



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”

CALL FOR APPLICATIONS TO THE POSITION OF PRINCIPAL SECRETARY IN THE PUBLIC SERVICE

Article 155(3)(a) of the Constitution of Kenya, 2010, mandates the Public Service Commission to recommend to the President persons for nomination and appointment as Principal Secretaries. Pursuant to this constitutional provision, the Public Service Commission invites applications from suitably qualified persons who wish to be considered for the position of Principal Secretary.

Requirements for Appointment:

For appointment to this position, a candidate should:

- (i) be a citizen of Kenya;
- (ii) hold a degree from a university recognized in Kenya;
- (iii) have at least ten years relevant professional experience, five years of which should have been in a leadership position or at a top management level in the public service or private sector;
- (iv) possess general knowledge of the organization and functions of Government;
- (v) demonstrate an understanding of the goals, policies and developmental objectives of the nation;
- (vi) have demonstrable leadership and management capacity including knowledge of financial management and strategic people management; and
- (vii) meet the requirements of Chapter Six of the Constitution on leadership and integrity.

Duties and Responsibilities

A Principal Secretary will be responsible to **the Cabinet Secretary** in the performance of his/her duties. Specific duties and responsibilities shall include:

- (i) being the Accounting Officer and Authorized Officer of the State Department
- (ii) implementing government policies and the Strategic Plan for the State Department;
- (iii) facilitating the achievement of the goals and objectives of Government and Inter-Governmental programmes and projects;
- (iv) developing and implementing an effective performance management system;

- (v) ensuring efficient and effective utilization of Financial, Human and other Resources in the State Department and submitting regular statutory reports as required; and
- (vi) promoting the values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the State Department.

Terms of Service

- (i) A Principal Secretary will serve on contract as determined by the appointing Authority.
- (ii) The gross monthly salary and benefits attached to this position will be as determined by the Salaries and Remuneration Commission vide Kenya Gazette No. 8792 Vol. CXXIV-No. 154 of 27th July 2022.
- (iii) Serving public servants appointed to this position may be granted leave of absence by the Public Service Commission.

How To Apply

- (a) Each application should be accompanied by a detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application.
- (b) All applications should be clearly marked “**Application for the position of Principal Secretary**” and submitted in any **ONE** of the following ways:
 - (i) Manual applications should be hand delivered to the Office of the Secretary/CEO situated on the 4th floor of Commission House, off Harambee Avenue.
 - (ii) Online applications should be e-mailed in PDF format to: principalsecretary2022@publicservice.go.ke
 - (iii) Posted applications should be addressed to:

The Secretary/CEO
Public Service Commission
Commission House
P.O. Box 30095-00100
NAIROBI

Note:

- (i) The names of all applicants and those shortlisted will be published in the print media after the closure of the advert.
- (ii) Interested applicants are expected to get **clearance** from the following bodies.
 - a) Kenya Revenue Authority;
 - b) Higher Education Loans Board;
 - c) Ethics and Anti-Corruption Commission;
 - d) Directorate of Criminal Investigation (certificate of good conduct). and
 - e) A registered Credit Reference BureauApplicants must submit **copies** of these clearance certificates with the application.
- (iii) Serving Principal Secretaries will be required to apply.

“Women, minorities, the marginalized and persons living with disability are encouraged to apply”.

All applications should reach the Commission on or before 20th September, 2022.

Further information is available on the Public Service Commission website www.publicservice.go.ke

**AMB. ANTHONY M. MUCHIRI, CBS
CHAIRPERSON
PUBLIC SERVICE COMMISSION**