

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”.*

**I. VACANT POSITIONS IN THE PUBLIC SERVICE**

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

V/NO.	POST	MINISTRY	JOB GROUP	NO. OF VACANCIES
1/2017	Director, Kenya School of Adventure and Leadership	Interior and Coordination of National Government	S	1
2/2017	Director, Probation and Aftercare Service	“	S	1
3/2017	Senior Assistant Director, Probation and Aftercare Service	“	Q	6
4/2017	Deputy Director, Kenya Institute of Business Training (KIBT)	Industry, Trade and Cooperatives	R	1
5/2017	Government Chemist	Health	S	1
6/2017	Senior Assistant Director, Human Resource Planning and Development	East African Community, Labour and Social Protection	Q	1
7/2017	Senior Assistant Director, Programmes, Projects and Strategic Initiatives	Environment and Natural Resources	Q	1
8/2017	Engineering Secretary (Agriculture)	Agriculture, Livestock and Fisheries	T	1
9/2017	Chief Engineer (Agriculture)	“	S	2
10/2017	Agriculture Secretary	“	T	1
11/2017	Director of Agriculture	“	S	1
12/2017	Principal, Kenya School of Agriculture	“	S	1
13/2017	Lecturer II	“	K	15
14/2017	Deputy Director, Leather Development	“	R	1
15/2017	Deputy Director, Livestock Production	“	R	1
16/2017	Senior Assistant Director, Livestock Production	“	Q	1
17/2017	Deputy Director, Veterinary Services	“	R	1
18/2017	Senior Assistant Director, Veterinary Services	“	Q	3
19/2017	Director of Mines	Mining	S	1

V/ NO.	POST	MINISTRY	JOB GROUP	NO. OF VACANCIES
20/2017	Director, Mineral Promotion and Value Addition	"	S	1
21/2017	Chemical Engineer	"	K	3
22/2017	Metallurgists	"	K	5
23/2017	Geologist II	"	K	34
24/2017	Inspector of Mines	"	K	38
25/2017	Inspector of Explosives	"	K	10
26/2017	Chemist	"	K	2
27/2017	Cartographic Assistant	"	H	10
28/2017	Director, Human Resource Management and Development	Public Service, Youth and Gender Affairs	S	8
29/2017	Deputy Director, Human Resource Management and Development	"	R	15
30/2017	Senior Assistant Director, Human Resource Management and Development	"	Q	14
31/2017	Senior Assistant Director, Office Administrative Services	"	Q	3
32/2017	Deputy Solicitor General	Office of the Attorney General and Department of Justice	SLG8/'T'	2
33/2017	Chief State Counsel	"	SLG 7/'S'	5
34/2017	Deputy Chief State Counsel	"	SLG8/'R'	16
35/2017	Senior Principal State Counsel	"	SLG5/'Q'	16
36/2017	State Counsel II	"	SLG1/'L'	50

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](http://www.publicservice.go.ke) or jobs portal: [www.pscjobs.go.ke](http://www.pscjobs.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 2<sup>nd</sup> March, 2017.**

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

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**VACANT POSITIONS IN THE PUBLIC SERVICE**

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

Interested and qualified persons are requested to make their applications 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.
- (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.
- (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 2<sup>nd</sup> March, 2017.**

**VACANCY IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT -STATE DEPARTMENT FOR INTERIOR**

**DIRECTOR, KENYA SCHOOL OF ADVENTURE AND LEADERSHIP (KESAL) - ONE (1) POST - V/NO. 1/2017**

**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, Kenya School of Adventure and Leadership (KESAL), Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Education, Physical Education, Sports Science, Sports Management, Sports and Recreation Management, Sports and Exercise Science, Leisure and Recreation Management or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Education, Physical Education, Sports Science, Sports Psychology, Sports Management, Sports and Recreation Management, Sports and Exercise Science, Leisure and Recreation Management, Bio-Kinetics or equivalent qualification from a university recognized in Kenya;
- (iii) Training of Trainers (TOT) certificate lasting not less than one (1) week from a recognized institution for applicants who do not hold a Bachelor of Education degree or Post Graduate Diploma in Education;
- (iv) certificate in Outdoor Experiential Training lasting not less than three (3) weeks from a recognized institution;
- (v) certificate in Para-Military Training lasting not less than three (3) months from a recognized institution;
- (vi) attended a strategic leadership course from a recognized institution; and
- (vii) demonstrated professional competence and a thorough understanding of national goals, vision, policies and ability to relate them to the training function.

**Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the overall administration and coordination of the school. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing training policies and standard operating procedures;
- (ii) directing curriculum and syllabus development;
- (iii) initiating and nurturing partnerships with key stakeholders;
- (iv) liaising with national, regional and international stakeholders on matters relating to experiential learning;
- (v) developing implementing and monitoring realization of the institution's Strategic Plan and objectives; and
- (vi) managing the financial, human and other resources of the institution.

**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 eighteen (18) years, three (3) of which should have been at the grade of Senior Assistant Director, Probation and Aftercare Service, Job Group ‘Q’ and above;
- (ii) a Bachelor’s degree in any of the following Social Sciences: Social Work, Sociology, Criminology, Guidance and Counselling, Social Psychology or equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology or equivalent qualification from a university recognized in Kenya;
- (iv) attended strategic leadership course in a recognized institution;
- (v) demonstrated professional competence, administrative capabilities and initiative in the general organization and control of the department; and
- (vi) been conversant with Government Policies on Criminal Justice Administration and Management of Offenders.

**Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the organization, control and management of the department. Duties and responsibilities include:

- (i) formulating, reviewing and implementation of Government Policies on Crime Prevention and Rehabilitation;
- (ii) formulating, interpreting and implementing Government Programmes and activities on Crime Prevention and Treatment of Offenders in the Community;
- (iii) directing and controlling Departmental activities in all the Counties and at the Headquarters;
- (iv) efficient and effective organization and operation of the Department and supervising Probation Services countrywide;
- (v) liaising with the Judiciary, Police, Children Service and Prisons Departments and other legal sectors including development partners for better management of the Criminal Justice System;
- (vi) providing secretariat services to the Central Probation Committee and advice to the Committees on matters relating to the departmental operations; and
- (vii) ensuring safe custody of offenders residing in the Community, Correctional Institutions under the department.

**SENIOR ASSISTANT DIRECTOR, PROBATION AND AFTERCARE SERVICE - SIX (6) POSTS - V/NO. 3/2017**

**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 minimum period of three (3) years in the grade of Assistant Director, Probation and Aftercare Service, Job Group 'P';
- (ii) a Bachelor's degree in any of the following Social Sciences: Social Work, Sociology, Criminology, Guidance and Counselling, Social Psychology or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology or equivalent qualification from a university recognized in Kenya;
- (iv) attended strategic leadership course in a recognized institution;
- (v) be conversant with Government Policies on Criminal Justice Administration and Management of Offenders; and
- (vi) demonstrated analytical, communication and management competencies.

**Duties and Responsibilities**

An officer at this level will report to the Director of Probation and Aftercare Service on matters relating to professional policy administration and management of human, financial resources and development. Duties and responsibilities include:

- (i) overseeing Departmental Planning, budgeting and programme implementation;
- (ii) creating linkages and liaising with other Criminal Justice Agencies and Partners on matters pertaining to Probation, Community Service Orders, Victim Services, Parole and Aftercare for the benefit of the supervised;
- (iii) ensuring that Statutory Review Board meetings are held and maintained;
- (iv) ensuring that professional standards are adhered to and maintained; and
- (v) coordinating day-to-day administration of the Department including Staff Training and Development.

**VACANCY IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES  
(STATE DEPARTMENT FOR TRADE)**

**DEPUTY DIRECTOR, KENYA INSTITUTE OF BUSINESS TRAINING (KIBT) - ONE (1)  
POST - V/NO. 4/2017**

**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 fifteen (15) years, three (3) years of which should have been in the grade of Senior Principal Lecturer II, Job Group 'P' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification from a university recognized in Kenya, and a Diploma/Post Graduate Diploma in Education from a recognized institution;

**OR**

- a Bachelors of Education degree in any of the following disciplines: Economics, Counselling, Business Studies, Information Technology or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines; Education (Planning, Curriculum Development, Educational Administration, Counselling), Commerce, Business Administration, Counselling, Statistics, Economics, Entrepreneurship, Business Management, Business and Information Technology, Management Science or equivalent qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course from a recognized institution; and
- (v) demonstrated professional competence and a thorough understanding of national goals, policies and programmes and the ability to translate them to the Institute's function.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director, Kenya Institute of Business Training (KIBT). Specific duties and responsibilities include:

- (i) developing, implementing and reviewing the Institute's policies, programmes and strategies;
- (ii) liaising with stakeholders in the development, implementation, and review of MSMEs curriculum;
- (iii) facilitating and supervising preparation of instructional materials;
- (iv) monitoring the planning and implementation of entrepreneurship in-service programmes for budding enterprises;

- (v) developing of new entrepreneurship training programmes, business counseling and extension service activities;
- (vi) ensuring proper placement and supervision of trainees on industrial attachment;
- (vii) arranging and coordinating business incubation and start-up programmes; and
- (viii) coordinating the monitoring and evaluation of training programmes.

## VACANCY IN THE MINISTRY OF HEALTH

### GOVERNMENT CHEMIST - ONE (1) POST - V/NO. 5/2017

**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 fifteen (15) years, three (3) of which should have been at the grade of Deputy Government Chemist, Job Group 'Q' and above;
- (ii) a Bachelor of Science degree in any of the following disciplines: Chemistry, Food Science and Technology, Forensic Science, Biochemistry or Environmental Science or equivalent qualification from a university recognized in Kenya;
- (iii) attended a strategic leadership course from a recognized institution; and
- (iv) demonstrated professional competence and exhibited a thorough understanding of national goals and policies and the ability to relate them to the government chemist in the provisions of quantitative and qualitative analytical laboratory services and water quality and pollution control services.

**NOTE:** possession of a Master's degree in a relevant field from a university recognized in Kenya will be considered as added advantage.

#### **Duties and Responsibilities**

An officer at this level will be the head of the Government Chemist Department and will be responsible to the Principal Secretary for management and administration of the function.

Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing policies and programmes relating to quantitative analytical services and water quality and pollution control services;
- (ii) provision of quantitative and qualitative analytical laboratory services and water quality and pollution control services;
- (iii) overseeing the implementation of the Chemical Weapons Convention (CWC);
- (iv) monitoring and evaluating quantitative and qualitative analytical and forensic laboratory services;
- (v) securing and managing financial support for development plans;
- (vi) instituting operational accountability and transparency; and
- (vii) managing the financial, human and other resources of the institution



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

**SENIOR ASSISTANT DIRECTOR, HUMAN RESOURCE PLANNING AND DEVELOPMENT - ONE (1) POST - V/NO. 6/2017**

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

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

- (i) at least fifteen (15) years cumulative service, three (3) of which should have been at the grade of Principal Human Resource Planning and Development/Employment/Productivity Officer, Job Group ‘N’ and above or in a comparable and equivalent position in the public service;
- (ii) a Bachelor’s degree in any of the following disciplines: Human Resource Management/Planning/Development, Education, Business Administration, Economics, Statistics, Applied Statistics, Demography, Sociology, Information Technology, Management Information Systems, Law or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Education, Demography, Sociology, Business Administration, Human Resource Management/Planning/Development, Applied Statistics, Information Technology Systems, Labour Economics, Curriculum Development, Economics, Development, Entrepreneurship studies or Philosophy (M. Phil) in Economics or equivalent qualifications from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution; and
- (vi) demonstrated a clear understanding of National Development Goals, Vision 2030 and the role of Human Resource Planning and Development in achievement of the same.

**Duties of Responsibilities**

- (i) formulating, implementing and reviewing policies and programmes relating to Human Resource Planning and Development activities;
- (ii) initiating of National Human Resource Planning Development plans;
- (iii) designing, implementing and evaluating Human Resource Planning Development programmes to meet specific Human Resource demands;
- (iv) evaluating the labour market situation in the economy to determine any deficiencies and supply/demands gaps in skills;
- (v) planning, coordinating and harmonizing training and other human resource development activities in identified sectors of the economy;
- (vi) administering, managing and efficiently operating the human resource planning and development activities; and
- (vii) overseeing the development of a National Occupational Classification System (NOCS).

**VACANCY IN THE MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES  
(STATE DEPARTMENT FOR ENVIRONMENT)**

**SENIOR ASSISTANT DIRECTOR PROGRAMMES, PROJECTS AND STRATEGIC  
INITIATIVES - ONE (1) POST - V/NO. 7/2017**

**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 Programmes, Projects and Strategic Initiatives, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the disciplines: Fisheries, Forestry, Geo-spatial Information and Remote Sensing, Agriculture, Aquatic Science, Bio-Resource Conservation and Management, Botany, Chemistry, Climate Change and Development, Coastal and Marine Resource Management, Conservation Biology, Disaster Mitigation and Sustainable Development, Dry land Agriculture and Enterprise Development, Earth Science with Information Technology, Ecology, Geo-Information Sciences, Horticulture, Land Resource Planning and Management, Management of Agro-Ecosystem and Environment, Marine Resource Management, Meteorology, Natural Resource Management, Waste Management, Water Resource Management and Environment, Wildlife Management, Zoology, Environmental Science/ Conservation and Natural Resource Management/ Conservation/ Education/Health/ Horticulture and Landscaping/ Law/ Management and Conservation/ Resource Conservation/Studies and Community Development, Environmental Studies and Community Resource Conservation / Bio System Engineering/ Chemistry or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Forest Survey for Sustainable Development, Forestry, Natural Resources Management, , Geo-spatial Information and Remote Sensing, Geo-information Sciences, Marine Science, Fish Science, Biological Science (Botany/Zoology/Aquatic Ecology/Biology of Conservation), Management of Agro-ecosystems and Environment, Afro-Forestry, Climate Change Adaptation, Agriculture Resource Management, Agriculture Economics, Land and Water Management, Biodiversity Conservation, Limnology and Hydrology, Wildlife Conservation, Range management, Meteorology, Climate Change, Sustainable Development, Environmental Economics/Diplomacy/ Law/ Science/Governance/Policy/ Planning and Management/Studies/Agro-forestry and Rural Development/ Education/ Health/Management and Legislation/ Chemistry or equivalent and relevant qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution; and
- (vi) demonstrated outstanding professional competence in project management design, proposal writing and implementation.

## **Duties and Responsibilities**

An officer at this level will be responsible for the following duties and responsibilities:

- (i) guiding in the operations of projects and programmes funded by the Ministry;
- (ii) planning, coordinating and monitoring the implemented projects within the Ministry and its Parastatals to ensure impact and accountability;
- (iii) pursuing strategic engagements and investment through emerging international funding opportunities;
- (iv) coordinating strategic partnerships and collaborative ventures in environment and natural resource management sector; and
- (v) mobilizing donor support to the Ministry.

## **VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES**

### **STATE DEPARTMENT OF AGRICULTURE**

### **ENGINEERING SECRETARY (AGRICULTURE)- ONE (1) POST - V/NO. 8/2017**

**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 fifteen (15) years, three (3) of which must have been at the grade of Senior Principal Superintending Engineer (Agriculture), Job Group 'R' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following Agricultural Engineering fields: Soil and Water, Mechanization/Farm Power, Structures or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master's degree any of the following Agricultural Engineering fields: Soil and Water, Mechanization/Farm Power, Structures or any other relevant qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course from a recognized institution;
- (v) been registered by the Engineers Registration Board of Kenya; and
- (vi) demonstrated a thorough understanding of national goals, policies, programmes and the ability to relate them to agricultural the engineering function.

## **Duties and Responsibilities**

An officer at this level will be the head of the Engineering Technical Department and the chief advisor to the Principal Secretary on issues relating to the agricultural engineering function. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing of policies, strategies and regulations, standards and guidelines on agricultural engineering and natural resource management;
- (ii) monitoring and evaluating standards and guidelines on agricultural engineering products and services;
- (iii) coordinating management of the National Agricultural Technology Development Centres;

- (iv) developing linkages within the agricultural sector and related activities;
- (v) mobilizing resources for agricultural engineering development plans programmes; and
- (vi) coordinating registration of Agricultural Engineers in liaison with Engineers' Board of Kenya (EBK) and Institution of Engineers of Kenya (IEK).

### **CHIEF ENGINEER (AGRICULTURE) - TWO (2) POSTS - V/NO. 9/2017**

**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 (Agriculture), Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following Agricultural Engineering fields: Soil and Water, Mechanization/Farm Power, Structures or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master's degree any of the following Agricultural Engineering fields: Soil and Water, Mechanization/Farm Power, Structures or a relevant and equivalent qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution;
- (v) demonstrated a high degree of administrative, professional and technical competence and possess leadership qualities and initiative in matters of Agricultural Engineering; and
- (vi) a thorough understanding of national goals, policies, programmes and the ability to relate them to the Agricultural Engineering function.

**Duties and Responsibilities**

An officer at this level will be responsible to the Engineering Secretary for the following duties and responsibilities.

- (i) formulating, implementing and reviewing agricultural engineering policies, strategies, guidelines and programmes;
- (ii) interpretation and application of the Agricultural Act and other related statutes;
- (iii) providing guidance on all matters related to land resource management and agro-processing;
- (iv) facilitating and promoting research and technology transfer in agricultural mechanization and agro-processing; and
- (v) mobilising resources for implementation of agricultural engineering programmes.

### **AGRICULTURE SECRETARY - ONE (1) POST - V/NO. 10/2017**

**Basic Salary Scale: Kshs.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 Agriculture, Job Group 'S' or in a comparable and relevant position in the Public Service;

- (ii) a Bachelor's degree in Agriculture or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master's degree in Agriculture/Agricultural Economics or equivalent and relevant qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution;
- (v) demonstrated ability to articulate the vision of the agricultural sector and cultivate working relationships and sustainable development with stakeholders; and
- (vi) demonstrated knowledge in global, regional and emerging policy issues in agriculture, trade and industry.

### **Duties and Responsibilities**

An officer at this level will be the head of Agriculture Technical Departments and the chief advisor to the Principal Secretary on issues relating to the Agriculture Act and related statutes. Specific duties and responsibilities include:

- (i) formulation, reviews and implementation of Agricultural Policies and programmes;
- (ii) developing linkages within the agricultural sector and related activities;
- (iv) identify impediments and constraints to the implementation of policies and programmes; and
- (v) securing and managing financial support for agricultural development plans;
- (vi) designing and implementing prioritized and competitive agricultural programmes and projects.

## **DIRECTOR OF AGRICULTURE - ONE (1) POST - V/NO. 11/2017**

**Basic Salary Scale: Kshs120,270 – 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 of Agriculture/Senior Principal of Agriculture Training Institute, Job Group 'R' ;
- (ii) a Bachelor of Science degree (BSc.) in any of the following fields: Agriculture, Horticulture, Agricultural Economics, Natural Resource Management, Home Economics, Agribusiness Agriculture Extension, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Agriculture, Horticulture, agricultural Economics, Natural Resource Management, Home Economics, agribusiness Agriculture Extension, Agriculture Extension, agricultural Education or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution; and
- (v) demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will be answerable to the Agriculture Secretary for the following duties and responsibilities.

- (i) interpreting and application of the Agricultural Act and other related statutes

- (ii) formulating, monitoring, evaluating of projects and programmes in collaboration with other stakeholders in the agricultural sector;
- (iii) implementing policies and legislation related to export and import of agricultural commodities in liaison with other related institutions and agencies;
- (iv) monitoring and controlling use of agro-chemicals and crop protection programmes;
- (v) coordinating national food security and early warning systems in liaison with other relevant departments;
- (vi) researching on new and emerging crop varieties and soil fertility;
- (vii) documenting and disseminating relevant agricultural information; and
- (viii) promoting appropriate development and transfer of technologies for agro based industries.

## PRINCIPAL, KENYA SCHOOL OF AGRICULTURE - ONE (1) POST --V/NO. 12/2017

**Basic Salary Scale: Kshs.120,270 - 180,660 p.m.**

**(Job Group 'S')**

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which must be at the grade of Senior Principal Lecturer/Deputy Principal, Job Group 'Q' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Agriculture, Agricultural education, Animal Science, agricultural Economics/Agribusiness, Agricultural Engineering, Horticulture, agriculture and Home Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Agriculture, Chemistry, Biology, Mathematics, Physics Psychology, Communication, Agriculture Education, Horticulture, Agricultural Economics/Agribusiness, Agriculture Engineering, Animal Science, Computer Science/Information and Communication technology or equivalent qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution;
- (v) attended a Training of Trainers (TOT) course or a postgraduate Diploma in Education from a recognized institution;
- (vii) a thorough understanding of the national goals, policies and programmes and ability to relate them to the Agricultural personnel training function.

**Duties and responsibilities**

An officer at this level will be responsible to the Agriculture Secretary for the overall administration of the Kenya School of Agriculture. Specific duties and responsibilities include:

- (i) interpreting and implementing government manpower training policy;
- (ii) overseeing curriculum development, implementation and review;
- (iii) liaising with other institutions and agencies for effective development and implementation of training programmes; and
- (iv) mobilizing and managing resources for the implementation of the institute's programmes and projects.

## LECTURER II - FIFTEEN (15) POSTS - V/NO.13/2017

**Basic Salary Scale: Ksh.31,020 – Ksh.41,590 p.m.**

**(Job Group 'K')**

**For appointment to this grade, a candidate must have:** a Bachelor of Science degree in any of the following fields: Agriculture, Agricultural Engineering (Environmental Engineering, Bio-Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structures and Process Engineering, Farm Power and Machinery), Farm Management, Food Science and Technology (Dairy Science and Technology, Agro Processing), Agricultural Economics (Agribusiness, Agricultural Marketing); Agricultural Extension and Education, Horticulture (Floriculture, Hydroponics); Dry-land Agriculture, Home Economics (Home Science, Home Management), or equivalent qualification from a university recognized in Kenya

### **Duties and Responsibilities**

This is an entry grade for this cadre. An officer at this level will be deployed as a Lecturer at the Kenya School of Agriculture and will be responsible to the Principal for the following duties and responsibilities:

- (i) preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (ii) setting and marking continuous assessment tests and examinations;
- (iii) supervising demonstrations and practical exercises in areas of specialization;
- (iv) supervising trainees on attachment and internship programmes;
- (v) compiling trainees performance records in areas of specialization;
- (vi) conducting extra-curricular activities; and
- (vii) Guiding and counseling trainees.

## STATE DEPARTMENT FOR LIVESTOCK

### DEPUTY DIRECTOR, LEATHER DEVELOPMENT - ONE (1) POST - V/NO.14/2017

**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, Leather Development, Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following discipline: 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 or equivalent qualifications from a university recognized in Kenya with a basic Certificate/ Diploma or a post graduate training in Hides and Skins or Leather Technology from a recognized institution;
- (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 recognized university;

- (iv) attended a strategic leadership course in a recognized institution; and
- (v) shown administrative capability and professional competence required in managing leather development services.

### **Duties and Responsibilities**

Duties and responsibilities at this level include:

- (i) participating in the formulation, development and review of policies, legislations and strategies for leather development;
- (ii) preparing work plans for leather and leather products development;
- (iii) organizing for the verification of tanning agents and materials and assessing tannery waste to prevent environmental pollution;
- (iv) preparing project proposals in leather development for resource mobilization;
- (v) planning for trainings and demonstrations on best practices to stakeholders for production of high quality on value addition of hides, skin and leather;
- (vi) participating in research agenda setting on new technology in curing, storage, tanning and tanning chemicals in liaison with other stakeholders;
- (vii) mitigating emerging challenges faced by stakeholders in the leather industry; and
- (viii) advising investors on the requirements for establishing commercial tanners.

## **DEPUTY DIRECTOR, LIVESTOCK PRODUCTION - ONE (1) POST - V/NO. 15/2017**

**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 Livestock Production, Job Group ‘Q’;
- (ii) a Bachelor’s degree in any of the following disciplines: Animal Science, animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Agriculture and Home Economics, Range Management, Natural Resources Management, Livestock/agricultural Economics, Dairy Technology, Agricultural Education and Extension or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Animal Science, animal Production, Agriculture, Apiculture, Food Science and Technology, agribusiness, Agriculture and Home Economics, Range Management, Natural Resources Management, Livestock/agricultural Economics, Dairy Technology, Agricultural Education and Extension or equivalent qualifications from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution; and
- (v) shown administrative capability and professional competence required in managing livestock production service.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director, Livestock Production for the following duties and responsibilities:

- (i) participating in development of public/private initiatives and overall policy formulation;



- (ii) preparing technical information in animal production, livestock marketing, range management, apiculture, and ranching;
- (iii) researching and advising on livestock production technologies and techniques;
- (iv) establishing linkage with research institutions and other stakeholders on livestock production matters;
- (v) coordinating conservation and utilization of range resources;
- (vi) overseeing the implementation of livestock information management systems;
- (vii) coordinating monitoring and evaluation of livestock production programmes; and
- (viii) participating in formulation of livestock bi-lateral/multilateral agreements.

**SENIOR ASSISTANT DIRECTOR, LIVESTOCK PRODUCTION - ONE (1) POST- V/NO. 16/2017**

**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 of Livestock Production, Job Group ‘P’;
- (ii) a Bachelor’s degree in any of the following disciplines: Animal Science, animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Agriculture, Range Management, Natural Resources Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Education and Extension or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Agriculture and Home Economics, Range Management, Natural Resources Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Education and Extension, Animal breeding and Genetics, Animal Nutrition or equivalent qualification from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution; and
- (vi) shown outstanding administrative capability and professional competence required in managing livestock production service.

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching;
- (ii) overseeing effective and efficient management of sheep and goat station, livestock farmers, mobile pastoral training units, pastoral training centres or livestock improvement and multiplication farms;
- (iii) organizing the preparation of agribusiness, ranch and farm plans;
- (iv) monitoring and evaluating of livestock production programmes;
- (v) collaborating with the researcher institute and other stakeholders on livestock production matters;
- (vi) planning for conservation and utilization of range resources; and
- (vii) developing and implementing livestock information management system.

**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 Veterinary Services, Job Group 'Q';
- (ii) a Bachelors degree of Veterinary Medicine (BVM) from a university recognized in Kenya;
- (iii) a Master's of Science in any of the following disciplines: Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production System, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production, Aquatic Science or equivalent qualifications from a university recognized in Kenya;
- (v) registered by Kenya Veterinary Board;
- (vi) attended a strategic leadership course in a recognized institution; and
- (vi) shown administrative capability and professional competence required in managing veterinary service.

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) participating in the formulation, development, implementation, monitoring and reviewing of policies, laws and strategies in the animal health sector;
- (ii) planning and coordinating programmes on the control and eradication of epizootic and zoonotic disease and pests;
- (iii) evaluating slaughter house designs and making recommendations for approval;
- (iv) enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants;
- (v) evaluating export/import document in respect to live animals, animal products, by-products and inputs and making appropriate recommendations;
- (vi) planning field efficacy trials for drugs, vaccines and acaricide, disseminating information on animal health, products and markets; and
- (vii) organizing disease search, investigations, monitoring, mapping and outbreak responses.

**SENIOR ASSISTANT DIRECTOR, VETERINARY SERVICES - THREE (3) POSTS - V/NO. 18/2016**

**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 of Veterinary Services, Job Group 'P';
- (ii) a Bachelors degree of Veterinary Medicine (BVM) from a university recognized in Kenya;
- (iii) a Master's of Science in any of the following disciplines: Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Sciences, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production System, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production, Aquatic Science or equivalent qualifications from a university recognized in Kenya;
- (v) registered by Kenya Veterinary Board;
- (vi) attended a strategic leadership course in a recognized institution; and
- (vii) shown administrative capability and professional competence required in managing veterinary service.

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) evaluating export/import requests document and making appropriate recommendations;
- (ii) coordinating programmes on the control and eradication of epizootic and zoonotic disease and pests;
- (iii) organizing stakeholders' training, seminars, workshops, field days, shows exhibitions, conferences on vector control programmes, animal health, breeding, welfare and good veterinary practices;
- (iv) leading team(s) in inspecting, grading and licensing plants processing animal's products and transport carriers/containers;
- (v) enforcing food safety and quality assurance regulations in local and export slaughter houses and other animal products processing plants;
- (vi) collaborating with stakeholders in providing veterinary services;
- (vii) undertaking forensic investigations and compiling appropriate reports; and
- (viii) offering veterinary services at major ports of entry.

**DIRECTOR OF MINES- ONE (1) POST-V/No. 19/2017**

**Basic Salary Scale: Kshs120,270 – Ksh.180,660 p.m. (Job Group ‘S’)**

<b>House allowance:</b>	<b>Ksh.60,000 p.m.</b>
<b>Medical Benefits:</b>	<b>As existing in the Civil Service</b>
<b>Commuter Allowance:</b>	<b>Ksh.20,000 p.m.</b>
<b>Leave Entitlement:</b>	<b>30 working days per year</b>
<b>Leave Allowance:</b>	<b>Ksh.10,000 (once yearly)</b>
<b>Terms of Service:</b>	<b>Three Years Contract (Renewable once upon satisfactory performance)</b>

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

- (i) served for a minimum period of ten (10) years in a management position in the Public Service or Private Sector.
- (ii) a Bachelor’s degree in any of the following disciplines: Mining, Mining Engineering, Physics, Mineral Processing Engineering, Civil Engineering or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any Mining related discipline from a university recognized in Kenya;
- (iv) attended a leadership course in a recognized institution;
- (v) been a registered member of a relevant professional body, where applicable;
- (vi) experience in and thorough understanding of mining legal, fiscal and regulatory regime; and
- (vii) demonstrated professional competence, administrative and managerial ability in work performance necessary for the effective management of the mining function;

**Duties and Responsibilities**

The Director of Mines will be responsible to the Principal Secretary for the organisation, coordination and management of mining function. Specific duties and responsibilities include:

- (i) advising on the development of policy to ensure compliance with international conventions and national policies on mineral resources;
- (ii) promoting the effective and efficient management and the development of mineral resources, and the mining sector;
- (iii) exercising regulatory administration and supervision over all prospecting, mining, processing, refining and treatment operations, transport and any dealings in minerals;
- (iv) ensuring compliance with conditions relating to mineral rights;
- (v) reviewing, assessing and approving prospecting and mining programmes;
- (vi) exercising regulatory administration and supervision over the use of commercial explosives in accordance with the Explosives Act;
- (vii) providing advice during the negotiation of mineral agreements; and

- (viii) promoting co-operation among state agencies, research bodies, and other organizations which are engaged in mining related programmes and activities.

**DIRECTOR, MINERAL PROMOTION AND VALUE ADDITION- ONE (1) POST-V/No. 20/2017**

**Basic Salary Scale: Kshs120,270 – Ksh.180,660 p.m. (Job Group ‘S’)**

<b>House allowance:</b>	<b>Ksh.60,000 p.m.</b>
<b>Medical Benefits:</b>	<b>As existing in the Civil Service</b>
<b>Commuter Allowance:</b>	<b>Ksh.20,000 p.m.</b>
<b>Leave Entitlement:</b>	<b>30 working days per year</b>
<b>Leave Allowance:</b>	<b>Ksh.10,000 (once yearly)</b>
<b>Terms of Service:</b>	<b>Three Years Contract (Renewable once upon satisfactory performance)</b>

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

- (i) served for a minimum period of ten (10) years in a management position in the public service or private sector.
- (ii) a Bachelor’s degree in any of the following disciplines: Geology, Mining Engineering, Mineral Processing Engineering, Civil Engineering or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following fields: Geology, Mineral Processing, Environmental Science, Business Administration/Economics or equivalent qualification from a university recognized in Kenya;
- (iv) attended a leadership course in a recognized institution;
- (v) been a registered member of a relevant professional body, where applicable; and
- (vi) demonstrated professional competence, administrative and managerial ability in work performance necessary for the effective management of the mineral promotion and value addition function;

**Duties and Responsibilities**

The Director, Mineral Promotion and Value Addition, will be responsible to the Principal Secretary for the organisation, coordination and management of the function. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing policies on mineral promotion and value addition;
- (ii) Advising on bilateral, multilateral agreements and memoranda of understanding with respect to mineral promotion and value addition,
- (iii) establishing and maintaining linkages with key stakeholders to promote investment in and development of the mineral sector
- (iv) coordinating collaborative research on mineral markets and value addition for increased benefits; and
- (v) promoting the effective and efficient management and the development of mineral promotion and value addition.

## **CHEMICAL ENGINEER - THREE (3) POSTS - V/No. 21/2017**

**Basic Salary Scale: Ksh.31, 020 – Ksh.41,590 p.m. - Job Group ‘K’**

**For appointment into this grade, a candidate must have:** a Bachelor’s of Science degree in any of the following fields: Explosives Science/Engineering, Mining Engineering, Chemical Engineering, Environmental Science/Engineering or Physical Science with topics in Atomic Science, Organic Chemistry, Thermodynamics/Thermal Physics, Electrodynamics or Mechanics from a university recognized in Kenya.

### **Duties and Responsibilities**

This is the entry and training grade for this grade. An Inspector at this level will under-go an intensive two-year on -the-job training. Specific duties and responsibilities include:

- (i) carrying out safety and technical inspections of explosives magazines;
- (ii) writing reports;
- (iii) preparing safety notices; and
- (iv) preparing permits under the Explosives Act, supervised by an experienced officer.

## **METALLURGISTS - FIVE (5) POSTS- V/No. 22/2017**

**Basic Salary Scale: Ksh.31, 020 – Ksh.41,590 p.m. - Job Group ‘K’**

**For appointment to this grade, a candidate must have:** a Bachelor of Science (BSc.) degree in any of the following disciplines Geology, Applied Geology, Engineering Geology, Mining Geology, Geophysics, Geochemistry, Environmental Geology or any other equivalent and relevant qualification from a university recognized in Kenya.

### **Duties and responsibilities**

- (i) participating in extraction and processing of metals and alloys;
- (ii) participating in assessing the structure and behavior of mineral;
- (iii) testing metals to ensure they meet quality and safety standards; and
- (iv) drafting documents, manuals and other metallurgical reports.

## **GEOLOGIST II - THIRTY-FOUR (34) POSTS - V/No. 23/2017**

**Basic Salary Scale: Ksh.31, 020 – Ksh.41,590 p.m. - Job Group ‘K’**

**For appointment to this grade, a candidate must have** a Bachelor’s of Science degree in any of the following disciplines: Geology, Applied Geology, Engineering Geology, Mining Geology, Geophysics, Geochemistry, Environmental Geology or its equivalent from a university recognized in Kenya.

### **Duties and Responsibilities**

Duties and responsibilities at this level include:

- (i) undertakes geological, geophysical, geochemical, geotechnical, seismological and environmental mapping/investigations and produce technical reports in accordance to set guidelines; and
- (ii) supervising core drilling, recording of drilled core data and writing of core log reports.

### **INSPECTOR OF MINES - THIRTY-EIGHT (38) POSTS - V/No. 24/2017**

**Basic Salary Scale: Ksh.31, 020 – Ksh.41,590 p.m. - Job Group 'K'**

**For appointment to this grade, a candidate must have** a Bachelor's degree in Mining/Mineral Processing Engineering or Civil Engineering for a university recognized in Kenya.

### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An Inspector of Mines is essentially regarded as being on-the-job training under the supervision of an experienced officer. Duties and responsibilities will include:

- (i) inspecting mines, quarries, explosives, mine rehabilitation; and
- (ii) studying and familiarizing with licensing procedures.

### **INSPECTOR OF EXPLOSIVES - TEN (10) POSTS - V/No. 25/2017**

**Basic Salary Scale: Ksh.31, 020 – Ksh.41,590 p.m. - Job Group 'K'**

**For appointment to this grade, a candidate must have** a Bachelor's of Science degree in any of the following fields: Explosives Science/Engineering, Mining Engineering, Chemical Engineering, Environmental Science/Engineering and Physical Science with topics in Atomic Science, Organic Chemistry, Thermodynamics/Thermal Physics, Electrodynamics or Mechanics from a university recognized in Kenya.

### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An Inspector at this level will be regarded to be on-the-job training under the supervision of an experienced officer. Duties and responsibilities include:

- (i) carrying out safety and technical inspections of explosives magazines;
- (ii) writing reports;
- (iii) preparing safety notices; and

(iv) preparing permits under the Explosives Act.

### **CHEMIST - TWO (2) POSTS - V/No. 26/2017**

**Basic Salary Scale: Ksh.31, 020 – Ksh.41,590 p.m. - Job Group ‘K’**

**For appointment to this grade, a candidate must have:** a Bachelor of Science degree in any of the following disciplines: Chemistry, Food Science and Technology, Forensic Science, Biochemistry or Environmental Science from a university recognized in Kenya.

#### **Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will include:

- (i) screening and receiving materials for analysis;
- (ii) storing, retrieving and issuing out materials of analysis; sampling at various sites;
- (iii) carrying out field tests; preparing reagents for analysis;
- (iv) maintaining records; and
- (v) carrying out relevant laboratory analysis of samples.

### **CARTOGRAPHIC ASSISTANT - TEN (10) POSTS - V/No. 27/2017**

**Basic Salary Scale: Ksh.19, 323 – Ksh.24,662 p.m. Job Group ‘H’**

**For appointment into this grade, a candidate must have:** a Diploma in Cartography from a recognized institution.

#### **Duties and Responsibilities**

This is the entry and training grade to this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities include: drawing survey and deep plans, small area boundary schedules and small area preliminary index diagrams.

### **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**

**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 eighteen (18) years, three (3) years of which should have been at the grade of Senior Assistant Director, Human Resource Management &



Development, Job Group 'Q' and above, or in a comparable and relevant position in the Public Service.

a Bachelors degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;

**OR**

a Bachelor's degree in any Social Sciences and 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 from a recognized institution;

- (ii) a Master's degree in Human Resource Management/Industrial Relations, Public/Business Administration or other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been a current member of the Institute of Human Resource Management (IHRM);
- (iv) attended a strategic leadership course from a recognized institution;
- (v) demonstrated professional competence, administrative capabilities and initiative in the general organization and management of human resource management and development function; and
- (vi) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development.

### **Duties and Responsibilities**

The Director/ HRM&D will be responsible to the Authorized Officer for provision of strategic direction and overall leadership of the Human Resource Management and Development function in a Ministry/State Department. The officer will work closely with Public Service Commission in realizing the provision of **Article 234 and promotion of values and principles in Article 10 and 232 of the Constitution** in relation to Human Resource Management and Development. Specifically, the officer will be responsible to the Authorized Officer for the following duties and responsibilities:

- (i) coordinating implementation of policies and appropriate strategies for effective Human Resource Management and Development;
- (ii) advising on establishment of appropriate frameworks in for the discharge of Human Resource Management and Development functions delegated by the Public Service Commission to the Authorized Officer;
- (iii) preparing and implementing Human Resource Management and Development plans and strategies to support implementation of the Ministry's strategic plan;
- (iv) preparing annual recruitment plans on the basis of annual workload and job analysis and liaising with Treasury to ensure adequate funding for vacant posts;
- (v) initiating development and review of Career Progression Guidelines for the cadres of staff employed in the Ministry/State Department;
- (vi) facilitating and coordinating the Performance Management System and linking it with the Ministry's/State Department's performance contract;

- (vii) undertaking research to enhance professionalism in Human Resource Management and Development practices in the Ministry/State Department;
- (viii) managing Human Resource Information System(HRIS) in the Ministry/State Department and ensure linkage with the Government Human Resource Information System; and
- (ix) preparing the Ministry's/State Department's annual personnel emoluments budget and ensure effective and efficient payroll management.

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

**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 fifteen (15) years, three (3) years of which should have been at the grade of Assistant Director, Human Resource Management & Development, Job Group 'P' and above 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 Bachelor's degree in any Social Sciences and 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/Industrial Relations, a relevant Social Science, Public/Business Administration or other relevant and equivalent qualification from a university recognized in Kenya;
  - (v) been a current member of the Institute of Human Resource Management (IHRM)
  - (vi) attended a strategic leadership course from a recognized institution;
  - (vii) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development; and
  - (viii) demonstrated merit as reflected in work performance and results.

**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 systems and management practices, policies, strategies and guidelines;
- (ii) providing guidance on Human Resource Management and Development policy matters;

- (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) ensuring compliance with labour laws; and monitoring implementation of pay and benefits policy and suggesting areas of review;
- (vi) initiating action on issues related to Collective Bargaining Agreements; negotiating agreements with labour unions and monitoring their implementation;
- (vii) advising on the exercise of delegated powers and ensuring that professional human resource management and development standards are maintained; and
- (viii) coordinating the preparation of Personal Emoluments (PE) budgets.

**SENIOR ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT- FOURTEEN (14) POSTS - V/No. 30/2017**

**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 fifteen (15) years, three (3) years of which should have been at the grade of Principal Human Resource Management/ Development Officer, Job Group 'N' and above, 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 Bachelor's degree in any Social Sciences and 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/Industrial Relations, a relevant Social Science, Public/Business Administration or other relevant and equivalent qualification from a university recognized in Kenya;
  - (v) been a current member of the Institute of Human Resource Management (IHRM)
  - (vi) attended a strategic leadership course from a recognized institution;
  - (vii) demonstrated professional competence, administrative capabilities and initiative in the general organization and management of human resource management and development function; and
  - (viii) a thorough understanding of relevant legislation best practices and emerging issues in Human Resource Management and Development.

**Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Human Resource Management and Development for the following duties and responsibilities;

- (i) developing, implementing and monitoring human resource management and development policies and practices;
- (ii) interpreting and advising on human resource management and development policies, rules and regulations and analyzing their impact on staff;
- (iii) proposing performance improvement strategies that are adaptive to the changing environment and technology and institutionalization of performance management including staff Performance Appraisal System;
- (iv) researching on human resource best practices that will guide the development of human resource management and development policies, standards and regulations;
- (v) preparing briefs on Collective Bargaining Agreements/Labour matters and participating in tripartite discussions;
- (vi) ensuring compliance with labour laws and forging linkages with the Union of Kenya Civil Servants; and
- (vii) coordinating the preparation of Personal Emoluments (PE) budgets.

**SENIOR ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICES -  
THREE (3) POSTS - V/No. 31/2017**

**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 fifteen (15) years, three (3) of which should be in the grade of Principal Office Administrator/Principal Assistant Office Administrator, Job Group 'N' and above;
- (ii) a Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a university recognized in Kenya;

**OR**

a Bachelor's degree in any Social Sciences plus a Diploma in Secretarial studies from a Kenya National Examinations Council (KNEC);

**OR**

a Bachelor's Degree in any Social Science field plus Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examination Council in the following subjects:

- Shorthand III (Minimum 120 w.p.m.).
- Typewriting III (50 w.p.m.)/Computerized Document Processing III
- Business English III/Communications II
- Commerce II

- Office Management III/Office Administration and Management III
  - Secretarial Duties II
- (iii) a Master's degree in any Social Sciences from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution;
- (v) demonstrated outstanding leadership and professional competence in office management services.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Officer Administrative Services in the administration and management of the office Administrative services function. Specific duties and responsibilities include:

- (i) interpreting and implementing office administrative services personnel policies and procedures;
- (ii) participating in selection and recruitment of office administrative services personnel;
- (iii) verifying and analyzing office administrative services personnel data for postings and deployment;
- (iv) participating in organizing and budgeting for seminars and workshops for office administrative services personnel;
- (v) updating bio data for office administrative services staff.
- (v) reviewing the office administrative services personnel curriculum in liaison with the Kenya Institute of Curriculum development and Kenya National Examination Council;
- (vi) providing technical advice on recruitment and promotion of office administrative services personnel; and
- (vii) participating in the selection of office administrative services personnel for Higher National Diploma and upgrading courses; and
- (viii) supervising office administrative services personnel.

## **VACANCIES IN THE OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE**

### **DEPUTY SOLICITOR GENERAL - TWO (2) POSTS- V/No. 32/2017**

**Basic Salary Scale: Ksh.152,060 - Ksh.302,980 p.m. - SLG 8/Job Group 'T'**

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

- (i) served for a minimum of two (2) years in the grade of Chief State Counsel, SLG 7/Job Group 'S';
- (ii) a Bachelor of Laws (LLB) degree from a recognized university;
- (iii) a Postgraduate Diploma in legal studies from the Council of Legal Education;
- (iv) been admitted as an Advocate of the High Court of Kenya;

- (vi) demonstrated managerial, administrative and professional competence in work performance;
- (vii) exhibited thorough understanding of national goals, policies, objectives and the ability to relate them to proper management of legal affairs.

**Note:** Possession of a Master's degree and leadership course will be considered an added advantage.

### **Duties and Responsibilities**

An officer at this level may be deployed to head a Division/Legal Section or Unit/Regional Office within the Office of the Attorney General and Department of Justice or any Ministry/State Department. Specific duties and responsibilities include:

- (i) coordinating professional and administrative activities legal function;
- (ii) undertaking complex litigation and arbitrations on behalf of national and County governments;
- (iii) providing legal advice and opinions to Ministries/State departments and State Corporations;
- (iv) preparing statutes for revision and publication of the annual supplement to the Laws of Kenya;
- (v) overseeing and coordinating administration of Estates and Trusts;
- (vi) carrying out in-house settlement of disputes, prosecuting matters before the Disciplinary Tribunal and handling alternative dispute resolution, compilation of Statistical reports;
- (vii) overseeing research on complex and emerging legal issues, preparing legal opinions and briefs;
- (viii) ensuring compliance with regional and international instruments, principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

## **CHIEF STATE COUNSEL - FIVE (5) POSTS- V/No. 33/2017**

**Basic Salary Scale: Ksh.120,270 - Ksh.180,66 p.m. - SLG 7/Job Group 'S'**

### **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 Senior Principal State Counsel, SLG 5/Job Group 'Q' and above;
- (ii) a Bachelor of Laws (LLB) degree from a recognized university;
- (iii) a Postgraduate Diploma in legal studies from the Council of Legal Education;
- (iv) been admitted as an Advocate of the High Court of Kenya;
- (v) demonstrated managerial, administrative and professional competence as reflected in work performance and results;

**Note:** Possession of a Master's degree and leadership course will be considered added advantage.

### **Duties and Responsibilities**

An officer at this level may be deployed to head a Division/Legal Section or Unit/Regional Office within the Office of the Attorney General and Department of Justice or any Ministry/State Department. Specific duties and responsibilities include:

- (i) drafting and reviewing complex documents, contracts and international agreements;
- (ii) initiating and coordinating research on emerging legal issues that inform policy formulation and review;
- (iii) preparing statutes for revision and publication of the annual supplement to the Laws of Kenya overseeing and coordinating the legal functions, property management and conveyance and coordinate Ex-Officio agents;
- (iv) providing legal advice and opinions and undertaking litigations on behalf of the government
- (v) administering registries including civil litigation, companies, business names, societies, coat of arms, marriages, divorce and adoptions;
- (vi) carrying out in-house settlement of disputes, prosecuting matters before the Disciplinary Tribunal and handling alternative dispute resolution;
- (vii) undertaking duties of an Official Receiver or Deputy Registrar;
- (viii) ensuring compliance with regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

**DEPUTY CHIEF STATE COUNSEL - SIXTEEN (16) POSTS- V/No. 34/2017**

**Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. - SLG 6/Job Group 'R'**

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

- (i) served for a minimum period of twelve (12) years, three (3) of which should have been in the grade of Principal State Counsel, SLG 4/ Job Group 'P' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor of Laws (LLB) degree from a recognized university;
- (iii) a Postgraduate Diploma in legal studies from the Council of Legal Education;
- (iv) been admitted as an Advocate of the High Court of Kenya;
- (v) demonstrated managerial, administrative and professional competence at that level;

**Note:** Possession of a Master's degree and leadership course will be considered added advantage.

### **Duties and Responsibilities**

An officer at this level may be deployed to any of the Departments/Divisions/Regional Offices within the Office of the Attorney General and Department of Justice or to any Ministry/State Department. Specific duties and responsibilities include:

- (i) advising Ministries/State Departments and State Corporations on legal policy issues;
- (ii) undertaking litigation and arbitrations on behalf of National and County Governments;
- (iii) drafting and reviewing complex documents, contracts and international agreements,
- (iv) drafting bills and subsidiary legislation;
- (v) undertaking investigations of complaints lodged against Advocates and prosecuting advocates before the Disciplinary Tribunal;
- (vi) undertaking registration services such as societies, Coat of arms, Marriages, divorce and adoptions, assisting in collection of revenues; and
- (vii) undertaking research on complex legal issues, preparing legal opinions and briefs.

### **SENIOR PRINCIPAL STATE COUNSEL - SIXTEEN (16) POSTS - V/No. 35/2017**

**Basic Salary Scale: Ksh.89,748 - Ksh.120,270 p.m. SLG 5/Job Group 'Q'**

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

- (i) served for a minimum of two (2) years in the grade of Principal State Counsel, SLG 4/ Job Group 'P' or in a comparable and relevant 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;
- (iii) been admitted as an Advocate of the High Court of Kenya;
- (iv) demonstrated managerial, administrative and professional competence at that level;

**Note:** Possession of a Master's degree and leadership course will be considered added advantage.

### **Duties and Responsibilities**

An officer at this level may be deployed to any of the Departments/Divisions/Regional Offices within the Office of the Attorney General and Department of Justice or to any Ministry/State Departments. Specific duties and responsibilities include:

- (i) undertaking litigation and arbitrations on behalf of National and County Governments;
- (ii) advising Ministries/State Departments and State Corporations on legal policy issues;
- (i) undertaking research on complex legal issues, preparing legal opinions and briefs;
- (ii) drafting and reviewing documents, contracts and international agreements;



- (iii) undertaking duties of Deputy Public Trustee and maintaining custody of securities and documents of title;
- (v) undertaking investigations of complaints lodged against Advocates and prosecuting advocates before the Disciplinary Tribunal; and
- (vi) undertaking registration services such as societies, Coat of Arms, Marriages, divorce and adoptions, assisting in collection of revenues.

**STATE COUNSEL II - FIFTY (50) POSTS- V/No. 36/2017**

**Basic Salary Scale: Ksh.35,190 - Ksh.45,880 p.m. - SLG 1/Job Group 'L'**

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

- (i) a Bachelor of Laws (LLB) degree from a university recognized in Kenya;
- (ii) a Post Graduate Diploma in legal studies from the Kenya School of Law; and
- (iii) been admitted as an Advocate of the High Court of Kenya.

**Duties and Responsibilities**

This is the entry grade in this cadre. A State Counsel II will normally work under a senior and more experienced officer in the performance of legal duties pertaining to the department.

**ALICE A. OTWALA (MRS.), CBS  
SECRETARY/CHIEF EXECUTIVE OFFICER  
PUBLIC SERVICE COMMISSION**