a relevant professional body;

(vi) a Certificate in Management Consultancy Skills course lasting not less than two (2) weeks cumulatively from a recognized Institution; and

(vii) demonstrated professional competence especially in Research and Innovations and managerial leadership capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will entail:

(i) formulating, implementing and reviewing service delivery innovations policies, strategies and programmes;

(ii) undertaking strategy development to align with Vision 2030 goals and relevant provisions of the Constitution liaising with other stakeholders on matters of innovations;

(iii) approving Information, Education and Communication materials for awareness creation and capacity building on innovations;

(iv) designing and implementing a recognition and awards scheme for innovators; facilitating protection of innovators intellectual/property rights;

(v) identifying innovation trends on the continent and the globe that are relevant to the public service; recommending research findings for implementation

(vi) identifying feasible innovations for replication from continental and global champions and recommending action; and

(vii) conducting monitoring and evaluation on service delivery innovations.
For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years three (3) of which should have been at the grade of Principal Research and Development Officer, Job Group ‘N and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Information Science, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a university recognized in Kenya;

(iii) a Master’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Public Administration, Public Policy, Applied Research, Information Science any other relevant qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution; and

(v) demonstrated professional competence and managerial leadership capability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities include:

(i) identifying feasible innovations for replication from continental and global champions and recommending action;

(ii) conducting research and preparing reports on research findings;

(iii) verifying classification and categories of submitted innovations;

(iv) facilitating pre-testing of innovations;

(v) conducting monitoring and evaluation on service delivery innovations;

(vi) verifying Information, Education and Communication materials for awareness creation and capacity building on innovations and validating innovations on site; and

(vii) organizing participation of public servants in national, continental and global innovation schemes.
DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (INFORMATION MANAGEMENT) - ONE (1) POST – V/NO.140/2017

Basic Salary Scale:     Ksh.120,270 - Ksh.180,660 p.m.  (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director, Management Consultancy Services (Information Management), Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Management/ Computer/ Information Science from a university recognized in Kenya;

OR

a Bachelor’s degree in any of the following Social Sciences: Sociology, Anthropology, Government/ Political Science, Public Administration or any other relevant field from a university recognized in Kenya;
(iii) a Master’s degree in any of the following fields: Information Management, Business Information Technology, Software Engineering, Business Administration, Public Administration, Human Resource Management/ Planning/ Development, Education or any other relevant field from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated professional competence and leadership capability in work performance and results.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) designing and developing management information systems logistics, systems analysis, policy and control of information systems;
(ii) overseeing the provision of designation codes for newly created positions in the Public Service and coordinating the integrated Payroll and Personnel Database (IPPD) System installation;
(iii) managing public service staff establishment and ensuring creation of a data bank and information dissemination systems;
(iv) organizing the development of a secure and reliable Personal Number Allocation management facility to eliminate duplication and double allocation of personal numbers;
(v) keeping custody of public service payroll and personnel database;
(vi) coordinating preparation of mass data for integration into individual payrolls of MDAs on IPPD system; and
(vii) overseeing the development of a secure and reliable Personal Numbers system.
DEPUTY DIRECTOR MANAGEMENT CONSULTANCY SERVICES (INFORMATION MANAGEMENT) - THREE (3) POSTS - V/NO.141/2017

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Assistant Director, Management Consultancy Services (Information Management), Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in Management/ Computer/ Information Science from a university recognized in Kenya;

OR

a Bachelor’s Degree in any of the following Social Sciences: Sociology, Anthropology, Government/Political Science, Public Administration or any other relevant field from a university recognized in Kenya;
(iii) a Master’s degree in any of the following fields: Information Management, Business Information Technology, Software Engineering, Business Administration, Public Administration, Human Resource Management/Planning/Development, Education or any other relevant field from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated professional competence and leadership capability in work performance and results.

Duties and Responsibilities
Specific duties and responsibilities include:
(i) designing and development of Management Information Systems and Policy on control of Management Information Systems and creation of a data bank;
(ii) coordinating activities in the division including preparation of schedule of duties;
(iii) determining occurrence of deferred deductions in cases of officers with zero salaries;
(iv) developing measures to enhance data integrity and accuracy for accountability and efficiency;
(v) coordinating the provision of exclusive identity to new employees through issuance of personal numbers; and
(vi) approving designation codes for newly created positions in the Public Service.
SECRETARY PUBLIC SERVICE TRANSFORMATION - ONE (1) POST - V/NO.142/2017

Basic Salary Scale: Ksh.152,060 - Ksh.302,980 (Job Group ‘T’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been at the grade of Deputy Director, Public Service Transformation, Job Group ‘R’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following Social Sciences:- Economics, Statistics, Communication, Human Resource Management/Development, Law, Education, Labour Relations, Public/Business Administration, Sociology, Gender Studies, Anthropology, International Relations, Entrepreneurship, Development Studies or relevant and comparable qualifications from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) Membership to a relevant professional body; and
(vi) demonstrated managerial, leadership and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to Public Service.

Duties and Responsibilities
The Secretary, Public Service Transformation will be responsible to the Principal Secretary for the overall strategic direction of Public Service transformation function. Specific duties and responsibilities include:
(i) overseeing the development and implementation of Public Service Transformation strategies and policies;
(ii) overseeing planning, coordination and directing capacity building programmes in the Public Service;
(iii) monitoring the implementation of Rapid Results Initiatives and Business Process Re-engineering programmes within the laid down standards and procedures in Public Service institutions;
(iv) collaborating with National and County Governments and other stakeholders to build a relevant network and mobilize resources to support Public Service Transformation strategies;
(v) overseeing the design and implementation of a monitoring and evaluation framework to assess the impact of Public Service Transformation programmes;
(vi) spearheading service delivery, research and customer satisfaction surveys on reform initiatives and development of appropriate interventions; and
(vii) overseeing the implementation of Performance Contracting in the Public Service; and
(viii) overseeing the financial and asset management of the Divisions;

**DEPUTY PROGRAMME DIRECTOR, PUBLIC SERVICE TRANSFORMATION - THREE (3) POSTS - V/NO.143/2017**

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - (Job Group ‘R’)

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

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Public Service Transformation, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following Social Sciences:- Economics, Statistics, Communication, Human Resource Management/Development, Law, Education, Labour Relations, Public/Business Administration, Sociology, Gender Studies, Anthropology, International Relations, Entrepreneurship, Development Studies or relevant and comparable qualifications from a university recognized in Kenya;


(iv) attended a strategic leadership course in a recognized institution;

(v) exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to Public Service Transformation function; and

(vi) demonstrated managerial, leadership and professional competence in work performance.

**Duties and Responsibilities**

Specific duties and responsibilities and responsibilities include:

(i) implementing and reviewing Public Service Transformation policies, strategies and programmes;

(ii) facilitating public service institutions to undertake Rapid Results Initiatives and Business Process Re-engineering;

(iii) providing guidance and advice on development and management of institutional framework for Result Based Management in the Public Service;

(iv) coordinating the implementation of strategic Public Private Partnership programmes on Public Service Transformation and monitoring results delivery;

(v) designing a framework for monitoring and evaluating the implementation of transformation programmes and initiatives and recommending appropriate interventions;
(vi) supervising programme assessment, service evaluation for risk management, standard setting, policy formulation and programme development;
(vii) overseeing the documentation of best practices and lessons learned for improved Public Service Transformation delivery; and
(viii) initiating research on various Public Service Transformation awareness issues and developing appropriate interventions.

SENIOR ASSISTANT PROGRAMME DIRECTOR, PUBLIC SERVICE TRANSFORMATION - TWO (2) POSTS - V/NO. 144/2017

Basic Salary Scale: Ksh.89,748 - Ksh.120,270 p.m. (Job Group ‘Q’)

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

(i) served for a cumulative period of fifteen (15) years, three (3) of which should be at the grade of Principal Public Service Transformation Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s Degree in any of the following Social Sciences:- Economics, Statistics, Communication, Human Resource Management/Development, Law, Education, Labour Relations, Public/Business Administration, Sociology, Gender Studies, Anthropology, International Relations, Entrepreneurship, Development Studies or relevant and comparable qualifications from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated professional competence, leadership and Managerial capability as reflected in work performance and results.

Duties and Responsibilities
Specific duties and responsibilities include:-

(i) initiating the development of Public Service Transformation policies, strategies and guidelines;
(ii) providing support to public service institutions to undertake Rapid Results Initiatives and Business Process Re-engineering;
(iii) coordinating and facilitating stakeholders fora on transformation and preparing reports;
(iv) designing, implementing and promoting Public Private Partnership strategy on Public Service Transformation;
(v) Monitoring and evaluating the implementation of transformation programmes and initiatives and recommending appropriate interventions;
(vi) coordinating the development of communication materials and training programmes on transformation;
(vii) conducting programme assessment, service evaluation for risk management, standard setting, policy formulation and programme development; and
(viii) piloting and domesticking reform initiatives in various thematic areas in the public institutions.

DEPUTY DIRECTOR, YOUTH DEVELOPMENT - THIRTEEN (13) POSTS – V/NO. 145/2017

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. – (Job Group ‘R’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director, Youth Development, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s Degree in any of the social sciences from a university recognized in Kenya;
(iii) a Master’s Degree in any of the social sciences from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities
An officer at this level will be responsible to the Director Youth Development for the administration and coordination of Youth Development programmes and activities. Specific duties and responsibilities will include:-
(i) formulating, implementing and reviewing policies, strategies, programmes, plans and activities that promote youth development;
(ii) mainstreaming youth affairs at local, national and international levels;
(iii) undertaking research and consultancy and disseminating information on youth development issues;
(iv) coordinating the development of guidelines to strengthen linkages and dynamic partnership between stakeholders on absorption of youth into employment, internship and volunteerism;
(v) ensuring that an integrated youth information system is developed; and,
(vi) coordinating staff performance management, training and development.

SENIOR ASSISTANT DIRECTOR, YOUTH DEVELOPMENT, THIRTEEN (13) POSTS – V/NO.146/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:-
(i) served for a cumulative period of fifteen (15) years in the field of Youth Development, three (3) of which should be in the grade of Principal Youth
Development Officer Job group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the social sciences from a university recognized in Kenya;
(iii) a Master’s degree in any of the social sciences from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities
An officer at this level will be deployed in a technical division at the Departmental Headquarters. Specific duties and responsibilities include:-
(i) participating in the review of youth development policies and programs;
(ii) undertaking research, consultancy and dissemination of relevant information on youth development issues;
(iii) planning, promoting and coordinating youth programs to increase awareness;
(iv) participating in environmental conservation, enterprise development, health, volunteerism, career development and community service;
(v) analyzing and acting on reports on youth programs and activities;
(vi) liaising with stakeholders to create linkages and dynamic partnerships;
(vii) coordinating and monitoring implementation of youth development programs and activities;
(viii) identifying staff training needs;
(ix) designing relevant training programs; and
(x) coordinating capacity building for staff in the department.

DIRECTOR, TRAINING INSTITUTIONS (NYS) – ONE (1) POST - V/NO.147/2017

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. - Job Group ‘S’

For appointment to this grade, a candidate must have:-
(i) served for a minimum period of three (3) years in the grade of Chief Principal Lecturer, Job Group ‘R’ or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following fields: Engineering (Computer, Electrical, Electronics, Telecommunications, Mechanical, Automotive, Civil, Construction Plant or Agriculture), Public Relations, Law, Industrial Technology; Production Technology; Instrumentation and Control, Agriculture; Livestock Production; Animal Health; Agricultural Economics; Computer Science, Economics, Information Technology; Education or Commerce, Food Technology, Human Resource Management/Development, Entrepreneurship, Communication, Tourism; Hospitality/Hotel Management, Food Technology, Home Economics, Business Administration/Management, Sociology, Secretarial Studies, Supply Chain Management, Sales and Marketing, Clothing and Textile, Guidance and Counseling or comparable and relevant qualifications from a university recognized in Kenya;
(iii) a relevant Master’s degree from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) be conversant with the provisions of the National Youth Service Act (Cap 208); and
(vii) demonstrated high standard of professional competence, administration and general management capabilities necessary for creating team work.

Duties and Responsibilities
The Director, Training Institutions (NYS) will be responsible to the Director General, National Youth Service for the overall management and administration of the Training Institutions. Specific duties and responsibilities include:-

(i) formulating, implementing and reviewing policies, strategies and programmes for the institutions;
(ii) mobilizing resources, promoting innovation initiatives and collaborating with stakeholders on research and consultancy in relevant training areas.
(iii) facilitating preparation and implementation of the Institutions’ annual work plan and budgetary requirements;
(iv) coordinating the implementation of performance and financial management controls
(v) ensuring evaluation of the Institutions programmes and projects are conducted,
(vi) managing the human, capital and financial resources of the institutions.

STATE DEPARTMENT FOR GENDER AFFAIRS

DIRECTOR, GENDER- TWO (2) POSTS - V/NO. 148/2017

Basic Salary Scale: Ksh.120,270 p.m. – Ksh.180,660 p.m. (JOB GROUP ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of eighteen (18) years, three of which should have been in the grade of Senior Assistant Director, Gender, Job Group ‘Q’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant social science from a university recognized in Kenya;
(iii) a Master’s degree in any of the following fields: Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant social science from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) membership to a relevant professional body (where applicable);
(vi) been conversant with emerging issues in the field of Gender mainstreaming, Social economic empowerment as well as gender related violence and Female Genital Mutilation (FGM);

(vii) demonstrated outstanding professional and managerial competence in Gender matters; and

(viii) a clear understanding of the Government Development Agenda and the ability to translate them into Gender related programmes and projects.

Duties and Responsibilities
An officer at this level will responsible to the Secretary, Gender for the overall management of a Division at the headquarters. Specific duties and responsibilities include:

(i) formulating, interpreting and implementing gender policies;

(ii) identifying, designing and implementing programmes/projects that promote Gender mainstreaming, socio-economic empowerment and mitigate against FGM and SGBV;

(iii) monitoring prevalence of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV);

(iv) conducting appraisal on policies, programmes and practices across sectors to establish the level of gender responsiveness;

(v) researching and benchmarking on gender issues;

(vi) overseeing the operations of the Gender Research and Documentation Centre;

(vii) facilitating the development of gender disaggregated data; and

(viii) promoting partnership with stakeholders on gender related matters.

DEPUTY DIRECTOR, GENDER - TWO (2) POSTS - V/NO. 149/2017

Basic Salary Scale: Ksh.109, 089 – Ksh.144, 928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) years of which should have been in the grade of Assistant Director for Gender, Job Group ‘P’ and above or in comparable and equivalent positions in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant social science from a university recognized in Kenya;

(iii) a Master’s degree in any of the following fields: Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant social science from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) membership to a relevant professional body (where applicable);

(vi) been conversant with emerging issues in the field of Gender mainstreaming, Social economic empowerment as well as gender related violence and Female Genital Mutilation (FGM);
a clear understanding of the Government Development Agenda and the ability to translate them into Gender related programmes and projects; and
demonstrated outstanding professional and managerial competence in Gender matters.

Duties and Responsibilities
An officer at this level may be deployed at the Headquarters to head a Unit/Programme or in a Ministry with complex gender issues to head Gender Function. Specific duties and responsibilities include:

(i) coordinating gender mainstreaming, socio-economic empowerment programmes and projects, Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV) activities;
(ii) researching on and documentation of gender issues, including benchmarking on best practices;
(iii) monitoring prevalence of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV);
(iv) coordinating programmes for the reduction of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV);
(v) promoting partnership and engaging with stakeholders on Gender related matters;
(vi) analyzing and interpreting gender disaggregated data;
(vii) coordinating, monitoring and evaluating projects/programmes under the section; and
(viii) managing and control of financial and other resources in the section.

SENIOR ASSISTANT DIRECTOR, GENDER - SIX (6) POSTS - V/NO. 150/2017

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. Job Group ‘Q’

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade Principal Gender Officer, Job Group ‘N’ and above or in comparable and equivalent positions in the Public Service;
(ii) a Bachelor’s degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant social science from a university recognized in Kenya;
(iii) a Master’s degree in any of the following fields: Gender and Development, Business Administration, Project Development and Management, Anthropology, Counselling, Project Planning and Management, Public Administration/Policy, Economics, Law or any other relevant social science from a university recognized in Kenya;
(iv) attended a strategic leadership course in a recognized institution;
(v) membership to a relevant professional body (where applicable);
(vi) been conversant with emerging issues in the field of Gender mainstreaming, Social economic empowerment as well as gender related violence and Female Genital Mutilation (FGM);
(vii) a clear understanding of the Government Development Agenda and the ability to translate them into Gender related programmes and projects; and
(viii) demonstrated outstanding professional and managerial competence in Gender matters.

**Duties and Responsibilities**
An officer at this level may be deployed at the Headquarters to head a Unit/Programme or in a Ministry with complex gender issues to head a Gender Function. Specific duties and responsibilities include:

(i) facilitating Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV) activities;
(ii) monitoring gender mainstreaming, socio-economic empowerment, Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV) activities;
(iii) researching on and documentation of gender issues, including benchmarking on best practices;
(iv) providing guidance on Gender Mainstreaming in the Medium Term Expenditure Framework and Medium Term Plans;
(v) coordination gender focal points across sectors;
(vi) monitoring prevalence of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV);
(vii) developing gender disaggregated data; and
(viii) engaging with partners and stakeholders on Gender related matters.

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**VACANCIES IN THE PUBLIC SERVICE COMMISSION (PSC)**

**DEPUTY DIRECTOR OF PUBLIC COMMUNICATIONS - ONE (1) POST- (PSC SCALE 7)- V/NO. 151/2017**

**Terms of Service:** Pensionable or Contract

**Salary and Other Benefits:**

- Gross Salary: Ksh.374,519 – 455,937 p.m. (60% salary and 40% allowances)
- Annual Leave Allowance: Ksh.40,000
- 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 cumulative period of fifteen (15) years in Public Communications, three (3) of which should be in the grade of PSC Scale 6 or Job Group ‘R’ and above or in a comparable and equivalent position in the Public Service,
(ii) a Bachelor’s degree in any of the following disciplines: Communication Studies; Mass Communication, Journalism, Public Relations, Information Science, Social Sciences or equivalent qualification from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other relevant field from a university recognized in Kenya;
(iv) a certificate in strategic leadership course from a recognized institution;
(v) excellent oral and written communication skills in both English and Kiswahili; and
(vi) demonstrated outstanding professional competence and leadership capability in public communication as reflected in work performance and results.

Duties and Responsibilities
Duties and responsibilities include:
(i) formulating, implementing and reviewing public communication policies and strategies;
(ii) collecting information on policies, programmes, significant events and disseminating the same to the media and public;
(iii) carrying out research on possible causes of negative publicity on the Commission in the news media and developing appropriate strategies to address the negative publicity;
(i) identifying Commission’s events that require packaging for dissemination to the media and the public;
(v) preparing and organizing for fora where Commission policies, programmes and projects can be propagated and promoted;
(vi) preparing media supplements, documentaries, press releases/media features, planning publicity strategies and campaigns, writing and producing presentations and press releases; and
(vii) providing and updating clients and stakeholders with information about the Commission’s activities.

DEPUTY DIRECTOR OF SUPPLY CHAIN MANAGEMENT SERVICES - ONE (1) POST-(PSC SCALE 7) - V/NO. 152/2017

Terms of Service: Permanent & Pensionable
Salary and Other Benefits:

Gross Salary: Ksh.374,519 – 455,937 p.m. (60% salary and 40% allowances)
Annual Leave Allowance: Kshs.40,000
Medical: As per the current medical insurance cover
Leave entitlement: 30 days per leave year

For appointment to this grade, an officer must have:-
(i) served for a cumulative period of fifteen (15) years in Supply Chain Management, three (3) of which should be in the grade of PSC Scale 6 or Job Group ‘R’ and above or in a comparable and equivalent position in the Public Service,
(ii) a Bachelor’s degree in any of the following fields: Commerce, Business Administration, Economics, Procurement or Supplies Management, Marketing, Law or related field from a university recognized in Kenya;

(iii) a Master’s degree in any of the following: Procurement and Supply Chain Management, Business Administration, Commerce, Logistics and Supply Chain Management or related field from a university recognized in Kenya;

(iv) a Diploma in Supplies Management or its approved equivalent from a recognized Institution;

(v) a certificate in strategic leadership course from a recognized institution;

(vi) current and valid member of a relevant professional body;

(vii) demonstrated professional competence, administrative capabilities and initiative in the general organization and management of the Supply Chain Management function;

(viii) a thorough understanding of relevant legislation, best practices and emerging trends and techniques in Supply Chain Management;

Duties and Responsibilities
Duties and responsibilities at this level will include:

(i) implementation of the 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’s 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 assets.
ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT EIGHT (8) POSTS (PSC SCALE 6) - V/NO. 153/2017

Terms of Service: Permanent and Pensionable
Salary and Other Benefits
Gross Salary Scale: Ksh.275,566 – 350,721 p.m. - (60% salary and 40% allowances)
Annual Leave Allowance: Ksh.40,000
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 ten (10) years in human resource management/development and be serving in PSC Scale 5 or Job Group ‘P’/‘Q’ in the Civil Service;
   (ii) a 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
      a Bachelor’s degree in social sciences from a university recognized in Kenya plus a post-graduate qualification in any of the following fields; Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or related field from a university recognized in Kenya;
   (iii) a Master’s degree in Human Resource Management/Development, Business Administration, or any other equivalent qualification from a university recognized in Kenya; and
   (iv) a thorough understanding of relevant legislation, best practices and emerging issues in Human Resource Management and Development.
   (v) demonstrated professional competence and management capability as reflected in work performance and results.

Duties and Responsibilities
Duties and responsibilities at this level include:
   (i) coordinating development of human resource management and development strategies, policies, and procedures;
   (ii) managing the functions of disciplinary control and hearing and determination of appeals in respect of County Governments;
   (iii) managing the function of recruitment and selection undertaken by the Commission as well as under delegated authority;
   (iv) analyzing the human resource management and development reports from ministries, departments and agencies for Commission’s decisions;
   (v) coordinating implementation of the performance management systems in the Public service;
   (vi) monitoring implementation of succession management strategies;
   (vii) participating in research on human resource management and development trends and best practices on knowledge management;
(viii) liaising with stakeholders on labour and industrial relations issues in the Public Service;
(ix) preparing board papers, briefs, agenda and minutes related to various human resource and management and development functions for committees;

ASSISTANT DEPUTY COMMISSION COUNSEL - ONE (1) POST- (PSC SCALE 6)-
V/NO. 154/2017

Terms of Service: Permanent & Pensionable
Salary and Other Benefits:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Salary</td>
<td>Ksh.275,566</td>
</tr>
<tr>
<td>Annual Leave Allowance</td>
<td>Ksh.40,000</td>
</tr>
<tr>
<td>Non-practising Allowance</td>
<td>Ksh.20,000</td>
</tr>
<tr>
<td>Responsibility Allowance</td>
<td>Ksh.4,000</td>
</tr>
<tr>
<td>Prosecutorial Allowance</td>
<td>Ksh.30,000</td>
</tr>
<tr>
<td>Medical</td>
<td>As per the current medical insurance cover</td>
</tr>
<tr>
<td>Leave entitlement</td>
<td>30 days per leave year</td>
</tr>
</tbody>
</table>

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of nine (9) years in the legal field three (3) years of which should have been in PSC Scale 5 or Job Group ‘P’ (SLG 4) or in a comparable and equivalent position in the Public Service;
(ii) A Bachelor of Laws (LLB) degree from a university recognized in Kenya;
(iii) A postgraduate Diploma in Legal Studies from the Council of Legal Education;
(iv) A Masters of Laws (LLM) degree from a university recognized in Kenya;
(v) been an Advocate of the High Court of Kenya with a current practicing certificate;
(vi) a certificate in strategic leadership course from a recognized institution;
(vii) proven communication skills both verbal and written; and
(viii) a thorough understanding of relevant legislation, best practices and emerging issues in the legal practice.

Duties and Responsibilities
Specific duties and responsibilities at this level include:
(i) participating in identification of issues and areas for policy formulation and reform;
(ii) initiating review of legal documents and instruments;
(iii) preparing legal opinions and briefs;
(iv) undertaking research, analyzing research data and compiling reports on assigned legal issues;
(v) liaising with the office of the Attorney General and other external lawyers on litigation matters; and
(vi) drafting contracts, court pleadings and other legal documents, statutory orders and notices.
PRINCIPAL LEGAL OFFICER - ONE (1) POST- (PSC SCALE 5) - V/NO. 155/2017

Terms of Service: Permanent & Pensionable
Salary and Other Benefits:

Gross Salary: Ksh.185,381 - 259,533 p.m. (60% salary and 40% allowances)
Annual Leave Allowance: Ksh.40,000
Non-practising Allowance: Ksh.15,000
Responsibility Allowance: Ksh.3,200
Prosecutorial Allowance: Ksh.30,000
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 cumulative period of six (6) years in the legal field three (3) years of
which should have been in PSC Scale 4 or Job Group ‘N’ (SLG 3) or in a comparable
and equivalent position in the public service;
(ii) a Bachelor of Laws (LLB) degree from a university recognized in Kenya;
(iii) a postgraduate Diploma in Legal Studies from the Council of Legal Education;
(iv) been an Advocate of the High Court of Kenya with a current practicing certificate;
(v) attended a senior management course in a recognized institution;
(vi) proven communication skills both verbal and written; and
(vii) a thorough understanding of relevant legislation, best practices and emerging issues
in the Legal practice.

Duties and Responsibilities
Specific duties and responsibilities at this level include:
(i) drafting legal opinions, briefs and reports;
(ii) conducting preliminary research with respect to policies and legislation related to the
Commission’s mandate;
(iii) preparing preliminary legal documents and instruments including court pleadings;
(iv) preparing witnesses to testify in court on behalf of the Commission;
(v) participating in drafting of policies and legislation
(vi) monitoring and reporting on the progress of bills, regulations and policies developed
by the Commission; and
(vii) liaising with the Office of the Attorney General and other external lawyers on
litigation matters.
Terms of Service: Permanent and Pensionable

Salary and Other Benefits

Gross Salary: Ksh.185,381 – 259,533 p.m. (60% salary and 40% allowances)
Annual Leave Allowance: Ksh.40,000
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 a Senior Administration Officer, PSC Scale 4 or as an Assistant Secretary I, Job Group ‘M’ 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.
DRIVER I - TWO (2) POSTS - (PSC 2) - V/NO. 157/2017

Terms of Service: Permanent & Pensionable
Salary and Other Benefits:
Gross Salary: Ksh.63,129 - 84,173 p.m. (60% salary and 40% allowances)
Annual Leave Allowance: Ksh.30,000
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 in the grade of Driver II, Job Group ‘E’ in the Public Service;
(ii) a valid driving license free from any current endorsements(s) for classes of the vehicles the officer is required to drive;
(iii) passed Occupational Test for Drivers II from Mechanical and Transport Department (Ministry of Transport, Infrastructure, Housing and Urban Development);
(iv) a Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from any other recognized institution;
(v) attended a refresher course for drivers lasting not less than one (1) week within the last three (3) years at Kenya Institute of Highway and Building Technology(KIHBT) or its equivalent from a recognised institution;
(vi) a valid Certificate of Good Conduct from the National Police Service;
(vii) a First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other equivalent institution;
(viii) certificate course in customer care lasting not less than one (1) week;
(ix) demonstrated outstanding professional competence and integrity in work performance; and
(x) demonstrated good conduct, personal discipline, courtesy and respectful behaviour.

NOTE: Basic working knowledge in computer applications will be an added advantage.

Duties and Responsibilities
Duties and responsibilities at this level include:
(i) driving a vehicle as authorized;
(ii) carrying out routine checks on the vehicle’s cooling, oil, electrical and braking systems, tyre pressure etc.;
(iii) detecting and reporting malfunctioning of vehicle systems;
(iv) maintenance of work ticket(s) for vehicle(s) assigned;
(v) ensuring security and safety of the vehicle on and off the road;
(vi) overseeing security and safety of passengers and/or goods therein;
(vii) maintaining cleanliness of the vehicle; and
(viii) coaching and guiding junior drivers.

SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION