

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

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 5th June, 2018**

(I) NEW ENTRY POSITIONS

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

CIVIL REGISTRATION OFFICER II - ONE HUNDRED AND THIRTY NINE (139) POSTS - V/NO. 4/2018

Basic Salary Scale Ksh.27,680 - Ksh.32,920 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law or Anthropology from a University recognized in Kenya.

Duties and Responsibilities

- (i) collecting basic data on birth and death;
- (ii) distributing and collecting birth and death registers to and from registration agents;
- (iii) attending to enquiries on birth and death from clients;
- (iv) filing and retrieving birth and death records;
- (v) issuing and receiving late registration forms to and from clients;
- (vi) dispatching of birth and deaths certificates; and
- (vii) assessing applications for issuance of birth and death certificates.

NOTE: Those applying for these positions should be prepared to work in the sub counties outside Nairobi.

VACANCY IN THE MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES - STATE DEPARTMENT FOR NATURAL RESOURCES

METEOROLOGICAL TECHNOLOGIST III - THIRTY FIVE (35) POSTS -

V/NO. 5/2018

Basic Salary Scale:22,380 - Ksh.27,680 p.m. (Job Group 'H')

For appointment to this post, a candidate must have a Diploma in any of the following disciplines: Meteorology, Meteorological Communications or equivalent from a recognized institution.

Duties and Responsibilities

An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities include:

- (i) carrying out routine and special weather observations;
- (ii) undertaking meteorological data entry;
- (iii) coding and decoding of observed weather parameters into meteorological data messages according to international standard formats;

- (iv) transmitting meteorological data messages;
- (v) plotting various data sets on specific weather charts; and
- (vi) receiving, checking and correcting meteorological and aviation data messages.

(II) PROMOTIONAL POSITIONS

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

DEPUTY DIRECTOR, PROBATION AND AFTERCARE SERVICE - ONE (1) POST - V/NO. 6/2018

Basic Salary Scale: Ksh.115,290 - Ksh.153,290 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, Probation and Aftercare Services Job Group 'Q';
- (ii) a Bachelors degree in any of the following disciplines: Social Work, Sociology, Criminology, Guidance and Counselling, Social Psychology, Community Development, Penology or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology or equivalent qualification 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) shown initiative, administrative ability and efficiency in programme organization, direction and control of Probation Services; and
- (vi) demonstrated analytical, communication and management competencies.

Duties and Responsibilities

An officer at this level will be responsible to the Director of Probation and Aftercare Service Specific duties and responsibilities include:

- (i) formulating, reviewing and implementing policies and programmes relating to probation and aftercare services;
- (ii) generating information for dispensation of justice for bail, pre-sentence and post penal advisory reports, offender supervision and management, rehabilitation and treatment of offenders on non-custodial sanctions;
- (iii) creating linkages and liaising with other Criminal Justice agencies and partners on matters pertaining to Probation, Community Service Orders, victim services orders, victim services, parole and aftercare for the benefit of the supervised;

- (iv) ensuring that statutory review Board meetings are held and professional standards are adhered to and maintained; and
- (v) ensuring that all activities performed are in conformity with plans, schedules, targets and budget and any deviations rectified.

VACANCY IN THE NATIONAL TREASURY AND MINISTRY OF PLANNING

DIRECTOR GENERAL PUBLIC DEBT MANAGEMENT- ONE (1) POST - V/NO. 7/2018

Basic Salary Scale:Ksh.655,875 – Ksh.874,500 p.m. (Job Group ‘U’)

For appointment to this grade, a candidate must have:

- (i) served as Senior Deputy Director, Job Group ‘S’ and above in Debt Management, External Resources or Fiscal and Economic Affairs for a minimum period of three (3) years or in a comparable and relevant position in the Public Service, an international public financial institution or a renowned private sector organization that advises Government on debt/external resources management;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics, Finance, Project Planning and Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in any of the following fields: Public Debt Management, Policy Formulation, Project Management, Macro-Economic Analyses and Modelling, Financial Modeling/Reporting or any other equivalent qualification from a recognized institution;
- (v) demonstrated professional competence, managerial capabilities, outstanding leadership qualities and skills in corporate governance or advocacy;
- (vi) demonstrated knowledge and experience in operations of the money/capital markets as well as international financial markets;
- (vii) demonstrated knowledge and experience in policy formulation and analysis of fiscal risk relating to debt and contingent liabilities; and
- (viii) clear understanding of national goals, objectives and the ability to relate them to debt management strategies.

Duties and Responsibilities

The Director General, Public Debt Management will be responsible for the overall management of the debt function. Specific duties and responsibilities will include:

- (i) formulating, reviewing and implementing public debt management policies;
- (ii) advising thenational and county government on debt management;

- (iii) preparing and updating the annual medium-term debt management strategy and debt sustainability analysis;
- (iv) preparing and implementing the national government borrowing plan including servicing of outstanding debts;
- (v) monitoring and evaluating all borrowing and debt related transactions;
- (vi) assessing and managing risks in national government guarantees and on-lending;
- (vii) harmonizing, aligning and coordinating aid effectiveness in line with international declarations;
- (viii) mobilizing development partners support; and
- (ix) preparing and disseminating country memoranda to market participants.

VACANCIES IN THE MINISTRY OF EDUCATION

STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL TRAINING

DEPUTY DIRECTOR OF TECHNICAL EDUCATION - ONE (1) POST - V/NO. 8/2018

Basic Salary Scale: Ksh. 115,290 –Ksh.153,170 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 Technical Training, Job Group 'Q';
- (ii) a Higher Diploma in any of the following fields: Education, Technical Education, Engineering, Building Construction, Entrepreneurship, Business ICT, Computer Studies or equivalent qualifications from a recognized institution;

OR

a Bachelors degree in either Education or Education Technology from a university recognized in Kenya;

OR

a Bachelors degree in any of the following disciplines: Pure/Applied Sciences, Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or equivalent qualification from a university recognized in Kenya plus a Post Graduate Diploma/Diploma in Education from a recognized institution;

- (iii) a Masters degree in any of the following disciplines: Education, Technology, Business Administration, Project Planning & Management, Policy Planning, Entrepreneurship, Computer Science, Engineering, Built Environment, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management or its equivalent from a recognized University 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 proven professional administrative and managerial competence in work performance and results.

Duties and Responsibilities include:

- (i) developing, reviewing and implementing policies, strategies and guidelines relating to national technical training;
- (ii) mobilizing foreign aid, grants and other resources for implementation of Technical Training projects and programs;
- (iii) coordinating Science, Technology, Research and Innovation development in Technical Training;
- (iv) coordinating capacity building programmes for Councils/Board of Governors and trainers of Technical Training institutions;
- (v) coordinating skills audit survey and tracer studies for Technical Training graduates;
- (vi) providing professional guidance in the management of Technical Training institutions;
- (vii) coordinating official Technical Training functions and fora in liaison with other Government Ministries/Departments, Agencies and other stakeholders; and
- (viii) implementing Technical Training programmes in collaboration with other Government Ministries/Departments.

SENIOR ASSISTANT DIRECTOR, TECHNICAL EDUCATION - FIFTY THREE (53) POSTS - V/NO. 9/2018

Basic Salary Scale: Ksh. 94,850 –Ksh.127,110 p.m.

(Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years should have been in the grade of Assistant Director, Technical Education/Principal Technical Education Officer, Job Group 'P'/'N' or in a comparable and relevant position in the public service;
- (ii) a Higher Diploma in any of the following fields: Education, Technical Education, Engineering, Building Construction, Entrepreneurship, Business, Information Communication Technology, Computer Studies or equivalent qualification from a recognized institution;

OR

a Bachelors degree in either Education or Education Technology from a recognized University university recognized in Kenya:

OR

- a Bachelors degree in any of the following disciplines: Pure/Applied Sciences, Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or equivalent qualification from a university recognized in Kenya plus a Post Graduate Diploma/Diploma in Education from a recognized institution;
- (vi) a Masters degree in any of the following disciplines: Education, Technology, Business Administration, Project Planning & Management, Policy Planning, Entrepreneurship, Computer Science, Engineering, Built Environment, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management or its equivalent from a university recognized in Kenya;
 - (v) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution; and
 - (vii) shown merit and ability as reflected in work performance results.

Duties and Responsibilities include:

- (i) formulating, reviewing and impelementing policies, strategies and programmes relating to technical training;
- (ii) undertaking impact assessment of Technical Training programmes and projects;
- (iii) initiating and coordinating the implementation of exchange programmes;
- (iv) initiating development and implementation of award and reward schemes in Technical Training;
- (v) monitoring and evaluating the implementation of Technical Training projects and programmes;
- (vi) coordinating Technical Training Fairs, technology exhibitions and co-curricular activities;
- (vii) planning and coordinating official Technical Training functions and fora in liaison with other Government Ministries/Departments, Agencies and other stakeholders; and
- (viii) ensuring adherence to set criteria and standards in Technical Training.

SENIOR ASSISTANT DIRECTOR, VOCATIONAL EDUCATION AND TRAINING - THREE (3) POSTS - V/NO. 10/2018

Basic Salary Scale: Ksh. 94,850 –Ksh.127,110 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, Vocational Training, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Higher Diploma in any of the following fields: Education, Technical Education, Engineering, Building Construction, Entrepreneurship, Business, Information Communication Technology, Computer Studies or equivalent qualification from a recognized institution

OR

a Bachelors degree in either Education or Education Technology from a university recognized in Kenya:

OR

- a Bachelors degree in any of the following disciplines: Pure/Applied Sciences, Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or equivalent qualification from a university recognized in Kenya plus a Post Graduate Diploma/Diploma in Education from a recognized institution;
- (iv) a Masters degree in any of the following disciplines: Education, Technology, Business Administration, Project Planning & Management, Policy Planning, Entrepreneurship, Computer Science, Engineering, Built Environment, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management or equivalent qualifications from a university recognized in Kenya;
 - (v) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution; and
 - (vii) shown merit and ability as reflected in work performance results.

Duties and Responsibilities

- (i) Impelementing policies, programmes and strategies relating to vocational education and training;
- (ii) coordinating forums for promotion of entrepreneurship and vocational education skills improvements;
- (iii) coordinating and promoting vocational training co curricula activities;
- (iv) organizing fora with industries and other stakeholders on vocational training;

- (v) promoting culture of research and innovation within the vocational training system;
- (vi) promoting outreach programmes;
- (vii) implementing vocational training policies; and
- (viii) designing and developing vocational training programs and service charters.

VACANCIES IN THE MINISTRY OF HEALTH

DIRECTOR GENERAL FOR HEALTH - ONE (1) POST - V/NO. 11 /2018

Basic Salary Scale:Ksh.655,875 – Ksh.874,500 p.m. (Job Group ‘U’)

Terms of service: Five (5) years contract (renewable once)

For appointment to this grade, a candidate must:

- (i) have experience of at least ten (10) years in management of health services, five (5) of which must be at a senior management position;
- (ii) be a medical practitioner registered by the Medical Practitioners and Dentists Board;
- (iii) have at least a Masters’ degree in Public Health, Medicine or any other health related field;
- (iv) meet the provisions of Chapter Six of the Constitution of Kenya.

NOTE: (i) Shortlisted candidates will be required to submit clearances from the following bodies:

- **Kenya Revenue Authority;**
 - **Higher Education Loans Board;**
 - **Ethics and Anti-Corruption Commission;**
 - **Credit Reference Bureau; and**
 - **Directorate of Criminal Investigation (certificate of good conduct).**
- (iii) The successful candidate shall be vetted by Parliament and appointed by the Cabinet Secretary of Health.

Duties and responsibilities

The Director-General shall be the technical advisor to the Government on all matters relating to health within the health sector. Specific duties and responsibilities include:

- (i) being the technical advisor to the Cabinet Secretary of health;
- (ii) being responsible for preventing and guarding against the introduction of infectious diseases into Kenya;
- (iii) promoting the public health and the prevention, limitation or suppression of infectious, communicable or preventable diseases within Kenya;
- (iv) providing advice to the two levels of Government on matters of national security on public health;
- (v) promoting and facilitating research and investigations in connection with the prevention or treatment of human diseases;
- (vi) preparing and publishing reports and statistical or other information relative to the public health;

- (vii) obtaining and publishing periodically information on infectious diseases and other health matters and such procurable information regarding epidemic diseases in territories adjacent to Kenya or in other Countries as the interests of public health may require;
- (viii) providing guidelines for registration, licensing, certification and gazettelement of all health facilities;
- (ix) being responsible for internship program for health workers;
- (x) supervising the directorates within the national Ministry of Health; and
- (xi) performing any other duties as may be assigned by the appointing authority and any other written law.

SENIOR ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT - TWO (2) POSTS - V/NO. 12/2018

Basic Salary: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years should have been in the grade of Assistant Health Records and Information Management/Principal/Chief Health Records Management Officer, Job Group ‘P’/‘N’/ ‘M’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Health Records and Information Management from a university recognized in Kenya;
- (iv) a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution
- (v) clear understanding of the National Development goals, Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same; and
- (vi) demonstrated professional competence, managerial and leadership capability as reflected in work performance and results.

NOTE:

possession of a relevant Masters degree from a university recognized in Kenya and a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks from a recognized institution will be an added advantage

Duties and Responsibilities

- (i) implementing and reviewing health records and information policies and procedures;
- (ii) developing, formulating and interpreting medical legal rules;
- (iii) providing advice on policy issues and procedures that affect the health records and information services;

- (iv) communicating policy issues and procedures on health records and information management;
- (v) developing health records standard operating procedures;
- (vi) providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information;
- (vii) coordinating the designing, printing and distribution of the medical forms; and
- (viii) coordinating training and development of health records and information personnel in collaboration with relevant government departments and agencies.

MINISTRY OF LABOUR AND SOCIAL PROTECTION --STATE DEPARTMENT FOR LABOUR (RE-ADVERTISEMENT)

DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - ONE (1) POST - V/NO.13/2018

Basic Salary Scale: 127,110 - Ksh.189,200 p.m.

(Job Group 'S')

For appointment to this grade, a candidate must have:

- (i) served for cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been in the grade of Deputy Director/Senior Assistant Director, Occupational Safety and Health Services, Job Group 'R'/'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Medicine and Surgery, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering, Occupational Safety and Health or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Occupational Medicine, Occupational Health Nursing, Industrial Hygiene, Safety Engineering, Disaster Management, Occupational Safety and Health or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in a specialized discipline in Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- (v) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution;
- (vi) been a registered member of a relevant professional body(where applicable);
- (vii) member of Kenya Occupational Safety and Health Association; and
- (viii) shown merit and ability in work performance and results.

Duties and Responsibilities

An officer at this level will be in charge of the operation of the department and is the chief policy advisor on issues relating to occupational safety and work injury benefits at the national level. Specific duties and responsibilities include:

- (i) formulation, development and implementation of occupational health and safety policies;
- (ii) administration of occupational Safety and Health Act, Work Injury Benefits Act, and all applicable subsidiary legislation; Secretary to the National Council for Occupational Health and Safety;
- (iii) authorization of approved persons appointed under the Act;
- (iv) implementation of programmes in the department;
- (v) liaising with international organizations, local institutions and other Government departments in regard to occupational safety and health matters;
- (vi) development, implementation and realization of the department's strategic plans and objectives;
- (vii) preparation and implementation of the department's performance appraisal systems and contracts; and
- (viii) overseeing the finances and assets management of the department.

DEPUTY DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - FOUR (4) POSTS - V/NO. 14/2018

Basic Salary Scale: 115,290 – Ksh.153,170 p.m.

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for cumulative period of eighteen (18) years, an aggregate of which two (2) years should have been in the grade of Senior Assistant / Assistant Director, Occupational Safety and Health Services, Job Group 'Q' / 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Medicine and Surgery, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering, Occupational Safety and Health or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Occupational Medicine, Occupational Health Nursing, Industrial Hygiene, Safety Engineering, Disaster Management, Occupational Safety and Health or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in a specialized discipline in Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- (v) been a member of Kenya Occupational Safety and Health Association;
- (vi) been a registered member of a relevant professional body(where applicable);
- (vii) shown merit and ability in work performance and results.

Note: a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification in a recognized institution will be considered added advantage;

Duties and Responsibilities

- (i) developing and implementing occupational safety and health services policies, programmes and projects;
- (ii) approval of architectural plans of premises used as work places as defined under the occupational Safety and Health Act, No.15 Act 2007;
- (iii) monitoring and evaluating and control of environmental hazards in work places;
- (iv) conducting research and related activities in the field of Occupational Safety and Health;
- (v) investigating accidents and cases of occupational diseased in the workplace; and
- (vi) initiating ratification of International standards of work places.

SENIOR ASSISTANT DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - NINE (9) POSTS - V/NO. 15/2018

Basic Salary Scale: 94,850 – Ksh.127,110 p.m.

(Job Group ‘Q’)

For appointment to this grade, a candidate must have:

- (i) served for cumulative period of Fifteen (15) years, an aggregate of three (3) years should have been in the grade of Assistant Director Occupational Safety and Health /Principal, Occupational Safety and Health Officer, Job Group ‘P’ / ‘N’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Medicine and Surgery, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering, Occupational Safety and Health or its equivalent qualification from a university recognized in Kenya;
- (iii) have a certificate in a specialized discipline on Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- (iv) be a member of Kenya Occupational Safety and Health Association;
- (v) been a registered member of a relevant professional body (where applicable);
- (vi) shown merit and ability in work performance and results.

Note: a relevant Masters degree and certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification in a recognized institution will be considered added advantage.

Duties and Responsibilities

An officer at this level will head a Regional office or a section at the headquarters.

Specific duties and responsibilities include:

- (i) initiating policy and standards review;
- (ii) coordinating investigations and research in occupational safety and health, inspections and audits, surveillance workers health, prosecution under occupational Safety and health, creating awareness on occupational safety and health, monitoring of activities of approved persons and institutions;

- (iii) setting of specifications and standards for the design and quality of personal protective equipment, safety standards for industrial machinery and equipment; and
- (iv) setting of safety standards for industrial machinery and equipment and approval of architectural plans for proposed, intended extension and renovations of workplace premises.

VACANCIES IN THE MINISTRY OF TRANSPORT AND INFRASTRUCTURE DEVELOPMENT

STATE DEPARTMENT FOR TRANSPORT

DEPUTY DIRECTOR, SHIPPING AND MARITIME - ONE (1) POST - V/NO. 16/2018

Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for cumulative period of ten (10) years, an aggregate of which at least three (3) years should have been in the grade of Senior Assistant / Assistant Director, Shipping and Maritime, Job Group 'Q' / 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Social Sciences, Marine Engineering or Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Maritime Studies, Shipping Management, Maritime Law, Maritime Affairs, Maritime Education and Training, Marine Environment Protection, Environmental Science or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in any of the following: Law of the Sea, Port Management, Maritime Security, Inland Water Transport, Sea Use Management, Port State Control and Formulation of National Maritime Policy or Shipping Terms from a recognized institution; and
- (v) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution; and
- (vi) demonstrated a high degree of professional competence, managerial, administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives.

Duties and Responsibilities

- (i) formulating, reviewing and implementing policies on shipping and Maritime to ensure safety, security, navigation, search and rescue, port development and inland waterways;
- (ii) domesticating international conventions ratified by Kenya into Policies, Legislations and regulations;
- (iii) implementing standards for Training, Certification and watch keeping (sea times);
- (iv) coordinating matters related to regional and international bodies on Maritime issues;
- (v) facilitating seaborne trade activities in liaison with stakeholders;
- (vi) verifying reports on Shipping transport costs in the region;
- (vii) coordinating activities of State Agencies on matters related to Maritime Safety, Security and Commercial Shipping Development; and
- (viii) compiling and submitting data on imported oil to the International Oil Pollution Compensation Funds:

SENIOR ASSISTANT DIRECTOR, ROADS TRANSPORT - ONE (1) POST - V/NO. 17/2018

Basic Salary Scale: Ksh.94,850 - Ksh.127,110 p.m. (Job Group 'Q')

For appointment to this grade, a candidate must have;

- (i) served for cumulative period of ten (10) years, an aggregate of which at least three (3) years should have been in the grade of Assistant Director Roads Transport/Principal Roads Transport Officer, Job Group 'P' / 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or equivalent qualification 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.
- (vi) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

Duties and Responsibilities

Specific duties and responsibilities will include:

- (i) developing, reviewing and implementing Road Transport Policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of road services and related civil works;
- (iii) monitoring and adherence to professional standards and quality control in major Road services in conjunction with the relevant agencies;
- (iv) guiding, reviewing of regulations and guidelines on road transport services;
- (v) authenticating data prepared in the department and related reports and ensuring automation of database;
- (vi) coordinating development of guidelines for promotion of safe, reliable road transport systems;
- (vii) following up with the road agencies to ensure inclusion of non-motorized facilities in road designs;
- (viii) attending to parliamentary enquiries on matters related to Road transport services and safety;
- (vii) liaising with stakeholders in ensuring proper planning of road transport in urban areas; and
- (ix) coordinating the development of proposals for addressing road traffic congestion and pollution in urban areas in conjunction with stakeholders.

SENIOR ASSISTANT DIRECTOR RAILWAYS TRANSPORT - ONE (1) POST - V/NO. 18/2018

Basic Salary Scale: Ksh.94,850 - Ksh.127,110 p.m.

(Job Group 'Q')

For appointment to this grade, a candidate must have;

- (i) served for cumulative period of ten (10) years, an aggregate of which three (3) years should have been in the grade of Assistant Director Railways/Principal Railways Officer, Job Group 'P' / 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;

- (iv) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks or equivalent qualification from a recognized institution; and
- (v) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

Duties and Responsibilities

Specific duties and responsibilities at this level include:

- (i) developing, reviewing and implementing Railway Transport Policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of railway services and related civil works;
- (iii) monitoring and adherence to professional standards and quality control in Railway services in conjunction with the relevant agencies;
- (iv) authenticating data prepared in the department and related reports and encuring automation of database;
- (v) liaising with relevant agencies in the modernization of railway system in the country including development of commuter (light) railways system in major towns in the country;
- (vi) attending to parliamentary enquiries on matters related to Railway transport services and safety; and
- (vii) liaising with stakeholders in ensuring proper planning of railway transport in urban areas.

STATE DEPARTMENT FOR INFRASTRUCTURE

SENIOR PRINCIPAL SUPERINTENDING ENGINEER (ROADS) - TWO (2) POSTS - V/NO. 19/2018

Basic Salary Scale: Ksh. 115,290 -153,170p.m

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Principal Superintending Engineer (Roads), Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor of Science degree in Civil Engineering or comparable qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya;
- (iv) current valid annual practising License from the Engineers Registration Board of Kenya;
- (v) a corporate member of the Institute of Engineers of Kenya (IEK);
- (vi) a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized Institution; and

- (vii) demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

NOTE: Possession of a Masters degree in a relevant field will be an added advantage.

Duties and Responsibilities

An officer at this level will be deployed as a head of a Division at Headquarters or as the Regional Roads Engineer.

As a head of a division, specific duties and responsibilities include:

- (i) formulating, reviewing and implementing general policies on roads services procurement work;
- (ii) ensuring efficiency in the repair and maintenance of all road works;
- (ii) budgeting;
- (iii) carrying out Quality Assurance of Roads Services;
- (iii) Evaluating and monitoring the adherence and compliance with the set commitments and indicators in the department performance contract.

As a Regional Roads Engineer, duties and responsibilities include:

- (i) providing direction in roads and research activities within the province;
- (ii) supervising construction, rehabilitation and maintenance of classified and unclassified roads;
- (iii) preparing tender documents;
- (iv) monitoring and execution of roads development projects.

SENIOR PRINCIPAL SUPERINTENDING ENGINEER (MATERIALS) - TWO (2) POSTS - V/NO. 20/2018

Basic Salary Scale: Ksh. 115,290 -153,170p.m

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Principal Superintending Engineer (Roads/Materials), Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors Degree in Civil Engineering or equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya;
- (iv) a current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vi) a certificate in strategic leadership and development course lasting not less than six (6) weeks from a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and

(viii) implementation of civil engineering programmes.

NB: Possession of a Masters Degree in a relevant field is an added advantage

Duties and responsibilities

An officer at this level will be deployed as a head of a Branch at Headquarters or as a Regional Materials Engineer;

As a head of a branch at the Headquarters, Specific duties and responsibilities include:

- (i) formulating, reviewing and implementing policies, strategies and programmes relating to civil engineering;
- (ii) ensuring efficiency in procurement of workers and compliance with the set standards;
- (iii) evaluating and monitoring the adherence and compliance with the set commitments and indicators.

As a Regional Materials Engineer, specific duties and responsibilities include:

- (i) providing direction and co-ordination of roads and research activities within the region.
- (ii) supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- (iii) preparing the tender documents;
- (iv) monitoring the execution of roads development project;and
- (v) supervision and training of engineers and technical staff.

PRINCIPAL SUPERINTENDING ENGINEER (MATERIALS) - ONE (1) POST - V/NO. 21/2018

Basic Salary Scale: Ksh. 94,850 -127,110.m

(Job Group Q)

For appointment to this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Chief Superintending Engineer (Roads/Materials), Job Group 'P' or in a comparable and relevant position in the Public Service ;
- (ii) a Bachelors Degree in Civil Engineering or its equivalent and relevant qualification from a University recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya;
- (iv) a current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vi) a certificate in strategic leadership and development course lasting not less than six (6) weeks from a recognized Institution;; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

NB: Possession of Masters Degree in a relevant field is an added advantage

Duties and Responsibilities

An officer at this level will be deployed as a head of section at the Ministry's Headquarters or as a Regional Materials Engineer.

At the Headquarters the officer will be responsible to a Senior Superintending Engineer. Specific duties and responsibilities will Include:

- (i) formulating, reviewing and implementing policies, strategies and programmes relating to material engineering;
- (ii) Planning, controlling and coordinating foundation and structural integrity investigations, evaluation, design and, and repair of road pavement;
- (iii) monitoring and controlling repair and maintenance of roads and bridges;
- (iv) checking and recommending for approval engineering consultants designs including evaluation, certifying and recommending fees submitted by consultants and contractors;
- (v) co-ordination of improvements of roads and material engineering services.

As a Regional Materials Engineer, the officer will be responsible for direction and co-ordination of roads and research activities within the Region. Specific and responsibilities include:

- (i) supervision of construction, rehabilitation and maintenance of roads;
- (ii) preparation of tender documents;
- (iv) monitoring the execution of roads development project; and
- (v) supervision and training of engineers and technical staff.

VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES - STATE DEPARTMENT FOR LIVESTOCK

SENIOR DEPUTY DIRECTOR VETERINARY SERVICES - TWO (2) POSTS - V/NO. 22/2018

Basic Salary Scale: Ksh. 127,110 -189,200 p.m

(Job Group S)

For appointment to this grade, an officer must have:-

- (i) served in the grade of Deputy Director of Veterinary Services, Job Group 'R' for a minimum period of three (3) years;
- (ii) a Bachelors degree in Veterinary Medicine (BVM) degree from a University recognized in Kenya;
- (iii) a Master of Science degree in any of the following disciplines: Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition and Feed Science, Animal Genetics and Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy,

Reproductive Biology, Veterinary Pathology and Microbiology, Clinical Pathology and Laboratory Diagnosis, Fish Science, Apiary Science, Master of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Wildlife Health and Management, Veterinary Epidemiology and Economics, Animal Production, Aquatic Sciences or equivalent qualifications from a university recognized in Kenya;

- (iv) registered by Kenya Veterinary Board;
- (v) attended Strategic Leadership Development programme lasting not less than six (6) weeks from a recognized institution; and
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of Veterinary Services.

Duties and Responsibilities

An officer at this level will be responsible to the Director of Veterinary Services for efficient management of a division. Overall duties and responsibilities include: initiating, formulation, development, implementation, monitoring and review of policies, laws and strategies in the delivery of veterinary services. An officer at this level may be deployed to perform any of the following services:

Animal Disease and Pest Control Services

Specific duties and responsibilities include:

- (i) controlling of Zoonoses through development of disease contingency plans;
- (ii) establishing and maintaining Disease free Zones and Quarantine stations;
- (iii) analyzing, preparing and submitting OIE reports on animal, coordinating the provision of clinical services in Arid and Semi Arid Areas (ASAL);
- (iv) regulating provision of clinical veterinary services;
- (v) evaluating field efficacy trials results for acaricides and making appropriate recommendations;
- (vi) coordinating the development and maintenance of animal identification and traceability system;
- (vii) collaborating with other stakeholders on research agenda setting on animal diseases and pest management strategies;
- (viii) coordinating veterinary information management and dissemination to stakeholders; and
- (ix) evaluating export/import requests documents in respect to live animals, drugs, vaccines and by-products and making appropriate recommendations.

Food Safety and Animal By-Products Services

Duties and responsibility at this level include:-

- (i) planning and coordinating safety assurance of foods of animal origin and residue testing programs;
- (ii) analysing and interpreting reports on food safety assurance and making appropriate recommendations;
- (iii) liaising with national and international standard setting bodies in the development and implementation of food safety standards;
- (iv) participating in national committees on matters related to Genetically Modified Organisms in foods, Bio-security, feeds and animal products and by-products;
- (v) evaluating import and export applications in respect to foods of animal origin, animal feed premixes and by-products and making appropriate recommendations; and
- (vi) participating in curriculum development, training, public awareness and education on food safety.

Diagnostic Services, Quality Assurance and Bio-Safety Services

Duties and responsibilities at this level include:-

- (i) initiating the formulation and review of standard operating procedures relating to quality assurance of biologics, biological assays, diagnostic technologies and bio safety;
- (ii) collaborating with other institutions working on animal research on diagnostics and quality assurance of veterinary inputs and products;
- (iii) facilitating implementation and maintenance of ISO 17025 standards; and
- (iv) promoting and regulating establishment of private veterinary laboratories.

Breeding, Extension and Animal Welfare Services

Duties and responsibilities at this level include :

- (i) initiating the formulation and review of policies relating to animal reproductive, extension and welfare services;
- (ii) coordinating research-extension-farmer linkages;
- (iii) breeding technologies and animal welfare;
- (iv) coordinating animal breeding biotechnology;
- (v) collaborating with breeding organizations and livestock center;
- (vi) developing and disseminating information on animal health, breeding and welfare;
- (vii) assessing applications for production, importation, distribution and export of animal genetic materials, breeding technologies and animal welfare; and
- (viii) participating in curriculum development, training, public awareness and education;
- (ix) coordinating the implementation of the department's policies, legal framework, strategies, capacities development and physical resource management, work plans and budget;

- (x) administering the performances appraisal instrument within the department; and
- (xi) coordinating and ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

DEPUTY DIRECTOR LIVESTOCK PRODUCTION - FOUR (4) POSTS - V/NO. 23/2018

Basic Salary Scale: Ksh. 115,290 -153,170p.m

(Job Group R)

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Assistant Director of Livestock Production, Job Group 'Q' for a minimum period of three (3) years;
- (ii) a Bachelors degree in any of the following disciplines: Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resources Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension 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 Extension, Animal Breeding and Genetics or Animal Nutrition from a University recognized in Kenya;
- (v) attended Strategic Leadership Development programme lasting not less than six (6) weeks from a recognized institution; and
- (vi) shown outstanding administrative capability and professional competence required in managing livestock production services.

Duties and Responsibilities

- (i) coordinating extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;
- (ii) participating in development of public/private initiatives and overall policy formulation;
- (iii) preparing technical information in animal production, livestock marketing, range management, apiculture, and ranching;
- (iv) promoting economic livestock farming' resourcing in technical workshops and seminars;
- (v) researching, inventing and advising on livestock production technologies and techniques;
- (vi) developing livestock production/projects;
- (vii) preparing agribusiness, ranch and farm plans;
- (viii) establishing linkage with research institutions and other stakeholders on livestock production matters;
- (ix) coordinating conservation and utilization of range resources;

- (x) overseeing extension activities;
- (xi) overseeing the implementation of livestock information management systems;
- (xii) coordinating monitoring and evaluation of livestock programmes;
- (xiii) preparing technical papers and reports for professional forums and symposia; and
- (xiv) participating in formulation of livestock bi-lateral/multilateral agreements.

SENIOR ASSISTANT DIRECTOR, LIVESTOCK PRODUCTION - THREE (3) POSTS - V/NO. 24/2018

Basic Salary Scale: Ksh.94,850 – Ksh.127,110 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 Bachelors degree in any of the following disciplines: Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resources Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension 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 Extension, Animal Breeding and Genetics or Animal Nutrition 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) shown outstanding administrative capability and professional competence required in managing leather development service.

Duties and Responsibilities

Specific duties and responsibilities at this level include:

- (i) resourcing in technical workshops, seminars and agricultural shows;
- (ii) preparing technical papers and reports for professional forums;
- (iii) providing technical advice and information in animal production, livestock marketing, range management, apiculture and ranching;
- (iv) promoting economic livestock farming;
- (v) coordinating extension activities which include field days, field demonstrations, farmers field schools and farm visits;
- (vi) researching, inventing and advising on livestock production technologies and techniques;
- (vii) initiating livestock production programmes/projects;

- (viii) overseeing effective and efficient management of sheep and goat station, livestock farms, mobile pastoral training units, pastoral training centres or livestock improvement and multiplication farms;
- (ix) organizing the preparation of agribusiness, ranch and farm plans;
- (x) monitoring and evaluating of livestock programmes;
- (xi) collaborating with research institutions and other stakeholders on livestock production matters;
- (xii) planning for conservation and utilization of range resources; and
- (xiii) coordinating extension activities and developing livestock information management systems.

**MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS -
NATIONAL YOUTH SERVICE**

CHIEF PRINCIPAL LECTURER, FIVE (5) POSTS - V/NO. 25/2018

Basic Salary Scale: Ksh.115,290 - Ksh. 153,170p.m (Job Group R)

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of one (1) year in the grade of Senior Principal Lecturer I, Job Group 'Q' in the Civil Service;
- (ii) a Bachelors degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Public Relations, Law, Industrial Technology, Production Technology, Instrumentation and Control), Agriculture, Livestock Production, Animal Health, Agricultural Economics, Computer Science, Economics (Upper Division); Information Technology, Education, Commerce (Accounts or Finance option with CPAII/CPSII) or Food Technology from a university recognized in Kenya;

OR

- a Bachelors degree in any of the following disciplines:- Human Resource Management, Entrepreneurship, Communication, Tourism, Hospitality/Hotel Management, Food Technology, Home Economics, Business Administration/Management, Sociology, Economics (Lower Division), Secretarial Studies, Supply Chain Management, Sales and Marketing, Kiswahili, English, Clothing and Textile or Guidance and Counselling Plus a Post-Graduate Diploma in Education from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Engineering (Electrical, Mechanical, Automotive, Electronics, Telecommunication, Computer Science, Civil, Constructuion Plant, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control), Information Systems, Information

- Technology, Information Communication Technology, Agriculture, Livestock Production, Animal Health, Agricultural Economics, Project Management, Entrepreneurship, Communication, Human Resource, Food Technology, Education, Sociology, Economics, Business Administration, Business Management, Tourism, Supply Chain Management, or Guidance and Counselling 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 a high standard of professional competence and leadership capabilities necessary for work performance.

Duties and Responsibilities

An officer at this level will deputize the Director, Training Institutions (NYS) and may be deployed to head either, Institute of Business Studies, Engineering Institute, School of Agriculture, Catering School or Technical Training College, Mombasa. Specific duties and responsibilities include:

- (i) formulating, reviewing and implementing the Institute's academic policies, programmes and strategies;
- (ii) coordinating the development, implementation and reviewing of training programmes in the institute;
- (iii) overseeing administration of examinations, seminars, workshops and symposia;
- (iv) coordinating performance management systems in the institute;
- (v) collaborating with other stakeholders in the development of curricula and syllabi;
- (vi) carrying out research and consultancy in relevant areas;
- (vii) liaising with the institute's clientele on training matters; and
- (viii) monitoring and evaluating implementation of training programmes and strategies.

(I) CANCELLED ADVERTS

V/No.	POST	MINISTRY/ STATE DEPARTMENT	JOB GROUP	NO. OF VACAN CIES
259/2017	Director, Occupational Safety and Health Services	Labour and Social Protection	S	1
260/2017	Deputy Director, Occupational Safety & Health Services		R	4
261/2017	Senior Assistant Director, Occupational Safety & Health Services		Q	9

SECRETARY/CEO
PUBLIC SERVICE COMMISSION