

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

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 COMMISSION

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

Interested and qualified persons are requested to make their applications as follows:

- (i) **online** through the Commission website www.publicservice.go.ke or job portal www.psckjobs.go.ke

OR

- (ii) by completing **ONE** PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission's websites.

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**. Ongoing courses and qualifications not yet obtained by closure of the advert should not be filled in the application.
- (ii) It is an offence to include incorrect information in the application. Section 100(4) of the Public Service Commission Act provides that a person who gives false or misleading information to the Commission is, on conviction, liable to a fine not exceeding Ksh. two hundred thousand or to imprisonment for a term not exceeding two years or to both such fine and imprisonment.
- (iii) Only shortlisted and successful candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) 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.**
- (vi) **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.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 23rd July 2018**

**DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
(PSC 7) - ONE (1) POST - V/No.28/2018**

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary:	Kshs.374,519 - 455,937p.m. (Salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Kshs.45,000.00
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year

For appointment, a candidate must have:

- (i) at least fifteen (15) years' experience in the field of human resource management/development, three (3) of which should have been at the grade of Assistant Director, Human Resource Management & Development, PSC scale 6 or in Job Group P/Q in the Civil Service or in a comparable and relevant position in the Public Service;
 - (ii) a Bachelors' degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;
- OR**
- (iii) a Bachelors degree in any Social Sciences plus a Diploma in Human Resource Management/Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution or Part II of the Certified Public Secretaries Examination or its equivalent;
 - (iv) a Master's degree in Human Resource Management/Development, Industrial Relations or equivalent and relevant qualification from a university recognized in Kenya;
 - (v) been a current member of the Institute of Human Resource Management (IHRM)
 - (vi) a certificate in strategic leadership development course lasting not less than six (6) weeks from a recognized institution;
 - (vii) a thorough understanding of relevant legislation, best practice and emerging issues in Human Resource Management and Development; and
 - (viii) demonstrated merit as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities shall include:

- (i) formulating, implementing and reviewing human resource management and development systems and management practices, policies, strategies and guidelines;
- (ii) formulating and coordinating the performance management systems to monitor employee productivity in the public service;
- (iii) conducting research on human resource and development best practices to inform policy direction;
- (iv) developing, implementing and reviewing performance improvement strategies that are adaptive to the changing environment and technology;

- (v) monitoring implementation of pay and benefits policy and suggesting areas of review;
- (vi) initiating action on issues related to Collective Bargaining Agreements and negotiating agreements with labour unions and monitoring their implementation;
- (vii) coordinating review and implementation of policies and procedures on hearing and determination of appeals in respect to county governments; and
- (viii) coordinating human resource skills audit and training impact assessments in the Public Service.

**PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER
(PSC 5) - ONE (1) POST - V/No.29/2018**

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary:	Ksh.185,381 - 259,533 p.m. (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Ksh.40,000.00
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 three (3) years in the grade of Human Resource Management Officer, PSC Scale 4 or in Job Group L/M in the Civil Service or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in Senior Management Course from a recognized institution; and
- (iv) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development.

Specific duties and responsibilities include:

- (i) verification of information relating to recruitment, appointment and transfers;
- (ii) Management of Human Resource records and complement control;
- (iii) processing cases for the Commission Human Resource Management Advisory Committee; and assisting in the implementation of decisions; and
- (iv) supervising and guiding junior staff in the Directorate.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER (PSC 4) - ONE (1) POST - V/No.30/2018

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary: Ksh.120,998 – 161,331 p.m. (salary includes 60% basic pay and 40% allowances)

Annual Leave Allowance: Ksh.35,000.00

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 three (3) years in the grade of Human Resource Management Assistant PSC Scale 3, or in Job Group J/K in the Civil Service or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya; and
- (iii) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development.

Specific duties and responsibilities include:

- (i) verification of information relating to recruitment, appointment and transfers;
- (ii) Management of Human Resource records and complement control;
- (iii) processing cases for the Commission Human Resource Management Advisory Committee; and assisting in the implementation of decisions; and
- (iv) supervising and guiding junior staff in the Directorate.

DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY (PSC 7) - ONE (1) POST - V/No.31/2018

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary: Kshs. 374,519 – 455,937p.m. (Salary includes 60% basic pay and 40% allowances)

Annual Leave Allowance: Ksh. 45,000.00

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 15 years in the field of Information Communication Technology, three (3) of which should have been in the grade of Assistant Director, Information

Communication Technology, PSC Scale 6 or in Job Group P/Q in the Civil Service or in a comparable and relevant position in the Public Service

- (ii) Bachelors degree in Computer Science or any other ICT related discipline from a University recognized in Kenya;
- (iii) Masters degree in Computer Science or any other related discipline from a University recognized in Kenya;
- (iv) a certificate in strategic leadership development course lasting not less than six (6) weeks from a recognized institution; and
- (v) demonstrated professional ability, initiative and competence in organizing and directing working

NOTE: Possession of relevant professional qualifications in ICT such as Certified Information Security Manager (CISM), Certified Information Systems Analyst (CISA), Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Information Technology Professional (MCITP) or Cisco Certified Network Administrator (CCNA) shall be added advantage.

Duties and responsibilities

Specific duties and responsibilities shall include:

- (i) developing, reviewing and implementing ICT policies, strategies and programmes at the Commission;
- (ii) coordinating all Information Technology programmes including managing and supervising the computer systems and electronic databases of the Commission;
- (iii) executing Information Technology programmes and networking, web systems and technologies;
- (iv) managing and resolving all hardware and software problems;
- (v) performing wireless network simulations to assist with the frequency assignment process;
- (vi) carrying out research on current ICT issues and advising the Commission appropriately; and
- (vii) upgrading the Commission website to meet business requirement.

DEPUTY DIRECTOR, ESTABLISHMENT AND MANAGEMENT CONSULTANCY SERVICES (ORGANIZATION) PSC GRADE 7 - ONE (1) POST - V/No.32/2018

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary:	Kshs. 374,519 – 455,937p.m. (Salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Ksh. 45,000.00
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) a minimum twelve (12) years' experience in the field of Management Consultancy (Organization), three (3) of which should have been at the grade of Assistant Director, Establishment and Management Consultancy Services, PSC Scale 6 or in Job Group P/Q in the Civil Service or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other relevant Social Science from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development or Education from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution;
- (v) a certificate in consulting skills lasting not less than two (2) weeks from a recognized institution;
- (vi) be a member of a relevant professional body (where applicable);
- (vii) possess good analytical and communication skills; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities at this level will include:

- (i) Spearheading development and review of organizational structures and human resource plans for Ministries/Departments and other public service organizations;
- (ii) Providing management consultancy services to Ministries/Departments and other public service organizations with a view to identifying organizational and operational challenges;
- (iii) Coordinating job analysis, evaluation and grading, and workload analysis in Ministries/Departments and other public organizations to determine optimal staffing levels;
- (iv) Spearheading development/review of career progression guidelines for Public Service organizations;
- (v) Overseeing development/review of staffing norms, standards and benchmarks to facilitate optimal utilization of staff;
- (vi) Providing guidance on business reengineering;
- (vii) Reconciliation of staff establishment for Ministries/Departments and management of human resource information system (s);
- (viii) Researching on emerging issues and trends in public service management; and
- (ix) Reviewing reports on delegated functions.

**ASSISTANT DIRECTOR, ESTABLISHMENT AND MANAGEMENT
CONSULTANCY SERVICES, (ORGANIZATION) PSC GRADE 6 -- TWO (2) POSTS -
V/No.33/2018**

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary:	Kshs.275,566 – 350,721 p.m. (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Ksh. 40,000.00
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) Have a minimum of ten (10) years' experience in the field of Management Consultancy (Organization), three (3) of which should have been at grade of Principal Establishment and Management Consultancy Officer, PSC Scale 5 or in Job Group M/N in the Civil Service or in a relevant and comparable position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other relevant Social Science from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development or Education from a recognized institution;
- (iv) a Certificate in Senior Management Course from a recognized institution;
- (v) a certificate in consulting skills lasting not less than two (2) weeks from a recognized institution;
- (vi) good analytical and communication skills;
- (vii) be a member of a relevant professional body (where applicable); and
- (viii) demonstrable professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities at this level will include:

- (i) developing and reviewing organizational structures and human resource plans for Ministries/Departments and other public service organizations;

- (ii) providing management consultancy services to Ministries/Departments and other public service organizations with a view to identifying organizational and operational challenges;
- (iii) undertaking job analysis, evaluation and grading;
- (iv) undertaking workload analysis in Ministries/Departments and other public organizations to determine optimal staffing levels;
- (v) developing/reviewing career progression guidelines for Public Service organizations;
- (vi) developing staffing norms, standards and benchmarks to facilitate optimal utilization of staff;
- (vii) undertaking business process reengineering;
- (viii) reconciliation of staff establishment for Ministries/Departments and management of human resource information system (s); and
- (ix) researching on emerging issues and trends in public service management.

**DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES (PSC 7)
ONE (1) VACANCY - V/No.34/2018**

Terms of Service: Permanent & Pensionable

Salary and Other Benefits:

Gross Salary:	Kshs. 374,519 – 455,937p.m. (Salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Ksh. 45,000.00
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) At least twelve (12) years professional experience in Supply Chain Management Services, three (3) of which should have been in the grade of Assistant Director, Supply Chain Management Services, PSC Scale 6 or in Job Group P/Q in the Civil Service or in a comparable and relevant position in the Public Service.
- (ii) A Bachelors Degree in any of the following: - Commerce, Business Administration, Economics Procurement or Supplies Management, Marketing, Law or related field from a recognized University;
- (iii) A Masters Degree in any of the following: - Procurement and Supply Chain Management, Business Administration, Commerce, Logistics and Supply Chain Management or related field from a recognized University;
- (iv) A Diploma in Supplies Management or its approved equivalent from a recognized institution;
- (v) a certificate in strategic leadership development course lasting not less than six (6) weeks from a recognized institution;
- (vi) Current membership certificate from 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; and
- (ix) Proficiency in the application of Information Communication Technology (ICT) in leveraging the Supply Chain Management function.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) implementing 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) analysing 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 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 assents.

ASSISTANT DIRECTOR PUBLIC COMMUNICATION (PSC SCALE 6) - ONE (1) POST - V/No.35/2018

Terms of service: Permanent and pensionable

Salary and Other Benefits:

Gross Salary:	Kshs. 275,566 – 350,721 p.m. (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Ksh. 40,000.00
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year

For appointment, a candidate must have:

- (i) at least ten (10) years’ experience in the field of Public Communications, three (3) of which should have been at the level of Principal Public Communications Officer, PSC Scale 5 or in Job Group M/N in the Civil Service or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelors Degree in any of the following: Communications Studies, Mass Communications, Journalism, Public Relations, Information Science, Media Studies, Corporate Communications, Social Sciences or any equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s Degree in any of the following disciplines: Communications Studies, Mass Communications, Journalism, Public Relations, Information Science, Media

Studies, Corporate Communications, Social Sciences or any equivalent qualification from a university recognized in Kenya;

- (iv) a certificate in Senior Management course from a recognized institution;
- (v) excellent oral and written communication skills; and
- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and responsibilities

- (i) implementing and reviewing Public Communications policies, strategies and programmes;
- (ii) collecting information on policies, strategies, programmes and significant events and disseminating the same to media and public;
- (iii) carrying out research on probable causes of negative publicity on the Commission;
- (iv) identifying Commission events that require packaging for dissemination to the media and public;
- (v) preparing media supplements, documentaries, press releases/ media features, planning publicity strategies and campaigns, writing and producing presentations and press releases; and
- (vi) providing clients and stakeholders with information about Commission activities.

DRIVER I (PSC SCALE 2) - TWO (2) POSTS - V/No.36/2018

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. 30,000.00
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) a minimum of three (3) years' experience as a driver for classes of vehicles he/she is required to drive;
- (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 Trade Test II for Drivers 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) demonstrated outstanding professional competence and integrity in work performance; and
- (ix) demonstrated good conduct, personal discipline, courteous 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.

SENIOR SUPPORT STAFF (PSC 1) -TWO (2) VACANCIES - V/No.37/2018

Terms of Service: Temporary

Salary and Other Benefits:

Gross Salary:	Ksh.44, 717-59,622 (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 a Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) Grade D (Plain);

Note: Candidates with experience in catering will have an added advantage.

Duties and Responsibilities

Duties and responsibilities at this level include carrying out cleaning and messengerial duties as instructed and supervising a small number of Support Staff.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**