

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](http://www.publicservice.go.ke) or job portal [www.psckjobs.go.ke](http://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**. 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 25<sup>th</sup> August, 2017.**

## VACANCIES IN THE PUBLIC SERVICE COMMISSION

### DEPUTY COMMISSION SECRETARY – CORPORATE SERVICES - ONE (1) POST V/No.158/2017

Gross Salary: Ksh.521,071 – Ksh.601,222 p.m. (PSC 9)  
(This salary includes 60% basic pay and 40% allowances)

Terms of Service: Pensionable or Contract

#### For appointment to this grade, a candidate must:

- (i) be a Kenyan citizen;
- (ii) served for at least eighteen (18) years in the public service; three (3) of which should have been at PSC 7 or Job Group 'S' and above or in a relevant and comparable position in the public service or private sector;
- (iii) have a Bachelor's degree in any of the social sciences from a university recognized in Kenya;
- (iv) have a Master's degree in any of the social sciences or comparable and relevant qualification from a university recognized in Kenya;
- (v) have a certificate in strategic leadership course from a recognized institution;
- (vi) have a current membership and be in good standing with a relevant professional body;
- (vii) have demonstrable professional competence, leadership capabilities and initiative in administration, finance and human resource management;
- (viii) have a thorough understanding of policies, legislation and regulations governing human resource, finance and procurement; and
- (ix) demonstrated merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

Deputy Commission Secretary is the Principal Deputy to the Commission Secretary/Chief Executive Officer and is responsible to the CEO for:

- (i) coordinating development of organizational policies, systems and procedures for delivery of quality services in all corporate functions at the Commission;
- (ii) providing guidance on security of Commission assets, facilities and inventory;
- (iii) ensuring compliance with relevant statutory and regulatory requirements;
- (iv) providing liaison services for both internal and external publics;
- (v) establishing clients and stakeholders engagements including initiatives for developing and nurturing a performance and results oriented culture, positive public image, staff integrity, discipline and welfare programmes;
- (vi) coordinating preparation and submission of statutory and other required reports to the Presidency and Parliament; and
- (vii) coordinating development and follow up on parliamentary questions, executive briefs and speeches.

**DEPUTY COMMISSION SECRETARY – TECHNICAL SERVICES - ONE (1) POST**  
**V/No.159/2017**

**Gross Salary: Ksh.521,071 – Ksh.601,222 p.m. (PSC 9)**  
**(This salary includes 60% basic pay and 40% allowances)**

**Terms of Service: Pensionable or Contract**

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

- (i) be a Kenyan citizen;
- (ii) have at least eighteen (18) years' experience in Human Resource Management/Development or Organizational Development, three (3) years of which should have been in PSC 7 or Job Group 'S' and above or in a relevant and comparable position in the public service or private sector;
- (iii) have a Bachelor's degree in any of the social sciences from a university recognized in Kenya;
- (iv) have a Master's degree in Public/Business Administration (Human Resource Management option), Human Resource Management/Development, Organizational Development or comparable and relevant qualification from a university recognized in Kenya;
- (v) have a certificate in strategic leadership course from a recognized institution;
- (vi) have a current membership and be in good standing with a relevant professional body;
- (vii) have demonstrable professional competence, leadership capabilities and initiative in the management of human resource; and
- (viii) have a thorough understanding of policies, legislation and regulations governing human resource management and development function in the public service.

**Duties and Responsibilities**

The Deputy Commission Secretary, Technical Services will be responsible to the Secretary/Chief Executive Officer for providing overall guidance and advisory on management of human resource in the public service. Specific duties and responsibilities include:

- (i) providing guidance on formulation and review of Human Resource Management and Development policies, guidelines and procedures;
- (ii) monitoring implementation of Human Resource Management and Development policies and guidelines in the public service;
- (iii) establishing strategies for human resource planning and succession management;
- (iv) establishing linkages with the County Governments on management of human resource;
- (v) engaging with learning institutions and professional bodies and other stakeholders in development of dynamic and relevant training programmes;
- (vi) coordinating promotion of values and principles of governance and of public service; and
- (vii) coordinating research, outreach and benchmark programmes both at national and international levels.

**DIRECTOR, ESTABLISHMENT AND MANAGEMENT CONSULTANCY SERVICES**  
**ONE (1) POST V/No.160/2017**

**Gross Salary: Ksh.460, 947 – Ksh.561,153 p.m. (PSC 8)**  
**(This salary includes 60% basic pay and 40% allowances)**

**Terms of Service: Pensionable or Contract**

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

- (i) be a Kenyan citizen;
- (ii) have at least fifteen (15) years' experience in Management Consultancy, Human Resource Management/Development or Organizational Development, three (3) years of which should have been in PSC 7 or Job Group 'R' and above or in a relevant and comparable position in the public service or private sector;
- (iii) have a Bachelor's degree in Public/Business Administration (Human Resource Management option), Human Resource Management/Development, Organizational Development or comparable and relevant qualification from a university recognized in Kenya;
- (iv) have a Master's degree in Public/Business Administration (Human Resource Management option), Human Resource Management/Development, Organizational Development or comparable and relevant qualification from a university recognized in Kenya;
- (v) have a certificate in strategic leadership course from a recognized institution;
- (vi) have a current membership and be in good standing with a relevant professional body; and
- (vii) have demonstrable professional competence, leadership and administrative capability in work performance and results.

**Duties and Responsibilities**

The Director, Establishment and Management Consultancy Services will be responsible to the Secretary/Chief Executive Officer for advice public sector organization and staff establishment. Specific duties and responsibilities include:

- (i) formulating and reviewing policies and guidelines on organizational and functional reviews for the public service;
- (ii) providing guidance on establishment and abolition of offices in the public service;
- (iii) managing the establishment and complement control of the public service;
- (iv) setting standards on development and review of career progression guidelines;
- (v) reviewing and making recommendations in respect of qualifications of officers in the public service;
- (vi) coordinating job evaluation and analyses to determine the relative worth and grading of jobs in the public service; and
- (vii) conducting research on organizational design and work processes to enhance efficiency and effectiveness in service delivery.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**