



## **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 CHIEF ADMINISTRATIVE SECRETARY IN THE PUBLIC SERVICE**

Following the establishment of the Office of the Chief Administrative Secretary by H.E the President under Article 132(4) (a) of the Constitution as read with Section 30 of the Public Service Commission Act, 2017, the Public Service Commission hereby invites applications from suitably qualified persons who wish to be considered for appointment.

### **Requirements for Appointment:**

For appointment to this position, a candidate must be a Citizen of Kenya and should have :

- (i) A Bachelor’s degree from a university recognized in Kenya
- (ii) Demonstrable ability to manage the administrative-political interface;
- (iii) Excellent interpersonal and communication skills;
- (iv) Demonstrable ability to articulate public policies and programmes;
- (v) Demonstrable ability to undertake complex and high-pressure tasks that require engagements with multi-institutions and other public officers;
- (vi) Demonstrable knowledge and application of national values as well as values and principles of public service;
- (vii) Demonstrable knowledge and application of good governance; and
- (viii) Meet the requirements of Chapter Six of the Constitution.

### **Duties and Responsibilities**

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

- (i) responding to issues/questions touching on the portfolio assigned to the office;
- (ii) Providing liaison with the National Assembly and Senate;
- (iii) Providing liaison with County Governments on matters of concurrent mandate;
- (iv) Providing inter-ministerial /sectoral co-ordination;
- (v) Representing the Cabinet Secretary at any meeting as instructed by the Cabinet Secretary; and
- (vi) Executing any other duties and responsibilities specifically assigned to the office by the Cabinet Secretary in furtherance of the interest of the Ministry.

## Terms of Service

- (i) A Chief Administrative Secretary will serve on contract as determined by the appointing Authority.
- (ii) This position is graded at CSG 3 in the Public Service - the remuneration and benefits commensurate to this level will be applicable

## 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.
- (b) All applications should be clearly marked “**Application for the position of Chief Administrative Secretary**” and submitted in any ONE of the following ways:
  - (i) Hand delivered to Commission House, off Harambee Avenue, Nairobi.
  - (ii) Posted to the following address:

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

### Note:

- (i) The names of all applicants will be published on the Commission’s website after the closure of the advert.
- (ii) Names of shortlisted candidates will be published in the print media.
- (iii) 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.

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

All applications should reach the Commission on or before 5.00 p.m. on 27th October, 2022.

Further information is available on the Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke)

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