



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

VACANT POSITIONS IN THE MINISTRY OF INDUSTRIALIZATION, TRADE AND ENTERPRISE DEVELOPMENT

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

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present fake certificates/ documents.
- (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 13th September, 2022 latest 5.00 pm (East African Time).**

STATE DEPARTMENT FOR TRADE AND ENTERPRISE DEVELOPMENT

TRADE DEVELOPMENT OFFICER II - FIFTEEN (15) POSTS - V/NO. 31/2022

Basic Salary Scale:	Ksh.31,270 – Ksh.41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4,200 – Ksh.10,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.4,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor's Degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship or International Trade/Business/Relations or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) collecting and compiling economic and trade related data;
- (ii) disseminating trade information to the business community; and
- (iii) facilitating international trade promotion activities through trade fairs and exhibitions

STATE DEPARTMENT FOR INDUSTRIALIZATION

INDUSTRIAL DEVELOPMENT OFFICER I - FIFTEEN (15) POSTS - VNO.32/2022

Basic Salary Scale:	Ksh.38,270 – Ksh.51,170 p.m.	(CSG) 10
House Allowance:	Ksh.7,500 - 16,500 p.m. (Depending on duty Station)	
Commuter Allowance:	Ksh.5,000 p.m.	
Leave Allowance:	As provided in the Civil service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor's Degree in any of the following disciplines: Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Sciences, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya.

Duties and Responsibilities

This is the entry and training grade for the Industrial Development officers in possession of professional degrees. An officer at this level will be considered to be on job training. Duties and responsibilities at this level will include:-

- (i) collecting data and information on closed/underperforming industries requiring support;
- (ii) analyzing information on industrial production, investment, local raw materials availability, industrial expansion programmes, resource efficient technology programmes, employment and marketing;
- (iii) disseminating industrial development information; and
- (iv) compiling simple reports on promotional activities

INDUSTRIAL DEVELOPMENT OFFICER II-THIRTY FIVE (35) POSTS-V/NO.33/2022

Basic Salary Scale:	Ksh.31,270 – Ksh.41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4,200 – Ksh.10,000p.m.	
Commuter Allowance:	Ksh.4,000 p.m.	
Leave Allowance:	As provided in the Civil service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must have a Bachelor's Degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological and Physical Sciences, Entrepreneurship, Statistics, Economics or Project Planning and Management from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) collecting data and information on closed/underperforming industries requiring support;
- (ii) analyzing information on industrial production, investment, local raw materials availability, industrial expansion programmes, resource efficient technology programmes, employment and marketing;
- (iii) disseminating industrial development information; and
- (iv) compiling simple reports on promotional activities

LECTURER III- (KENYA INDUSTRIAL TRAINING INSTITUTE (KITI) - NAKURU) TWENTY FIVE (25) POSTS - V/NO. 34/2022

Basic Salary Scale:	Ksh.31,270 – Ksh.41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4,200 – Ksh.10,000p.m.	
Commuter Allowance:	Ksh.4,000 p.m.	
Leave Allowance:	As provided in the Civil service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor's Degree in any of the following disciplines: Clothing and Textiles Technology, Leather Technology, Food and Beverage, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, Information Technology, Communication Technology, Physics, Chemistry, Biochemistry, Mathematics, Renewable Energy, Technology, Human Resource Management, Supply Chain Management, Clothing, Textile and Interior Design, Fashion Design and Marketing, Fashion Design and Textile Technology or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) preparing schemes of work, lessons notes, work/lesson plans and training in areas of specialization;
- (ii) setting and marking examinations at diploma level;
- (iii) maintaining students' progress reports;
- (iv) implementing training programmes in all areas of specialization;
- (v) preparing training materials and aids; and
- (vi) collecting data for research on projects relating to area of specialization.

INSTRUCTOR III- FIFTEEN (15) POSTS - V/NO.35/2022

Basic Salary Scale:	Ksh.25,470 – Ksh.33,950 p.m.	(CSG 12)
House Allowance:	Ksh.3,200 – Ksh.6,750 p.m.	
Commuter Allowance:	Ksh.4,000 p.m.	
Leave Allowance:	As provided in the Civil service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines: Automotive Engineering, Mechanical Engineering, Plant Engineering, Electrical Engineering, Electronics Engineering, Civil Engineering, Building and Construction, Clothing and Textiles Technology, Leather and Tannery, Leather Technology, Food Technology, Entrepreneurship, Education, Ceramics, Plastic Technology, Information Communication Technology, Foundry Technology, Food and Beverage, Agricultural Engineering, Business Management/Administration, Water Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Technical Education, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textile Technology, Community Development or its equivalent qualification from a recognized institution.

Duties and Responsibilities

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

- (i) instructing in the area of specialization;
- (ii) implementing training programmes in the area of specialization;
- (iii) ensuring workshop tools, machines and equipment are cleaned;
- (iv) preparation of training materials including teaching and instructional aids; and
- (v) preparation of work/lesson plans, assessing and marking practical work for trainees.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION