



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”

ADVERTISEMENT - 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 **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Please Note:

- (i) Applicants 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 applicants 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 Kenya's 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 avail Original letters of appointment to the current substantive posts during the interviews.

Applications should reach the Commission **on or before 13th February, 2024 latest 5.00 pm (East African Time)**

VACANCIES IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

STATE DEPARTMENT FOR INTERNAL SECURITY AND NATIONAL ADMINISTRATION

COUNTY COMMISSIONER/SECRETARY ADMINISTRATION II NATIONAL GOVERNMENT ADMINISTRATION – TWENTY TWO (22) POSTS – V/No. 1/2024

Basic Salary Scale:	Ksh.180,160 p.m. –Ksh.335,450 p.m.	CSG 4
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	ksh.24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of two (2) years in the grade of Senior Deputy County Commissioner I/Director of Administration, CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Administrative Officers' Induction Course lasting not less than four (4) weeks;
- (v) passed Administrative Officers' examination;
- (vi) a Certificate in Administrative Officers' Paramilitary Course lasting not less than three (3) months from a recognized institution;
- (vii) a Diploma in Public Administration (DPA)
OR
an Advanced Public Administration (APA) Certificate;
- (viii) demonstrated merit and ability as reflected in work performance and results; and
- (ix) demonstrated a clear understanding of National Development goals, objectives and ability to integrate them into the Administrative Officers' function

Duties and responsibilities

In Field Administration

A County Commissioner will be deployed to head and co-ordinate the affairs of the National Government at the County. The officer will also be the interface between the National Government and County Government. Duties and responsibilities at this level will include:-

- (i) promoting statehood and nationhood;
- (ii) coordinating performance of National Government departments;
- (iii) promoting good governance, accountability and participation of the people in the implementation of National Government programmes for sustainable development;

- (iv) overseeing implementation of Government policies;
- (v) following up Presidential and Government directives pertaining to the county;
- (vi) convening and chairing the County Security Committee;
- (vii) coordinating implementation of decisions of the County Security Committee;
- (viii) promoting community policing and “nyumba kumi initiative”
- (ix) coordinating national and state functions;
- (x) building effective inter-governmental relations platforms based on consultation, engagement and collaboration with County Government;
- (xi) ensuring security of Government property, assets, facilities and inventory;
- (xii) managing and maintaining administrative boundaries, security roads, airstrips and vital installations;
- (xiii) coordinating the campaigns against drugs, alcohol and substance abuse;
- (xiv) coordinating disaster management and emergency response;
- (xv) coordinating peace building and conflict resolution;
- (xvi) promoting and enhancing national cohesion and integration;
- (xvii) ensuring prudent utilization and accountability of resources of the National Government;
- (xviii) ensuring regular monitoring and evaluation of projects and programmes of National Government;
- (xix) delivering Presidential speeches;
- (xx) performing the role Official National Government Spokesperson and the liaison officer on matters of inter-governmental relations in the county; and
- (xxi) submitting regular, quarterly and annual reports pertaining to the county; and
- (xxii) undertaking official protocol business of the National Government at the county level

In Ministry/Departmental Headquarter

An officer at this level will be deployed to head the National Government Administrative Function. Duties and responsibilities at this level will include:-

- (i) developing and maintaining proper internal monitoring systems and procedures;
- (ii) developing annual administrative work plans, programmes and ensuring implementation;
- (iii) overseeing planning and budgeting for the administrative functions; and
- (iv) performing management and capacity building;
- (v) overseeing co-ordination of National Government Functions as per the Constitution, the National Government Co-ordination Act of 2013 and other relevant statutes;
- (vi) formulating and developing of National Government policies, plans and programmes;
- (vii) providing strategic leadership and policy direction for effective implementation of Government policies;
- (viii) providing general guidance on the co-ordination of national security
- (ix) coordinating provision of agency services to the National Government departments and other institutions;
- (x) coordinating peace building and conflict management programmes in liaison with other stakeholders;
- (xi) mobilizing government agencies for national events and programmes;

- (xii) facilitating maintenance of national and international boundaries, security roads and airstrips and, vital government installations;
- (xiii) providing guidance on the and implementation of policies on alcohol, drugs and substance abuse;
- (xiv) coordinating disaster management and emergency response in liaison with other stakeholders; and
- (xv) ensuring security of Government property assets facilities and inventory
- (xvi) overseeing effective correctional services in the country;
- (xvii) overseeing the betting control activities at national level and coordinate all matters relating to children affairs

**DEPUTY DIRECTOR, KENYA SCHOOL OF ADVENTURE ONE (1) POSTS
V/No.2/2024**

Basic Salary Scale:	Ksh.102,860 – Ksh. 172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 –Ksh. 50,000 p.m.	
Commuter Allowance:	Ksh.16, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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 Lecturer II CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor’s Degree in any of the following disciplines: -Education, Physical Education, Sports Science, Sports Psychology, Sports Management, Sport and Recreation Management, Sports and Exercise Science, Leisure and Recreational Management, Bio-Kinetics or equivalent qualification from a university recognized in Kenya;
- (iii) a Training of Trainers (TOT) Certificate lasting not less than one (1) week from a recognized institution for officers who do not hold Bachelor of Education degree or Post Graduate Diploma in Education;
- (iv) a Certificate in Outdoor Experiential Training lasting not less than three (3) weeks from a recognized institution;
- (v) a Certificate in Para-Military Training lasting not less than three (3) months from a recognized institution; and
- (vi) demonstrated a high degree of professional competence and managerial capability in work performance and exhibited a thorough understanding of the national goals, policies, programmes and ability to translate them to training modules

Note: 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 is an added advantage.

Duties and responsibilities

An officer at this level will be deployed to head a department. Duties and responsibilities at this grade will include:-

- (i) formulating training policies;
- (ii) ensuring the implementation of standard operating procedures;
- (iii) planning; directing and controlling the designing and reviewing of training programs; facilitating logistical support;
- (iv) validating training programs and events;
- (v) approving research and consultancy assignments;
- (vi) ensuring the implementation of curriculum and syllabus development;
- (vii) monitoring and evaluating programs and activities;
- (viii) overseeing outdoor learning; and mobilizing resources;
- (ix) developing and implementing department budget and strategic work plans;
- (x) overseeing the department's performance appraisal systems, statutory reports; and contracts and deploying, training, and development of staff in the department

STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES

SECRETARY REFUGEE AFFAIRS – ONE (1) POST – V/No. 3/2024

Basic Salary Scale:	Ksh.180,160 – Ksh.335,450 p.m.	(CSG 4)
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	Ksh.24,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	As existing in the Civil Service	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been in the grade of Senior Deputy Commissioner for Refugee Affairs, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines; Public Administration, Sociology, Anthropology, Political Science, Business Administration, Human Resource Management, International Relations or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines; Public Administration, Sociology, Anthropology, Political Science, Business Administration, Human Resource Management, International Relations or equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated administrative capabilities and merits as reflected in work performance and result; and
- (v) knowledge of refugees law, human rights law, humanitarian law, international protection and ability to translate and integrate them to National goals, objective and the Kenya Vision 2030

Duties and Responsibilities

The Commissioner for Refugee Affairs will be responsible to the Principal Secretary in charge of refugee affairs for administrative and policy matters within the Refugee Affairs Department. Duties and responsibility at this level will include:-

- (i) coordinating the formulation and implementation of the refugee policy;
- (ii) coordinating the reception and care of refugees within Kenya;
- (iii) promoting durable solutions for refugees granted asylum in Kenya;
- (iv) overseeing the processing of applications for refugee status;
- (v) implementing the decisions of the Refugees Affairs Committee;
- (vi) providing advice on the care and welfare of refugees and the rehabilitation of refugee hosting areas;
- (vii) ensuring that refugee economic and productive activities do not have a negative impact on the host communities, natural resources or the local environment;
- (viii) recommending for prosecution of persons suspected of committing an offence under the Refugee Act 200;
- (ix) maintaining appropriate registration and documentation system for all refugees in Kenya;
- (x) approving applications for people wishing to visit refugee camps;
- (xi) issuing of refugee status determining decisions and relevant protection related documentation; and
- (xii) facilitating safe return of Kenyans living in other countries as refugees;
- (xiii) coordinating the implementation of the Department's strategic plans and realization of its objectives;
- (xiv) overseeing the preparation and implementation of the performance management systems in the department;
- (xv) ensuring accountability and prudent management of resources and assets; and
- (xvi) ensuring compliance with principles and values of good governance, accountability, ethics and integrity

DIRECTOR, CIVIL REGISTRATION SERVICES - FIVE (5) POSTS - V/No.4/2024

Basic Salary Scale:	Ksh.143,640 – Ksh. 262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 –Ksh. 60,000 p.m.	
Commuter Allowance:	Ksh.20, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent/Local Agreement	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Assistant Director Civil Registration Services, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Information Science, Sociology, Statistics/Economics, Government/Political Science, public

- Administration, Population Studies, Law, Anthropology, or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Sociology, Economics, Business Administration, Human Resource Management, Education, Gender Studies, Statistics, Public Policy, Governance and Ethics, Population Studies, Anthropology, Public Administration or equivalent qualification from a university recognized in Kenya;
 - (iv) thorough knowledge of the Births and Death Registration Act, related statutes, registration procedures and government regulations; and
 - (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goal policies, objectives and ability to relate them to proper management of the National Registration Services and Kenya Vision 2030

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) overseeing the interpretation, enforcement and review of the Births and Death Registration Act (Cap.149) and other related statutes;
- (ii) coordinating registration of births and deaths occurring in Kenya;
- (iii) overseeing the registration of births and deaths of Kenyans resident abroad;
- (iv) coordinating the re-registration upon legitimization and recognition of a child;
- (v) ensuring creation, maintenance and security of birth and death records;
- (vi) overseeing the issuance of birth and death certificates;
- (vii) coordinating the collection, compilation and presentation of vital Registration statistics for analysis by Kenya National Bureau of Statistics (KNBS);
- (viii) collaborating with other institutions for research and innovation on Civil Registration
- (ix) overseeing the development of Civil Registration policies, plans and strategy
- (x) collaborating with Government agencies and other stakeholders on matters relating to Civil Registration;
- (xi) coordination of the implementation of the department's strategic plans and realization of its objective;
- (xii) overseeing Civil Registration Performance management system;
- (xiii) ensuring accountability and prudent management of the resources;
- (xiv) ensuring compliance with principles and values of good governance;
- (xv) ensuring the training; development and capacity building of Civil Registration; and
- (xvi) coordinating mobilization of Civil Registration resources.

**DEPUTY DIRECTOR, CIVIL REGISTRATION SERVICES- SEVENTEEN (17) POSTS:
V/No.5/2024**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 –Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the in the grade of Principal Civil Registration Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Business Administration/Management, Information, Information Science, Sociology. Statistics/Economics, Government/Political Science, Public Administration, Population studies, Law, Anthropology or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence and managerial capabilities in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) interpreting the provision of the Births and Death Act Cap .149;
- (ii) coordinating development of Civil Registration strategic plans;
- (iii) coordinating research and innovation on Civil Registration;
- (iv) reviewing Civil Registration policies, plans and strategies;
- (v) coordinating the designing of Civil Registration information management system;
- (vi) collaborating with other relevant authorities and stakeholders in reviewing Civil Registration Statutes;
- (vii) coordinating the development of training programmes for Civil Registration;
- (viii) mobilizing civil registration Resources;
- (ix) coordinating preparation of civil registration periodic reports; and
- (x) coordinating civil registration performance management systems

**ASSISTANT DIRECTOR, CIVIL REGISTRATION SERVICES- EIGHTY (80) POSTS
V/No.6/2024**

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066–Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of eight (8) years, three (3) of should have been in the grade of Senior Civil Registration Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Information Science, Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law, Anthropology or equivalent qualification from a university recognized in Kenya; and
- (iii) shown administrative and managerial capabilities in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) monitoring and evaluating civil registration activities at the area of jurisdiction;
- (ii) undertaking research and innovation on Civil Registration;
- (iii) implementation provisions of civil registration statutes;
- (iv) implementing departmental strategies plans;
- (v) coordinating awareness sensitization campaigns on registration on birth and death;
- (vi) approving foreign births and deaths registration applications;
- (vii) signing of birth and death certificates;
- (viii) Initiating training programmes for Civil Registration staff capacity building and development;
- (ix) preparing Civil registration periodic reports;
- (x) authenticating birth and death certificate issued in Kenya to foreigners and foreign birth and death certificate issued to Kenyans;
- (xi) monitoring the supply and utilization of registration materials; and
- (xii) maintaining safe custody of registration materials

DEPUTY COMMISSIONER GENERAL OF PRISONS- ONE (1) POST- V/No. 7/2024

Basic Salary Scale : Ksh.212, 270 – Ksh.323,640 p.m. PG13 (JOB GROUP 'T')
House Allowance : As existing in the Civil Service
Leave Allowance : As existing in the Civil Service
Medical Cover : As provided by the Government
Terms of Service : Permanent and Pensionable

For appointment to this grade a candidate must:-

- (i) be currently serving in the grade of Senior Assistant Commissioner General of Prisons, Job Group S (PG 12);
- (ii) have demonstrated thorough understanding of national goals, policies, programs and ability to relate them to the prisons functions; and
- (iii) have maintained outstanding discipline record

Duties and Responsibilities

He/she will be the Principal Assistant to the Commissioner General of Prisons. Duties and responsibilities at this level will include:-

- (i) developing projections and objectives for offender containment, rehabilitation administration of justice and social reintegration;
- (ii) interpretation and enforcing prisons act, rules, Borstal Institution Act and the Prisons Service Standing Orders;
- (iii) guiding the formulation and implementation of departmental policies, rules, regulations and standing orders;
- (iv) advising the Commissioner General of Prisons on matters relating to operations of the directorates;
- (v) coordinating setting of performance contracting targets, quarterly reports, monitoring and evaluating performance of the directorates, section heads and individual officers; and
- (vi) ensuring operations are in line with government policies, strategic plans and time frame.

VACANCIES IN THE MINISTRY OF THE NATIONAL TREASURY AND ECONOMIC PLANNING

STATE DEPARTMENT FOR THE NATIONAL TREASURY

DIRECTOR GENERAL, PUBLIC DEBT MANAGEMENT – ONE (1) POST V/No.8/2024

Consolidated Pay: Ksh.655,875 – Ksh.874,500 p.m. (CSG 3)
Annual Leave: 30 working days
Medical Cover: As provided by the Government
Terms of Service: Permanent and Pensionable/Local Agreement

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

- (i) served for a minimum period of three (3) years in the grade of Director, Debt Management, CSG 4 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Computer Science, Information Technology, 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 fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Policy Formulation, Public Management, International Relations and Diplomacy, Monitoring and Evaluation or Project Management;
OR
a Certificate in any of the following: Debt Management Performance Assessment, Debt Sustainability Analysis or Macro-Economic Analyses and Modeling, Financial Modeling/Reporting, Public Debt Management, Public Debt Restructuring of Public Private Partnership from a recognized institution;
- (v) demonstrated professional competence, managerial capabilities and integrity;
- (vi) demonstrated clear understanding of National Development Policies, goals and objectives; and
- (vii) consistently demonstrated outstanding leadership qualities

Duties and responsibilities

Duties and responsibilities at this level will include:-

- (i) advising on the government's debt management policy;
- (ii) maintaining public and publicly guaranteed debt data base;
- (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) issuing Government debt securities;
- (vi) monitoring and evaluating all borrowing and debt-related transactions and processing the issuance of loan guarantees;

- (vii) assessing and managing risks in national government guarantees and On-lending;
- (viii) harmonizing, aligning and coordinating aid effectiveness in line with international declarations;
- (ix) mobilizing development partners support and coordinating Donor activities;
- (x) advising on financing and credit agreements for loans, grants and donations and monitoring implementation if donor funded Projects;
- (xi) advising county government on debt management and borrowing;
- (xii) developing Domestic Debt markets;
- (xiii) advising on market feedback to policy changes; and
- (xiv) preparing and disseminating country memoranda to market participants; and executing global investor relations programmes.

VACANCIES IN THE MINISTRY OF AGRICULTURE & LIVESTOCK DEVELOPMENT

STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT

DIRECTOR, VETERINARY SERVICES – ONE (1) POST - V/No. 9/2024

Basic Salary Scale:	Ksh.180,160 – Ksh.335,450 p.m.	(CSG 4)
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	Ksh.24,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	As existing in the Civil Service	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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 Deputy Director of Veterinary Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor of Veterinary Medicine (BVM) Degree from a university recognized in Kenya;
- (iii) a Masters Degree 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 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 or Aquatic Sciences from a university recognized in Kenya;
- (iv) be registered by the Kenya Veterinary Board; and
- (v) 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 the Veterinary Services

Duties and responsibilities

The Director of Veterinary Services will be answerable to the Principal Secretary for overall strategic policy direction, development, formulation, review and implementation of veterinary service functions and providing technical advice on Veterinary service function. Duties and responsibilities at this level will include:-

- (i) directing animal disease and pest control, veterinary diagnostic services, bio-safety and quality assurance of inputs and products, zoological services, hides and skins and leather development, veterinary public health, animal reproductive, extension and animal welfare programs;
- (ii) guiding the setting of animal research agenda and development;
- (iii) approving slaughterhouse designs and export/import request documents in respect to live animals, animal products, by-products and inputs;
- (iv) participating and collaborating with approved local, regional and international bodies in the field of animal health and trade;
- (v) ratifying trade protocols in food and feed stuffs;
- (vi) recommending for registration of veterinary drugs, vaccines and acaricides;
- (vii) regulating the production, importation, distribution and export of animal genetic materials;
- (viii) overseeing the management of Animal Health and industry, veterinary public health and Meat Technology training institutions;
- (ix) reporting to OIE on animal disease outbreaks and response;
- (x) coordinating the implementation of the Department's strategic plans and realization of its objectives;
- (xi) overseeing the preparation and implementation of the performance appraisal systems and contracts of the department; and
- (xii) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity

VACANCIES IN THE MINISTRY OF DEFENCE

DIRECTOR /SENIOR RESEARCH FELLOW/SENIOR LECTURER – ONE (1) POST – V/NO. 10/2024

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

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

- (i) served for a minimum period of three (3) years as a Tutorial fellow/Assistant Lecturer or in a comparable and relevant position in the wider public service or private sector;

- (ii) a Bachelors degree in any of the following disciplines: Peace and Security Studies, Conflict Studies, Political Science, Gender and Development or equivalent qualification from a university recognized in Kenya
- (iii) a Masters degree in any of the following disciplines: Peace and Security Studies, Conflict Studies, Political Science, Gender and Development or equivalent qualification from a university recognized in Kenya; and
- (iv) ability to teach/instruct in any two of the following; National Security Studies, International Security Studies, Strategic Security Management, Security Planning and Security/Social Sciences Research Methodology.

Note: Possession of relevant PhD Degree will be considered an added advantage.

Duties and responsibilities

Research Fellow/Lecturer position is a middle position. The post holder will be expected to show academic leadership in both research and teaching at the Centre for Security Studies (CSS) and the National Defence College (NDC). Duties at this level are two-fold; Research/Scholarship and Teaching and they include:-

Research/Scholarship

- (i) undertaking research scholarship activity subject to the approval of the Senior Researchers and the NDC Commandant;
- (ii) carrying out research internally, nationally and international and to contribute to the research objectives of both the Centre for Security Studies with approval of Senior Research Fellows;
- (iii) undertaking in subject and professional research and pedagogy development as required to support teaching activities at the NDC; and
- (iv) transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities;

Teaching

- (i) providing participants with the relevant and stimulating range of learning opportunities and experiences within the subject area, consistent with their overall objectives;
- (ii) undertaking teaching duties as required by and agreed with the Commandant and to keep abreast of international developments within the academic discipline and /or professional practice of the subject area and to share this knowledge to shape curricular content, design and delivery;
- (iii) setting, marking and assessing work providing feedback to participants;
- (iv) monitoring participants progress and making timely reports to the College Headquarters;
- (v) coordinating staff development initiatives related to learning and teaching; and
- (vi) supporting students programmes on academic, career and personal development

VACANCIES IN THE MINISTRY OF INVESTMENT, TRADE AND INDUSTRY

STATE DEPARTMENT FOR INDUSTRY

SECRETARY, INDUSTRIALIZATION - ONE (1) POST - V/No. 11/2024

Basic Salary Scale:	Ksh.180,160 – Ksh.335,450 p.m.	CSG 4
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	ksh.24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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

- (i) cumulative service period of fifteen (15) years, three (3) of which should have been in the grade of Deputy Director of Industries, CSG 6 and above or in a relevant and comparable position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following fields:- Commerce, Business Administration, Mathematics, Biology/Physical Sciences, Entrepreneurship, Statistics Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Science, Food Technology, clinical Nutrition and Dietetics, Textile Technology, production Technology, Leather Science, wood Science, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science and International Relations or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields:- Commerce, Business Administration, Mathematics, Chemistry, Biochemistry Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Production Technology, Leather Science, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics, Business Administration and International Relations from a university recognized in Kenya;
- (iv) a certificate in any of the following fields: project planning, project Appraisal, project Monitoring and evaluation, Entrepreneurship, public policy analysis, small enterprises policy and promotion, environmental impact Assessment and Auditing, Environmental Management or Business Development Services, Diplomacy/International Relations/Negotiation lasting not less than two (2) weeks from a recognized institution;
- (v) demonstrated professional competence, managerial and administrative capability in work performance and results; and
- (vi) thorough knowledge of the country's economic development strategies, policies and objectives, has very good Negotiation and influencing skills and the ability

to translate them into industrial development policies and programmes and vision 2030 aspirations.

Duties and Responsibilities

The Secretary Industrialization will provide technical advice to the Principal Secretary on all industrialization matters. Duties and responsibilities at this level will include:-

- (i) planning formulating, coordinating and implementing the National Industrialization policies, formulating, coordinating and implementing Industrial property rights policies;
- (ii) providing support for the arbitration and settlement of industrial property rights and disputes and arbitration and settlement of disputes on standards;
- (iii) promoting industrial research and development. innovation and technology transfer;
- (iv) coordinating the development and enforcement of quality standards
- (v) providing support to strategic industries;
- (vi) ensuring the revitalization of underperforming industries;
- (vii) coordinating bilateral, regional, multilateral and international matters relating to industrial development activities in conjunction with other public and private organization;
- (viii) overseeing and ensuring preparation and implementation of industrial strategic objectives;
- (ix) developing linkages with bilateral, regional and International organizations on industrialization matters;
- (x) providing an enabling environment for domestic and foreign direct investment;
- (xi) preparing and implementing the department's performance contracts, and performance management systems;
- (xii) instituting operational accountability; management of the department resources; and
- (xiii) supervising, training and development of departmental staff.

DIRECTOR INDUSTRIES - ONE (1) POST - V/No. 12/2024

Basic Salary Scale:	Ksh.143,640 p.m. – Ksh.262,420 p.m. CSG 5
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.
Commuter Allowance:	Ksh.20,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable/Local Agreement

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

- (i) served for a minimum period of three (3) years in the grade of in the grade of Deputy Director of Industries, CSG 6 or in a comparable and relevant position in in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Biology/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Science Food technology,

- Clinical Nutrition and Dietetics, Textile technology, Production Technology, Leather, Sciences, Wood Science, Veterinary, Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biology Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Science, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Science, Veterinary Sciences, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics or any other equivalent qualification from a university recognized in Kenya;
 - (iv) a certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution;
 - (v) demonstrated professional competence, managerial and administrative capability in work performance and results; and
 - (vi) thorough knowledge of the country's economic development needs, Strategies, policies and objectives and the ability to translate them into industrial development policies and programmes.

Duties and Responsibilities

An officer at this level will be responsible to the Industrialization Secretary: A Director at this level will head any of the following departments: Industrial Support Services, Micro and Small Industries, Medium and Large Industries, Industrial Information. Duties and responsibilities will include:-

- (i) development and implementation of industrial development policies;
- (ii) reviewing industrialization policies strategies, programs and projects; and
- (iii) providing a conducive business environment for the existing industries and attracting new industrial investments; and
- (iv) ensuring effective and efficient management of the department

DEPUTY DIRECTOR INDUSTRIES - EIGHT (8) POSTS - V/No. 13/2024

Basic Salary Scale:	Ksh.102,860 - Ksh.172,350 p.m.	CSG 6
House Allowance:	Ksh.21,508 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director of Industries, CSG 7 or in a comparable and relevant position in the wider public service;

- (ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Animal Science, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Science, Chemistry, Biochemistry, Computer Science or any other equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in any of the following fields: Project planning, Project Appraisal, Project Monitoring and evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprise Policy and promotion, Environmental Impact Assessment and Auditing, Environmental Business Development Services lasting not less than two (2) weeks from a recognized institution; and
- (iv) demonstrated high degree of professional, technical and administrative competence as reflected in work performance and results

Duties and Responsibilities

An officer at this level will deputize the Director in the day-to-day operational activities and will be deployed in any of the following departments: - Industrial Support Services, Micro and small industries, Medium and Large Industries or Industrial Information and Policy Development.

ASSISTANT DIRECTOR INDUSTRIES – THIRTY NINE (39) POSTS - V/No. 14/2024

Basic Salary Scale:	Ksh.90,200 p.m. – Ksh.124,630 p.m.	CSG 7
House Allowance:	Ksh.18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Industrial Development Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, 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, Medicines, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry, Computer Science or any other equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Entrepreneurship, Public Policy analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and auditing, Environmental

- Management or Business Development Services lasting not less than two (2) weeks from a recognized institution; and
- (iv) demonstrated high degree of professional, Technical and Administrative competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) reviewing sectoral reports on Tariff and Non-Tariffs Barriers (NTBs) for manufacturing industry;
- (ii) liaising with Research and development Institutions and other industry stakeholders to backstop industry on the development of industrial tooling and machining;
- (iii) identifying potential foreign investors in specific industrial sectors;
- (iv) documenting and promoting the commercialization of research and developing and development findings;
- (v) categorizing industrial clusters for industrial development;
- (vi) negotiating on industrial related issues at bilateral clusters for industrial development;
- (vii) negotiating on industrial related issues at bilateral, regional and multilateral fora;
- (viii) sensitizing entrepreneurs on industrial investment opportunities, providing advisory services and mentoring to/for potential and existing entrepreneurs;
- (ix) locating potential foreign investors in specific industrial sectors in liaison with relevant government agencies; and
- (x) undertaking monitoring and evaluation of projects /programmes.

PRINCIPAL INDUSTRIAL DEVELOPMENT OFFICER –SEVENTY THREE (73) POSTS – V/No. 15/2024

Basic Salary Scale:	Ksh.50,610 – Ksh.90,200 p.m.	(CSG 8)
House Allowance:	Ksh.16,184 – Ksh.35,000 p.m.	
Commuter Allowance:	Ksh.8,000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) in the grade of Chief Industrial Development Officer, CSG '9' or in a comparable and relevant position in the wider public Service;
- (ii) a Bachelors Degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, 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 Science, Chemistry, Biochemistry Computer Science or any other equivalent qualification from a university recognized Kenya;
- (iii) a certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution; and
 - (iv) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) preparing sectoral report on tariff and Non-Tariff Barriers (NTBs) for manufacturing and industry;
- (ii) linking of MSMEs to finance, markets, resource efficiency and cleaner production technology suppliers, Research and Development findings, quality assurance, and intellectual property protection;
- (iii) creating linkage for subcontracting among MSME and Medium and Large Industries;
- (iv) identifying potential foreign investors in specific industrial sectors; and
- (v) disseminating industrial information to stakeholders;
- (vi) Identifying and documenting indigenous technologies and entrepreneurs;
- (vii) Undertaking monitoring and evaluation on the implementation of Industrial projects/programmes;
- (viii) Undertaking benchmarking surveys and supporting the rehabilitation of industries;
- (ix) Identifying, promoting and creating awareness on market opportunities for Kenyan products; and
- (x) Creating awareness on counterfeit goods in liaison with Anti-Counterfeit Agency (ACA) and preparing industrial performance reports to enhance productivity, Competitiveness and quality of products.

DIRECTOR, KENYA INDUSTRIAL TRAINING INSTITUTE (KITI) –ONE (1) POST V/No. 16/2024

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m.	CSG 5
House Allowance:	Ksh.49,206- Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Kenya Industrial Training Institute, CSG 6 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines:- Electrical Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Building Construction, Clothing and Textiles Technology, Leather Technology,

- Food Technology, Food and Beverage, Industrial Engineering and Technology, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, Information Technology, Community Development, Counseling, Psychology, Computer Engineering, Information Communication Technology, Physics, Chemistry, Biochemistry Plant and Building Services Engineering, Agricultural Engineering, Water Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Industrial Technology, Mathematics, Renewable Energy Technology, Human Resource Management, Supply Chain Management, Education Technology, Education, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textiles Technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines:- Electrical Engineering, Mechanical Engineering, Electronics, Civil Engineering, Building Construction, Clothing and Textiles Technology, Leather Technology, Food Technology, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textiles Technology, Food and Beverage, Industrial Engineering and Technology, Entrepreneurship Development, Commerce, Business Administration, Economics, Counseling, Psychology, Computer Science, Computer Engineering, Information Communication Technology, Physics, Plant Engineering, Chemistry , Biochemistry, Plant and Building Services Engineering, Agricultural Engineering, Business Management, Water Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Industrial Technology, Mathematics, Renewable Energy Technology, Human Resource Management, Supply Chain Management, Education Technology, Education, Community Development or any other equivalent qualification from university recognized in Kenya;
 - (iv) a training of Trainers (ToT) Certificate lasting not less than four (4) weeks from a recognized institution;
 - (v) a Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification 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 Industrial Training function

Duties and Responsibilities

The Director, will be answerable to the Principal Secretary, in charge of the Ministry responsible Kenya Industrial Training Institute for the overall administration and management of the Institute. The officer will be required to provide leadership and direction in the Institute. Duties and responsibilities at this level will include:-

- (i) training in areas of specialization;
- (ii) interpreting and implementing relevant government policies and translating them into training modules;
- (iii) managing and supervising prudent use of financial and human resources in the Institute;
- (iv) managing and reviewing staff development and training programmes;
- (v) establishing collaborations and linkages with other institutions and stakeholders;

- (vi) mobilizing resources for the physical and human resource development of the institute; and
- (vii) overseeing the welfare of students and staff in the institute.

DEPUTY DIRECTOR, KENYA INDUSTRIAL TRAINING INSTITUTE (KITI) – THREE (3) POSTS - V/No. 17/2024

Basic Salary Scale:	Ksh.102,860 p.m. – 172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508- Ksh.50,000 p.m.	
Commuter Allowance:	ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Kenya Industrial Training Institute, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Electrical Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Building Construction, Clothing and Textiles Technology, Leather Technology, Food Technology, Food and Beverage, Industrial Engineering and Technology, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, Information Technology, Community Development, Counseling, Psychology Computer Engineering, Information Communication Technology, Physics, Chemistry, Biochemistry, Plant and Building Services Engineering, Agricultural Engineering, Water Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Industrial Technology, Mathematics, Renewable Energy Technology, Human Resource Management, Supply Chain Management, Education Technology, Education, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textiles Technology or its equivalent qualification from a university recognized in Kenya;
- (iii) a training of Trainers (ToT) Certificate lasting not less than four (4) weeks from a recognized institution;
- (iv) a Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification from a recognized institution;
- (v) demonstrated high degree of professional competence, administrative and managerial capability required for effective planning, organization and administration of a training institution

Duties and Responsibilities

An officer at this level will deputize the Director in the day-to-day operational activities and will be deployed in any of the following departments: - Industrial Support Services, Micro and small industries, Medium and Large Industries or Industrial Information and Policy Development.

Research, Development and Consultancy

Duties and responsibilities at this level will include:-

- (i) designing and developing curriculum;
- (ii) preparing schemes of work, lesson notes, lesson plans and training in areas of specialization;
- (iii) setting, moderating and marking exams at diploma level;
- (iv) Liaising with the institute's clientele on product based training;
- (v) Mobilizing resources for research activities;
- (vi) coordinating research activities in the institute and issuance of research permits to trainees;
- (vii) disseminating research findings;
- (viii) monitoring and evaluating market surveys and trends;
- (ix) evaluating training programmes; coordinating product improvement and prototype development; and
- (x) organizing conferences, seminars, workshops and symposia

Academic Affairs

Duties and responsibilities at this level will include:-

- (i) coordinating training activities within the institute;
- (ii) designing and developing curriculum;
- (iii) preparing schemes of work, lesson notes, lesson plans and training in areas of specialization;
- (iv) setting, moderating and marking exams at diploma level;
- (v) Ensuring effective administration of examinations;
- (vi) designing, coordinating and implementing training programmes in on industrial entrepreneurial development;
- (vii) designing and preparing training materials and aids;
- (viii) undertaking institutional based training needs assessment;
- (ix) monitoring and carrying out research and consultancy in the relevant field;
- (x) evaluating research on projects;
- (xi) coordinate the implementation of relevant policies, guidelines and standards on training;
- (xii) monitoring and conducting market surveys and trends;
- (xiii) evaluating training programmes and
- (xiv) organizing seminars, workshops and symposia

**ASSISTANT DIRECTOR, KENYA INDUSTRIAL TRAINING INSTITUTE (KITI) –
NINE (9) POSTS - V/No.18/2024**

Basic Salary Scale:	Ksh.90,200 p.m. – Ksh.124,630 p.m.	CSG 7
House Allowance:	Ksh.18,066- Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.16,800p.m	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Lecturer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Electrical Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Building Construction, Clothing and Textiles Technology, Leather Technology, Food Technology, Food and Beverage, Industrial Engineering and Technology, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, Information Technology, Community Development, Counseling, Psychology, Computer Engineering, Information Communication Technology, Physics, Chemistry, Biochemistry, Plant and Building Services Engineering, Agricultural Engineering, Water Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Industrial Technology, Mathematics, Renewable Energy Technology, Human Resource Management, Supply Chain Management, Education Technology, Education, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textiles Technology or its equivalent qualification from a university recognized in Kenya;
- (iii) a Training of Trainers (ToT) Certificate lasting not less than four (4) weeks from a recognized institution;
- (iv) a Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification from a recognized institution;
- (v) demonstrated merit and ability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) lecturing in the area of specialization;
- (ii) designing and preparing training materials and aids;
- (iii) providing input in the development of curriculum and syllabus;
- (iv) spearheading the formulation of research programmes;
- (v) spearheading the formulation of research programmes;
- (vi) undertaking consultancy work; and
- (vii) planning, coordinating; monitoring, implementing, evaluating and reviewing training programmes; maintaining students' progress report;
- (viii) supervising the maintenance and repair of various machines and equipment;
- (ix) conducting market surveys and trends;

- (x) providing advisory services to small and medium scale entrepreneurs/industrialists;
- (xi) designing specification and prototype development;
- (xii) facilitating in seminars, workshops and symposia;
- (xiii) guiding trainees and graduate entrepreneurs in project identification;
- (xiv) coordinating academic tours, and co- curricular activities;
- (xv) moderation and administration of exams;
- (xvi) supervising students on industrial attachments; and
- (xvii) guiding and counseling students.

VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, PERFORMANCE AND DELIVERY MANAGEMENT

STATE DEPARTMENT FOR PERFORMANCE AND DELIVERY MANAGEMENT

DIRECTOR, PERFORMANCE MANAGEMENT - TWO (2) POSTS - V/No. 19/2024

Basic Salary Scale:	Ksh. 143,640 p.m. – Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh. 49,206 - 60,000 p.m.	
Commuter Allowance:	Ksh. 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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, Performance Management, CSG 6 or in a comparable and relevant position in the wider Public Service or Private Sector;
- (ii) a Bachelors degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: - Economics, Statistics, Economic Policy Management, Mathematics, Monitoring and Evaluation, Human Resource Management, Human Resource Development, Education, Business Administration, Sociology, Public Administration, Public Policy, Law or any other equivalent/relevant qualification from a university recognized in Kenya;
- (iv) Membership to a relevant professional body and in good standing (where applicable);
- (v) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (vi) demonstrated a clear understanding of National development policies, goals and objectives, and ability to integrate them into the Public Service Performance Management Function.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating the development, implementation and review of policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service;
- (ii) providing technical support on Performance Management to Ministries, Departments, Agencies and Counties (MDACs);
- (iii) coordinating the development, validation and review of Performance Management tools;
- (iv) coordinating capacity building on Performance Management for Ministries, Departments, Agencies and Counties (MDACs);
- (v) developing and reviewing norms and standards in Performance Management through quality control;
- (vi) coordinating vetting of Performance contracts for MDACs to ensure they are in line with the Performance Contracting guidelines;
- (vii) coordinating research and consultancy on Performance Management;
- (viii) coordinating the monitoring, evaluation and reporting on implementation of Performance Contracts by MDACs;
- (ix) overseeing the dissemination of information on Performance Management;
- (x) coordinating the compilation of bi-annual and annual reports on implementation of Performance Contracts in the Public Service;
- (xi) collaborating with relevant national, regional and international entities to promote adoption and implementation of best practices in Performance Management;
- (xii) promoting citizen engagement in monitoring implementation of Performance Contracting in the Public Service;
- (xiii) advising National and County Governments on enabling legal and institutional frameworks to enable institutionalization of Performance Management in the Public Service;
- (xiv) coordinating the preparation of annual performance evaluation report for publication;
- (xv) ensuring establishment and operationalization of an information and knowledge management platform to support Performance Management;
- (xvi) overseeing stakeholders' fora for validation of Customer Satisfaction Survey Reports;
- (xvii) spearheading the development and implementation of the Division's work plans, budgets, performance contracts and staff performance appraisal;
- (xviii) ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- (xix) managing and developing staff in the Division.

**DEPUTY DIRECTOR, PERFORMANCE MANAGEMENT - SEVEN (7) POSTS:
V/No. 20/2024**

Basic Salary Scale:	Ksh.102, 860 p.m. - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh. 21,508- 50,000 p.m.	
Commuter Allowance:	Ksh. 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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, Performance Management, CSG 7 or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent/relevant qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated professional competence, merit, ability and administrative capability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing, implementing and reviewing policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service;
- (ii) providing technical support on Performance Management to Ministries, Departments, Agencies and Counties (MDACs);
- (iii) developing and reviewing Performance Management tools;
- (iv) undertaking capacity building on Performance Management for MDACs;
- (v) developing norms and standards in Performance Management for quality control;
- (vi) vetting Performance Contracts for MDACs to ensure they are in line with the Performance Contracting Guidelines;
- (vii) identifying thematic areas of research and consultancy on Performance Management;
- (viii) monitoring, evaluating and reporting on implementation of Performance Contracts by MDACs;
- (ix) coordinating dissemination of information on Performance Management;
- (x) validating bi-annual and annual reports on implementation of Performance Contracts in the Public Service;
- (xi) liaising with relevant national, regional and international entities to promote adoption and implementation of best practices in Performance Management;
- (xii) establishing and operationalizing an information and knowledge management platform to support Performance Management;

- (xiii) coordinating stakeholders' fora for validation of Customer Satisfaction Survey Reports;
- (xiv) advising National and County Governments on enabling legal and institutional frameworks to enable institutionalization of Performance Management in the Public Service; and
- (xv) preparing annual performance evaluation report for publication

**ASSISTANT DIRECTOR, PERFORMANCE MANAGEMENT - FIFTEEN (15) POSTS
V/No. 21/2024**

Basic Salary Scale:	Ksh. 90,200 p.m. – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh. 18,066 - 45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Performance Management Officer CSG 8 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: - Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated professional competence, merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) implementing policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service;
- (ii) preparing policy briefs on Performance Management in the Public Service;
- (iii) providing technical support on Performance Management to Ministries, Departments, Agencies and Counties (MDACs);
- (iv) developing Performance Management tools;
- (v) undertaking capacity building on Performance management for MDACs;
- (vi) ensuring compliance with norms and standards in Performance Management through quality control;
- (vii) vetting Performance Contracts for MDACs to ensure they are in line with the Performance Contracting Guidelines;
- (viii) undertaking research and consultancy on Performance Management;
- (ix) monitoring, evaluating and reporting on implementation of Performance Contracts by MDACs;
- (x) disseminating information on Performance Management;

- (xi) compiling bi-annual and annual reports on implementation of Performance Contracts in the Public Service;
- (xii) liaising with relevant national entities to promote adoption and implementation of best practices in Performance Management;
- (xiii) undertaking Customer Satisfaction Survey on level of satisfaction with Government services and generating draft report;
- (xiv) coordinating the development and update of inventory of Public Service institutions on Performance Contracts; and
- (xv) operationalizing the information and knowledge management platform to support Performance Management.

**DIRECTOR, COORDINATION AND SUPERVISION SERVICES – ONE (1) POST
V/No. 22/2024**

Basic Salary Scale:	Ksh.143,640 p.m. – Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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, Coordination and Supervision CSG 6 or in a comparable position in the Public Service or Private Sector;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Statistics, Economics and Mathematics, Economics and Finance, Actuarial Science, Project Management, Environment Management, Finance, Education, Community Development, Business Administration, Computer Science, Computer Engineering, Information Science and Knowledge Management, Law or any equivalent/relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics, Economic Policy Management, Public Policy, Research and Public Policy, Project Management, Engineering, Strategic Management, Business Administration, Public Administration, Computer Science, Computer Engineering, or any equivalent/relevant qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body and in good standing (where applicable);
- (v) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (vi) demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the coordination and supervision of Government functions.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) providing Secretariat services to Principal Secretaries' Committees;
- (ii) coordinating the development and implementation of policies, regulations, guidelines and standards pertaining to the coordination and supervision of government programmes and projects in Ministries;
- (iii) coordinating the development and maintenance of Performance Information Reporting System;
- (iv) promoting linkages with the Ministry of Interior and National Administration on implementation of government programmes and projects;
- (v) coordinating preparations of reports on cross-cutting issues relevant to coordination and supervision of Government programmes and projects;
- (vi) overseeing the collection and analysis of data on performance of Government Ministries and the establishment of a repository of knowledge;
- (vii) coordinating the implementation of research findings on government projects and programmes;
- (viii) coordinating the preparation of reports on performance of Government Ministries and State Departments for submission to the President, Deputy President and Parliament;
- (ix) coordinating implementation of measures to intervene on emerging issues in Government ministries;
- (x) promoting synergy in service delivery in Government Ministries and State Departments;
- (xi) spearheading the coordination of strategic initiatives and interventions in line with the Government Development Agenda;
- (xii) identifying Government priority areas;
- (xiii) ensuring staff comply with principles of good governance, transparency, accountability, ethics and integrity and the values and principles of public service as outlined in Article 232 of the Constitution;
- (xiv) overseeing the development and implementation of the Division's work plans, budgets, performance contracts and staff performance appraisal; and
- (xv) supervising and developing staff in the Division

**DEPUTY DIRECTOR, COORDINATION & SUPERVISION SERVICES – ONE (1)
POST: V/No. 23/2024**

Basic Salary Scale:	Ksh.102, 860 p.m. - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 - 50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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, Coordination and Supervision Services, CSG 7 or in a comparable and relevant position in the Public Service;

- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Statistics, Economics and Mathematics, Economics and Finance, Actuarial Science, Project Management, Environment Management, Finance, Education, Community Development, Business Administration, Computer Science, Computer Engineering, Information Science and Knowledge Management, Law or any equivalent/relevant qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated professional competence, merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) preparing Agenda for the Principal Secretaries' Committee and taking minutes;
- (ii) following-up on technical matters emanating from the office the President, the Deputy President and MDAs requiring intervention;
- (iii) providing linkage with the Ministry of Interior and National Administration on implementation of Government programmes and projects;
- (iv) implementing policies, regulations, guidelines and standards pertaining to the coordination and supervision of Government programmes and projects in Ministries;
- (v) coordinating secretariat services to internal and external sub-committees on cross cutting technical matters;
- (vi) interpreting and preparing reports on cross-cutting issues relevant to coordination and supervision of Government programmes and projects;
- (vii) developing the Performance Information Reporting System;
- (viii) coordinating the collection and analysis of data on performance of Government Ministries and establishing a repository of knowledge;
- (ix) implementing research findings on government projects and programmes;
- (x) coordinating the preparation of reports on performance of Government Ministries and State Departments for submission to the President, Deputy President and Parliament; and
- (xi) undertaking intervention measures on emerging issues in Government Ministries and State Departments.

**ASSISTANT DIRECTOR, COORDINATION & SUPERVISION SERVICES - EIGHT (8)
POSTS - V/No. 24/2024**

Basic Salary Scale:	Ksh.90,200 p.m. – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066 - 45,000 p.m.	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Officer, CSG 8 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Statistics, Economics and Mathematics, Economics and Finance, Actuarial Science, Project Management, Environment Management, Finance, Education, Community Development, Business Administration, Computer Science, Computer Engineering, Information Science and Knowledge Management, Law or equivalent/relevant qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated professional competence, merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) collecting progress reports on performance of Ministries and State Departments for inclusion in the Agenda for the Principal Secretaries' Committee;
- (ii) implementing policies, regulations, guidelines and standards pertaining to the coordination and supervision of Government Ministries and State Departments;
- (iii) identifying technical matters emanating from the Office of the President, the Deputy President and MDAs requiring intervention;
- (iv) analysing cross-cutting issues relevant to coordination and supervision of Government programmes and projects;
- (v) providing secretariat services to internal and external sub-committees on cross cutting technical matters;
- (vi) updating and maintaining performance information reporting system;
- (vii) collecting and analysing data on performance of Government programmes and projects in MDAs;
- (viii) implementing research findings on government projects and programmes;
- (ix) preparing reports on performance of Government programmes and projects in Ministries and State Departments; and
- (x) identifying emerging issues in Government ministries and state departments that require intervention.

**DEPUTY DIRECTOR, RESEARCH AND KNOWLEDGE MANAGEMENT – ONE (1)
POST: V/No. 25/2024**

Basic Salary Scale:	Ksh.102, 860 p.m. - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh. 21,508 – Ksh. 50,000 p.m.	
Commuter Allowance:	Ksh. 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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, Research and Knowledge Management CSG 7 or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Research and Development, Economics, Economics and Statistics, Statistics, Economics and Mathematics, Economics and Finance, Information Science and Knowledge Management, Actuarial Science, Project Management, Environment Management, Finance, Education, Community Development, Business Administration, Computer Science, Computer Engineering, or equivalent/relevant qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated professional competence, merit, ability and administrative capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing, implementing and reviewing research and knowledge management, policies, strategies and guidelines;
- (ii) analyzing data, compiling research findings and preparing baseline survey reports on performance of Government Ministries and State Departments;
- (iii) developing and coordinating the implementation of research and knowledge management programmes and initiatives;
- (iv) developing survey and research tools on performance of Government Ministries and State Departments;
- (v) conducting research findings on performance of Government Ministries and State Departments;
- (vi) validating research reports on performance of Government Ministries and State Departments;
- (vii) identifying external consultants and research institutions to collaborate with on research on Government performance;
- (viii) developing modalities for collaboration with external consultants and research institutions;
- (ix) consolidating and disseminating research findings to stakeholders;
- (x) coordinating development of research papers on Government performance for publication;

- (xi) processing and packaging tacit and explicit knowledge on Government programmes and projects;
- (xii) coordinating the updating and maintenance of an integrated knowledge management database;
- (xiii) developing and implementing the Knowledge Management System;
- (xiv) building capacity of MDAs to implement the Knowledge Management System;
- (xv) creating awareness to MDAs on knowledge management processes; and
- (xvi) monitoring progress and learning processes by keeping track of engagement and projects outcomes.

ASSISTANT DIRECTOR, RESEARCH AND KNOWLEDGE MANAGEMENT – EIGHT (8) POSTS - V/No. 26/2024

Basic Salary Scale:	Ksh. 90,200 p.m. – Ksh. 124,630 p.m.	(CSG 7)
House Allowance:	Ksh. 18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Officer CSG 8 or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Research and Development, Economics, Economics and Statistics, Statistics, Economics and Mathematics, Economics and Finance, Information Science and Knowledge Management, Actuarial Science, Project Management, Environment Management, Finance, Education, Community Development, Business Administration, Computer Science, Computer Engineering, or equivalent qualification/relevant from a university recognized Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated professional competence, merit and ability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) implementing research and knowledge management, policies, strategies and guidelines;
- (ii) collecting, collating and compiling data on performance of Government Ministries and State Departments;
- (iii) drafting research tools and instruments for collecting data on performance of Government Ministries and State Departments;
- (iv) implementing research and knowledge management programmes and initiatives;
- (v) identifying thematic areas of research on performance of Government Ministries and State Departments;
- (vi) drafting proposals and concept papers for research projects on performance of Government Ministries and State Departments;

- (vii) preparing periodic research reports;
- (viii) identifying modalities for collaboration with external consultants and research institutions;
- (ix) complying research findings for dissemination to stakeholders;
- (x) drafting research papers on Government performance for publication;
- (xi) collecting and collating tacit and explicit knowledge on Government programmes and projects;
- (xii) receiving data and updating the integrated knowledge management database;
- (xiii) implementing the Knowledge Management System;
- (xiv) sensitizing MDAs on the Knowledge Management System; and
- (xv) developing and disseminate information, education and communication materials on knowledge management

VACANCIES IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION

STATE DEPARTMENT FOR LABOUR AND SKILLS DEVELOPMENT

SENIOR DEPUTY COMMISSIONER FOR LABOUR – TWO (2) POSTS

V/No. 27/2024

Basic Salary Scale:	Ksh. 143,640 p.m. - 262,420 p.m.	(CSG 5)
House Allowance:	Ksh. 49,206 - 60,000 p.m.	
Commuter Allowance:	Ksh. 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Commissioner for Labour CSG 6 or in a comparable and relevant position in the public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines: -Human Resource Management and Development, Law, Business Administration. Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations, Industrial Relations or any other equivalent qualification from a university recognized Kenya;
- (iii) a Masters Degree in any of the following disciplines will be an added advantage:- Labour Relations, Industrial Relations, Human Resource Management and Development, Human Resource Planning, Law, Business Administration, Economics, Sociology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or any other equivalent qualification from a university recognized Kenya;
- (iv) Professional competence and conversant with Labour Administration, Labour Laws and have a clear understanding of the labour policies, programmes, objectives and strategies.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- (i) guiding and supervising the preparation of papers on Government policies, strategies and programmes on labour administration;
- (ii) identifying opportunities in the labour market;
- (iii) developing strategic plans for the Department;
- (iv) coordinating preparation of Departmental budget estimates and analysis of financial returns;
- (v) providing consultancy and technical guidance on labour issues;
- (vi) collecting and providing information on Government policies for labour promotion and development;
- (vii) providing training, consultancy and extension services on labour issues; and
- (viii) referring trade disputes to industrial courts.

DEPUTY COMMISSIONER FOR LABOUR – FIFTEEN (15) POSTS: V/NO. 28/2024

Basic Salary Scale:	Kshs.102, 860 p.m. - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh. 21,508- 50,000 p.m.	
Commuter Allowance:	Ksh. 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Commissioner for Labour CSG 7 or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines:- Human Resource Management and Development, Law, Business Administration, Economics, Sociology, Psychology, Statistics Anthropology, Labour Relations, Industrial Relations or any other equivalent qualification from a university recognized Kenya; and
- (iii) professionally competent and conversant with Labour Administration, Labour Laws and International Labour Organization and International Organization of Migration instruments, and the ability to integrate them into Kenya Vision 2030.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) initiating and implementing labour policies and programmes;
- (ii) coordinating staff training matters;
- (iii) coordinating field services;
- (iv) ensuring proper and effective functioning of the National Labour Board and Wages Council;
- (v) coordinating the attestation of foreign contracts of employment;
- (vi) vetting and recommending issuance of work permits;

- (vii) participating in the coordination of International Labour Organization (ILO), International Organization of immigration (IOM), African Union (AU) – Labour and Social Affairs Commission), East African Community (EAC) meetings and conferences; and
- (viii) compiling of reconciliation reports.

ASSISTANT COMMISSIONER FOR LABOUR – THIRTY (30) POSTS: V/No. 29/2024

Basic Salary Scale:	Ksh. 90,200 p.m. – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh. 18,066 – Ksh. 45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Labour Officer CSG 8 or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management/ and Development, Law, Business Administration. Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) initiating and implementing labour policies and programmes;
- (ii) ensuring proper and effective functioning of labour administration;
- (iii) coordinating enforcement of labour laws;
- (iv) preparing periodical reports;
- (v) compiling labour statistical data;
- (vi) liaising with other arms of Government, social partners and other relevant agencies on labour administration matters;
- (vii) settling of complex trade disputes;
- (viii) harmonious industrial relations, vetting of work permits;
- (ix) attesting foreign contracts of Employment; and
- (x) attending to Parliamentary Questions.

CHIEF MEDICAL SPECIALIST – ONE (1) POST - V/No. 30/2024

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

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

- (i) served for a minimum period of three (3) years in the grade of Medical Specialist I CSG 6 or in a comparable and relevant position in the public service or private sector;
- (ii) a Bachelor of Surgery(M.B.Ch.B) degree from a university recognized by the Medical Practitioners and Dentists Board;
- (iii) a Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics, and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from a university recognized by the medical practitioners and dentists board;
- (iv) a Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) a Valid practicing license from Medical Practitioners and Dentists Board; and
- (vi) shown outstanding professional competence and administrative capacity and initiative in the general organization and management of the pharmacy function.

Duties and Responsibilities

Duties and Responsibilities at this level will include:-

- (i) developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients;
- (ii) assessing employees' fitness for continuation of work, age assessment and medical practice among others;
- (iii) planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
- (iv) developing intervention activities or programs for training of health staff in field of community health and health management;
- (v) promoting International Health Relations;
- (vi) monitoring and evaluating health projects and programmes;

- (vii) providing guidance, training and development of professional staff in clinical practice specialty; Coordinating outreach activities and services;
- (viii) designing and undertaking research; coordinating health research;
- (ix) analyzing, utilizing and disseminating research findings in planning activities to improve service delivery;
- (x) initiating development of an appropriate health information management system;
- (xi) coordinating provision of quality health care and adherence to health standards;
- (xii) providing specifications for procurement of health supplies and commodities; and
- (xiii) coordinating training and development and performance management.

MEDICAL SPECIALIST II – TEN (10) POSTS - V/No. 31/2024

Basic Salary Scale:	Ksh.90,200 - Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066 - 45,000 p.m.	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Senior Medical Officer, CSG 8 or in a comparable and relevant position in the public service
- (ii) Bachelor of Medicine and Bachelor of Surgery(M.B.Ch.B) degree from a university recognized by the Medical Practitioners and Dentists Board;
- (iii) a Registration Certificate by the Medical Practitioners and Dentists Board;
- (iv) a Valid practicing license from Medical Practitioners and Dentists Board; and
- (v) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and Responsibilities at this level will include:-

- (i) reviewing patients and instructing in writing all the recommendations;
- (ii) conducting weekly clinic and theatre days;
- (iii) managing health facilities at various tiers in communities;
- (iv) responding to intern calls;
- (v) training, supervising and mentoring medical officers (intern) and other students;
- (vi) performing emergency surgeries;
- (vii) undertaking medico-legal duties including filling of p.3 forms, court attendance and performing postmortems;
- (viii) undertaking medical examinations and preparing Medical Board Proceedings;
- (ix) carrying out community diagnosis, care and treatment;
- (x) ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;
- (xi) conducting disease surveillance, prevention, and control;
- (xii) carrying out health education and promotion; and

(xiii) preparing medical reports.

DIRECTOR OCCUPATIONAL SAFETY AND HEALTH SERVICES (OSHs) – FIVE (5) POSTS - V/No.32/2024

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

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, Occupational Health and Safety Services, CSG 6 or in a comparable position in the public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Medicine and Surgery, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering, Occupational Safety and Health, from a university recognized 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 from a university recognized Kenya;
- (iv) a certificate in a specialized discipline on 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; and
- (vi) demonstrated professional competence and administrative capabilities in enforcement of Occupational Health and Safety Act and Work Injury Benefits Acts.

Note: In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers registration Board of Kenya; a Medical Officer must be registered by the Kenya Medical Practitioners and Dentists Board; a Nurse must be registered by the Nursing Council of Kenya.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating the implementation of the occupational safety and health policies;
- (ii) administrating the Occupational Safety and Health Act, Work Injury Benefits Act, and all applicable subsidiary legislations;
- (iii) overseeing the reviewing of occupational policies and standards;
- (iv) Spearhead the implementation of programmes in the Department;
- (v) coordinating the implementation and realization of the department's performance appraisal systems and contracts;
- (vi) assist in overseeing the finances and assets management of the Department;
- (vii) coordinating the training and research;

- (viii) initiating ratification of international standards on occupational safety and health;
- (ix) overseeing specifications and standards for the design and quality of personal protective equipment, safety standards for industrial machinery and equipment;
- (x) Spearheading the approving of architectural plans for proposed /intended extensions and renovations of workplace premises; and
- (xi) providing overall supervision, control, discipline, recruitment, staff training and development.

DEPUTY DIRECTOR OCCUPATIONAL SAFETY AND HEALTH SERVICES (OSHs) – THIRTY FIVE (35) POSTS - V/No. 33/2024

Basic Salary Scale:	Ksh.102, 860 p.m. - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) in the grade of Assistant Director Occupational Safety and Health Services, CSG 7 or in a comparable position in the Public Service;
- (ii) a Bachelors Degree in any of the following disciplines; Medicine, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering or Occupational Safety and Health from a university recognized Kenya;
- (iii) a certificate in a specialized discipline on Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- (iv) a be a member of Kenya Occupational Safety and Health Association;
- (v) demonstrated professional competence and administrative capabilities in enforcement of Occupational Health and Safety Act and Work Injury Benefits Acts.

Note: In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers registration Board of Kenya; a Medical Officer must be registered by the Kenya Medical Practitioners and Dentists Board; a Nurse must be registered by the Nursing Council of Kenya.

Duties and Responsibilities

Duties and Responsibilities at this level will include:-

- (i) initiating policy and standard review;
- (ii) coordinating investigations and research in occupational safety and health, inspections and audits, surveillance workers health, prosecution under Occupational Safety and Health Act and Work Injury Benefits Act;
- (iii) overseeing the processing of work injury benefits;
- (iv) training on occupational safety and Health;
- (v) creating awareness on Occupational Safety and Health;

- (vi) monitoring the activities of approved persons and institutions;
- (vii) setting of specifications and standards for the design and quality of persons protection equipment;
- (viii) setting of safety standards for industrial machinery and equipment; and
- (ix) approving of architectural plans for proposed /intended extensions and renovations of workplace premises.

**ASSISTANT DIRECTOR OCCUPATIONAL SAFETY AND HEALTH SERVICES (OSHs)
– FIFTY (50) POSTS - V/No. 34/2024**

Basic Salary Scale:	Ksh.90,200 - Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066 - 45,000 p.m.	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must:-

- (i) have served for a minimum period of two (2) years in the grade of Principal Occupational Safety and Health Officer, CSG 8 or in a comparable position in the Public Service;
- (ii) have a Bachelors Degree in any of the following disciplines; Medicine, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering, Occupational Safety and Health 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; and
- (v) have shown merit and ability in work performance and results.

Note:

In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers Registration Board of Kenya; a Nursing Officer must be registered by the Nursing council of Kenya; a Medical Officer must be registered by the Kenya Medical Practitioners and Dentists Board.

Duties and Responsibilities

Duties and Responsibilities will include:-

- (i) initiating policy review on matters of Occupational Safety, Health, Industrial Hygiene and Workers Injury benefits;
- (ii) initiating review of Occupational Safety and Health Act, the Work Injury Benefit Act, Subsidiary legislations and codes of practice;
- (iii) developing and maintaining an effective programme of collecting, compiling, analyzing and disseminating Occupation Health and Safety information; evaluating work environment;
- (iv) participating in development and determination of permissible levels of exposure to environmental contaminants;
- (v) participating in setting specifications and standards of design and quality of personal protective equipment;

- (vi) investigating electrical, mechanical, civil and chemical accidents in work places, and occupational diseases;
- (vii) monitoring activities of persons and institutions approved under Occupational Safety and Health Act;
- (viii) approving architectural plans for proposed, intended extensions and renovations of work place buildings;
- (ix) coordinating inspection of machinery, plants, processes, electrical installation and equipment, building operations and works of engineering construction, surveillance of workers health;
- (x) processing registration of work places and employers, processing work injury benefit claims; and
- (xi) conducting court proceedings in case of contraventions of Occupational Safety and Health Act and Work Injury Benefits Act.

ASSISTANT DIRECTOR NURSING SERVICES – ONE (1) POST - V/No. 35/2024

Basic Salary Scale:	Ksh. 90,200 p.m. – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh. 18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Nursing Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in either Nursing or Midwifery from a university recognized in Kenya;
- (iii) a Registration Certificate issued by the Nursing Council of Kenya;
- (iv) a Valid practising license from the Nursing Council of Kenya; and
- (v) demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and Responsibilities at this level will include:-

- (i) coordinating development of policies, standards and guidelines in the provision of nursing services;
- (ii) ensuring application of the nursing process at the service delivery unit of specialization;
- (iii) carrying out comprehensive health needs assessment in the area of specialization;
- (iv) formulating interventions to address identified health needs;
- (v) monitoring and evaluating health care services in a health facility;
- (vi) coordinating implementation of nursing related projects and programmes;
- (vii) coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive

- health; coordinating preparation of training plans/programmes for nurses at the service delivery department;
- (viii) providing quantification and specifications for procurement of medical supplies and equipment;
- (ix) conducting research and preparing reports;
- (x) Advising Health/Hospital Management Team (HMT) on matters relating to nursing Services;
- (xi) implementing continuing professional development programmes for nurses;
- (xii) preparing Strategic/Annual Work Plans in a Health facility; and
- (xiii) coaching and mentoring staff.

**DIRECTOR, LABOUR MARKET RESEARCH AND ANALYSIS – THREE (3) POSTS
V/NO. 36/2024**

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206– Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

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 Labour Market Research and Analysis CSG 6 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor's Degree in any of the following fields: Education, Demography, Sociology, Human Resource Management/Planning/ Development, Business Administration, Economics/Statistics, Applied Statistics, Information Technology/Management Information Systems, Social Science, Law or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Education, Demography, Sociology, Business Administration, Human Resource Management /Planning/ Development, Applied Statistics, Information Management Systems, Labour Economics, Curriculum Development, Economics, Development/ Entrepreneurship Studies or Philosophy (M.Phil) in Economics from a university recognized in Kenya; and
- (iv) demonstrated professional ability, high integrity and competence as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will include-

- (i) maintaining and disseminating up to date and relevant labour market information;
- (ii) monitoring employment trends, skills gaps and mismatch in the labour market;
- (iii) coordinating labour force and manpower surveys;
- (iv) providing advice to the National Human Resource Development Committee (NHRDC) of the National Labour Board;

- (v) approving National Resource Development programmes in liaison with the (NHRDC) of the National Labour Board;
- (vi) monitoring impact of new skills development policy and advising the (NHRDC);
- (vii) participating in curriculum development for new skills or review/revision of curriculum to accommodate new skills in the labour market; and
- (viii) developing national long term skill development strategies
- (ix) overseeing the development and maintenance of the National Occupational Classification System (NOCS);
- (x) establishing an efficient National Employment and Management Information System (NEMIS);
- (xi) designing effective strategies for carrying out human resource and labour force surveys and determining current and future human resource skill gaps;
- (xii) providing and maintaining programme financing strategies for human resource development activities; setting objectives and strategies for development of Human Resource development programmes;
- (xiii) harmonizing training and other human resource development activities in identified sectors of the economy; and
- (xiv) supervising staff working under the officer.

DEPUTY, DIRECTOR LABOUR MARKET RESEARCH AND ANALYSIS – FOUR (4) POSTS V/NO. 37/2024

Basic Salary Scale:	Ksh.102, 860 p.m. - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508- Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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 Labour Market Research and Analysis CSG 6 or a comparable position in the wider public service;
- (ii) a Bachelor's Degree in any of the following fields: Education, Demography, Sociology, Human Resource Management/ Planning /Development, Business Administration, Economics/Statistics, Applied Statistics, Information Technology/Management Information Systems, Social Science, Law or any other relevant qualification from a university recognized in Kenya; and
- (iii) a demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and Responsibilities at this level will include: -

- (i) developing and maintaining an efficient Labour market Information system (LMIS);
- (ii) establishing a National Occupational Classification System (NOCS) and its review, monitoring and restriction;

- (iii) undertake regular Human Resource/Labour force surveys and studies at national and Sectoral levels and publication of reports emanating there from;
- (iv) developing, harmonizing, and evaluating human resource development activities;
- (v) monitoring and vetting operations and performance of private human resource development and consultancy agencies to ensure competency and credibility;
- (vi) developing and maintaining national long-term skills development strategies for the country;
- (vii) guiding education and training providers to align their programmes to the changes in the labour market;
- (viii) assisting various sectors and stakeholders to determine their training needs;
- (ix) identifying implications of labour market trends on skills development;
- (x) identifying gaps and deficiencies in available skills in the labour market; and
- (xi) disseminating information on research findings to the specific sectors on regular basis.

**ASSISTANT DIRECTOR, LABOUR MARKET RESEARCH AND ANALYSIS – TWO (2)
POST - V/No.38/2024**

Basic Salary Scale:	Ksh.90,200 - Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Kshs.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Labour Market Research and Analysis Officer, CSG 8 or a comparable position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields:- Human Resource Management/ Planning/Development, Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science, Law or any other relevant qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) planning, reviewing and formulating policies programmes on national and sectoral human resource overseeing the development and maintenance of the National Occupational Classification System (NOCS);
- (ii) establishing an efficient National Employment and Management Information System (NEMIS);
- (iii) designing effective strategies for carrying out human resource and labour force surveys and determining current and future human resource skill gaps;

- (iv) taking initial action on the development of strategies for human resource development policy formulation;
- (v) evaluating, reviewing and prioritizing training programmes and other forms of Human Resource development;
- (vi) providing and maintaining programme financing strategies for Human Resource Development activities; setting objectives and strategies for development of Human Resource Development programmes;
- (vii) identifying, developing, testing and installing National Human Resource development Programmes;
- (viii) harmonizing training and other Human Resource Development activities in identified sectors of the economy;
- (ix) monitoring and reviewing training and other forms of Human Resource development activities;
- (x) developing appropriate Human Resource Development Policies and Programmes;
- (xi) monitoring and evaluation of the Human Resource situation for areas of deficiency and/or surpluses with a view to minimizing them through Human Resource Development Initiatives; and
- (xii) supervising staff working under the officer.

**DIRECTOR, POST TRAINING AND SKILLS DEVELOPMENT – ONE (1) POST
V/No.39/2024**

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

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, Post Training and Skills Development, CSG 6 or a comparable position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following fields: Education, Guidance and Counselling, Business Administration, ICT, Entrepreneurship Development, Human Resource Management/Development/Planning, Engineering or an equivalent qualification from a university recognized in Kenya; OR
a Master Crafts Person (MCP) certificate or an equivalent qualification from a recognized institution;
- (iii) a Masters Degree in any of the following fields: Education, Guidance and Counselling, Business Administration, ICT, Entrepreneurship Development, Human Resource Management/Development/Planning, Engineering or an equivalent qualification from a university recognized in Kenya; OR
Professional Master Crafts Person (PMCP) certificate or an equivalent qualification from a recognized institution; and
- (iv) shown merit and ability in work performance and results.

Duties and Responsibilities

An officer at this level will head and coordinate activities of the Division at the Ministry level. Duties at this level will include: -

- (i) being responsible for planning, coordinating and implementing Post Training and Skills Development functions in his/her division.
- (ii) formulating of the Post Training and Skills Development Policies, Strategies and Programmes;
- (iii) spearheading the implementation of the Industrial Attachment Policy;
- (iv) coordinating the Establishment, the national institutional framework to improve Post Training skills;
- (v) spearheading the establishment of the institutional framework for linking Industry, Skills Development and Training;
- (vi) ensuring the Implementation of the National Apprenticeship Policy;
- (vii) overseeing the Implementation of international and regional agreements, treaties, obligations, and conventions on Skills Development;
- (viii) ensuring the Establishment and management of National Skills Development Fund;
- (ix) coordinating the development of a framework for establishing and management of Sector Specific Skills Councils;
- (x) ensuring the Establishment of partnership and linkages between Industry and Entrepreneurship, Innovation and Talent Education;
- (xi) coordinating the Development of Mentorship Programmes for Entrepreneurship Education, Commercialization of Innovations and Talents with Relevant Stakeholders;
- (xii) overseeing the Development, Management and Maintenance of the National Skills Development Management Information System and National Skills Inventory;
- (xiii) coordinating Research and Innovation on Skills Development.

DEPUTY DIRECTOR, POST TRAINING AND SKILLS DEVELOPMENT – ONE (1) POST V/No.40/2024

Basic Salary Scale:	Ksh.102, 860 - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 - Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Post Training and Skills Development, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Education, Guidance and Counselling, Education Technology, Business Administration, Technology, Information Communication Technology, Entrepreneurship, Human Resource

Management, Engineering or an equivalent qualification from a university recognized Kenya; OR

Master Crafts Person (MCP) certificate or an equivalent qualification from a recognized institution;

- (iii) Shown merit and ability in work performance and results.

Duties and Responsibilities

An officer at this level will head and coordinate activities of a Division at the Departmental level. Duties at this level will include: -

- (i) heading and coordinating activities of the Division at the Ministry level.
- (ii) Formulating, implementing and reviewing of the Post Training and Skills Development Policies, strategies and programmes;
- (iii) Implementation of the Industrial Attachment policy;
- (iv) Establishing the National Institutional Framework to improve Post Training Skills;
- (v) establishing and management of the institutional framework for linking Industry, skills development and training;
- (vi) harmonizing skills training at all levels of training;
- (vii) implementing the National Apprenticeship Policy;
- (viii) implementing international and regional agreements, treaties, obligations, and conventions on Skills Development;
- (ix) establishing and management of National Skills Development fund;
- (x) developing a Framework for Establishing and Management of Sector Specific Skills Councils;
- (xi) establishing partnership and linkages between Industry and Entrepreneurship, Innovation and Talent Education;
- (xii) coordinating the Development of Mentorship Programmes for Entrepreneurship Education, Commercialization of Innovations and Talents with relevant Stakeholders;
- (xiii) overseeing the Development, Management and Maintenance of the National Skills Development Management Information System and National Skills Inventory;
- (xiv) coordinating Research and Innovation on Skills Development.

**ASSISTANT DIRECTOR, POST TRAINING AND SKILLS DEVELOPMENT – EIGHT
(8) POSTS - V/No. 41/2024**

Basic Salary Scale:	Ksh.90,200 - Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066 - Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

(a) Requirements for Appointment

For appointment to this grade, an officer must: -

- (i) have served for a minimum period of three (3) years in the grade of Principal Post Training and Skills Development CSG 8 or a comparable and relevant position in the wider public service;
- (ii) have a Bachelors Degree in any of the following fields: Education, Guidance and Counselling, Business Administration, ICT, Entrepreneurship Development, Human Resource Management/Development/Planning, Engineering or an equivalent qualification from a recognized institution; OR *Master Crafts Person (MCP) certificate or an equivalent qualification from a recognized institution;*
- (iii) have a shown merit and ability in work performance and results.

Duties and Responsibilities

Duties at this level will include:

- (i) implementing and reviewing Policies, Plans, Guidelines, Standards, Best Practices and Strategies for Post Training and Skills Development;
- (ii) Operationalizing Sector Skills Councils;
- (iii) Strengthening linkages between Education, Training, Industry and Professional Bodies;
- (iv) Leading teams in Monitoring and Evaluating the Operations of Office of Career Services (OCS);
- (v) Coordinating capacity building for career educators and counsellors.
- (vi) Developing implementing and reviewing skills development programmes;
- (vii) Developing, managing and maintaining the National Skills Development Management Information System and National Skills Inventory;
- (viii) Implementing and reviewing quality standards and norms and undertaking quality audits and assurance for skills development;
- (ix) Leading teams in Monitoring and Evaluating Skills Development Programmes;
- (x) Spearheading Research and Innovation on Skills Development.

DIRECTOR, PRODUCTIVITY – TWO (2) POSTS - V/No.42/2024

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Productivity CSG 6 or a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor Degree in any of the following disciplines: Economics, Engineering, Education, Environment Sciences, Commerce, Accounts, Business Administration, ICT, Entrepreneurship Development or any relevant Social Sciences from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics, Engineering, Education, Environment Sciences, Commerce, Accounts, Business Administration, CT, Entrepreneurship Development or any relevant Social Sciences from a university recognized in Kenya;
- (iv) thorough understanding and appreciation of dynamics of the productivity movement nationally, regionally and globally; and
- (v) shown outstanding professional and executive capability in coordinating productivity improvements at organizational, sectoral and national level, matched with proper appreciation of the country's Productivity Management needs and Strategies of meeting them.

Note: In addition to the above requirements, *for appointment to this grade, an engineer must be registered by the Engineers' Registration Board of Kenya; have current annual practice licence from Engineers' Registration Board of Kenya; and be a corporate member of the Institution of Engineers of Kenya.*

Duties and Responsibilities

Duties and responsibilities at this level will include-

- (i) maintaining administrative management structure that ensures effective productivity management in Kenya in line with the best practices;
- (ii) facilitating the development of networking arrangement both regionally and globally for benchmarking purposes;
- (iii) implementing the Centre's Strategic Objectives;
- (iv) preparing and implementation of the Centre's Performance Appraisal Systems and Contracts;
- (v) overseeing the Finances and Assets Management of the Centre; and
- (vi) instituting Operational Accountability.

DEPUTY DIRECTOR, PRODUCTIVITY – TWO (2) POSTS - V/No.43/2024

Basic Salary Scale:	Ksh.102, 860 - Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh. 21,508 - Ksh. 50,000 p.m.	
Commuter Allowance:	Ksh. 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Productivity, CSG 7 or a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Engineering, Education, Environment Sciences, Commerce, Accounts, Business Administration, ICT, Entrepreneurship Development or any relevant Social Sciences from a university recognized in Kenya; and
- (iii) a thorough understanding and appreciation of dynamics of the Productivity Movement nationally, regionally and globally; and shown outstanding professional and executive capability in coordinating productivity improvements at organizational, sectoral and national level, matched with proper appreciation of the country's Productivity Management needs and Strategies of meeting them.

Note: For appointment to this grade, an engineer must be registered by the Engineers' Registration Board of Kenya; have current annual practice licence from Engineers' Registration Board of Kenya; and be a corporate member of the Institution of Engineers of Kenya.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) heading productivity teams to large industries/organizations;
- (ii) Development of productivity and quality improvement programmes, strategies and mechanisms for delivery in line with best practices in the region and globally;
- (iii) managing the activities of several productivity development teams;
- (iv) monitoring the implementation of productivity strategies, programmes and projects;
- (v) providing strategic leadership; and
- (vi) coordinating the preparation of respective department's budget estimates and analysis of financial returns.

ASSISTANT DIRECTOR, PRODUCTIVITY – THREE (3) POSTS V/NO 44/2024

Basic Salary Scale:	Ksh. 90,200 – Ksh. 124,630 p.m.	(CSG 7)
House Allowance:	Ksh. 18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Productivity Officer CSG 8 or a comparable position in the Public Service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Engineering, Education, Environment Sciences, Commerce, Accounts, Business Administration, ICT, Entrepreneurship Development or any relevant Social Sciences from a university recognized; and
- (iii) shown merit and ability as reflected in work performance and results.

Note: In addition to the above requirements, for appointment to this grade, an engineer must be registered by the Engineers’ Registration Board of Kenya; have current annual practice licence from Engineers’ Registration Board of Kenya; and be a corporate member of the Institution of Engineers of Kenya.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) reviewing and guiding formulation of productivity-oriented projects and programmes pertaining to a sub-sector;
- (ii) conducting sectoral/sub-sectoral productivity needs assessment;
- (iii) preparing Productivity Work Plans and Expenditure estimates;
- (iv) preparing periodic Productivity reports;
- (v) undertaking Productivity diagnosis and design; and
- (vi) coordinating implementation of Productivity Improvement Programmes (PIP).

SECRETARY LABOUR MIGRATION – ONE (1) POST – V/No. 45/2024

Basic Salary Scale:	Ksh.180,160 – Ksh.335,450 p.m.	(CSG 4)
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	Ksh.24,000 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: -

- (i) have served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Deputy Director, CSG 6 and above, or in a comparable and relevant position in the Public Service or private sector;

- (ii) have a Bachelors degree in any of the following Disciplines: Human Resource Management/ and Development, Law, Business Administration. Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a recognized institution;
- (iii) have a Masters Degree in any of the following disciplines: Human Resource Management/ and Development, Law, Business Administration. Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a recognized institution;
- (iv) have a certificate or diploma in Labour migration from a recognized institution will be an added advantage;
- (v) be conversant with labour administration, labour laws, international labour organization and international organization of migration instruments, and the ability to integrate them to BETA agenda;
- (vi) demonstrate a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of labour migration management;
- (vii) demonstrate a thorough understanding of national goals, policies and programmes and the ability to translate them into the labour migration management; and
- (viii) demonstrate professional competence, leadership and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and Responsivities at this level will include:-

- (i) Overseeing the Coordination of all the actors in Labour Migration Management;
- (ii) Overseeing the provision of information on labour migration management and provide technical advice to the government, workers and employers organizations and other stakeholders on all Labour Migration Management matters;
- (iii) Coordinating the Development of Legal and Institutional Framework to promote Cooperation and Partnership on Labour Migration Management;
- (iv) Ensuring promotion of fundamental principles and rights at work for Migrant workers;
- (v) Spearheading social dialogue and decent work programmes in relation to Labour Migration Management;
- (vi) Coordinating the implementation of National and international Labour Migration Management Policies and related Programmes;
- (vii) Advise and recommend on issuance of Work Permits;
- (viii) Overseeing the Monitoring of Labour Immigration and Migration Trends and Related Issues;
- (ix) Spearheading the implementation of International Labour Organization (ILO), International Organization for Migration (IOM) and other related funded projects and programmes in relation to Labour Migration Management;
- (x) Overseeing the promotion of International Labour Standards in relation to migrant workers to protect migrant workers;
- (xi) Coordinating safe and orderly migration of labour migrants;

- (xii) Overseeing the development of programmes for reintegration for migrant workers;
- (xiii) Overseeing the resolution of complaints from migrant workers or/and next of kin; and
- (xiv) Coordinating research and dissemination of information on Labour Migration Management matters.

DIRECTOR, LABOUR MIGRATION – TWO (2) POSTS - V/No.46/2024

Basic Salary Scale: Ksh. 143,640 – Ksh.262,420 p.m. (CSG 5)
House Allowance: Ksh. 49,206 – Ksh.60,000 p.m.
Commuter Allowance: Ksh. 20,000 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/Local Agreement

For appointment to this grade candidate must:-

- (i) have served for a minimum period of ten (10) years three (3) of which should be in the grade of Assistant Director, CSG 7 and above or in a comparable and relevant position in the public service or private sector;
- (ii) have a Bachelors degree in any of the following disciplines: - Human Resource Management/ and Development, Law, Business Administration. Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines Human Resource Management/ and Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya.
- (iv) a certificate or Diploma in Labour Migration from a recognized institution will be an added advantage;
- (v) be conversant with Labour Administration, Labour Laws, International Labour Organization and International Organization of Migration instruments, and the ability to integrate them to BETA Priority Projects;
- (vi) demonstrate general administrative ability required for Direction, Control and Implementation of Labour Migration Management Programs and Projects;
- (vii) demonstrate a thorough understanding of National Goals, Policies and Development and the ability to translate them into Labour Migration Management Programs; and
- (viii) have a clear understanding of Employment Policy, Kenya Migration Policy and other key Policies, Objectives and Strategies.

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Spearheading the Development of legal and institutional framework to promote Cooperation and Partnership on Labour Migration Management;
- (ii) Spearheading the Coordination of all the actors in Labour Migration Management;

- (iii) Spearheading the analysis of Labour migration trends and outcomes internationally, regionally and locally;
- (iv) Overseeing Collection, Analysis and Storage of Data on Labour Migration and Labour Migrants;
- (v) Spearheading the implementation of National Labour Migration Management Policies and related Programmes;
- (vi) Providing technical advice to the Government, Workers and Employers Organizations and other Stakeholders on all Labour Migration Management matters;
- (vii) Ensure the development of programmes for integration of migrant workers;
- (viii) Spearheading research and dissemination of information on Labour Migration Management;
- (ix) Overseeing the promotion of fundamental principles and rights at work for Migrant workers;
- (x) Spearheading the Monitoring of Labour Immigration and Migration trends and related issues;
- (xi) Spearheading implementation of Ratified International Labour Conventions and recommendations and related matters;
- (xii) Overseeing the Management and Promotion of safe and orderly Migration; and
- (xiii) Spearhead the resolution of complaints from Migrant workers or/and Next of Kin.

DEPUTY DIRECTOR, LABOUR MIGRATION – TWO (2) POSTS - V/No.47/2024

Basic Salary Scale:	Ksh.102, 860 - Ksh. 172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508– Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must: -

- (i) have served for a minimum period of three (3) years in the grade of Assistant Director, CSG '7' or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following Disciplines: Human Resource Management/ and Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized Kenya;
- (iii) have a Certificate or Diploma in Labour Migration from a recognized institution will be an added advantage;
- (iv) be conversant with Labour Administration, Labour Laws, International Labour Organization and International Organization of Migration Instruments, and the Ability to Integrate them to BETA Priority Projects;
- (v) have demonstrable Outstanding Professional Competence, Effective Leadership and Managerial/ Administrative Skills;

- (vi) be visionary, a team player, result oriented, innovative and committed to continuous learning;
- (vii) possess Effective Negotiation, Analytical and Communication Skills; and
- (viii) have a clear understanding of Kenya's Labour Migration Policy, Employment Policy and other key National Policies, Objectives and Strategies.

Duties and responsibilities

Duties and responsibilities at this level will include:-

- (i) Ensuring the development of Legal and Institutional Framework to promote Cooperation and Partnership on Labour Migration Management;
- (ii) Coordinating all the actors in Labour Migration Management;
- (iii) Ensuring Collection, Analysis and Maintenance of up to date data on Labour Migration and Labour Migrants;
- (iv) Ensuring the implementation of National Labour Migration Management Policies and related Programmes;
- (v) Coordinate the development of Programmes for integration of Migrant workers;
- (vi) Initiating research and dissemination of information on Labour Migration Management;
- (vii) Ensuring promotion of fundamental principles and rights at work for Migrant workers;
- (viii) Coordinating Monitoring of labour Immigration and Migration trends and related issues;
- (ix) Ensuring implementation of Ratified International Labour Conventions and recommendations and related matters;
- (x) Ensuring the Management and Promotion of Safe and Orderly Migration; and
- (xi) Coordinating the resolution of complaints from Migrant Workers or/and Next of Kin.

ASSISTANT DIRECTOR, LABOUR MIGRATION – TWO (2) POSTS V/NO 48/2024

Basic Salary Scale:	Ksh. 90,200 - Ksh. 124,630 p.m.	(CSG 7)
House Allowance:	Ksh. 18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

(a) Requirements for Appointment

For appointment to this grade, an officer must: -

- (i) have served for a minimum period of three (3) years in the grade of Principal Migration Officer, CSG '8' or in a comparable and relevant position in the wider public Service;
- (ii) have a Bachelors degree in any of the following Disciplines: Human Resource Management/ and Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized Kenya;

- (iii) be Conversant with Labour Administration, Labour Laws, International Labour Organization and International Organization of Migration instruments, and the ability to integrate them to BETA Priority Projects;
- (iv) have Demonstratable outstanding Professional Competence, Effective Leadership and Managerial/ Administrative Skills;
- (v) be visionary, a team player, result oriented, Innovative and committed to Continuous Learning;
- (vi) possess Effective Negotiation, Analytical and Communication Skills; and
- (vii) have a clear understanding of Kenya's Labour Migration Policy and other key National Policies, Objectives and Strategies.

Duties and responsibilities

Duties and responsibilities at this level will entail:-

- (i) Initiating the development of Legal and Institutional Framework to promote Cooperation and Partnership on Labour Migration Management;
- (ii) Mobilizing all the actors in Labour Migration Management;
- (iii) Coordinating Collection, Analysis and Maintenance of Up to Date Data on Labour Migration and Labour Migrants;
- (iv) Leading the implementation of National Labour Migration Management Policies and related Programmes;
- (v) Coordinating the Development of Programmes for integration of Migrant Workers;
- (vi) Coordinating research and disseminating of information on Labour Migration Management;
- (vii) Promoting fundamental principles and rights at work for Migrant Workers;
- (viii) Monitoring and Evaluation of Labour Immigration and Migration trends and related issues;
- (ix) Monitoring the Management and Promotion of Safe and Orderly Migration; and
- (x) Monitoring resolution of complaints from Migrant Workers or/and Next of Kin.

VACANCIES IN THE OFFICE OF PRIME CABINET SECRETARY & MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

DEPUTY DIRECTOR, LEGISLATIVE AFFAIRS - TWO (2) POSTS– V/No.49/2024

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 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:-

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Legislative Affairs, CSG 7 or a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in Law (LLB) from a university recognized Kenya;
- (iii) a Post graduate Diploma in law from the Kenya School of Law;
- (iv) be an Advocate of High Court of Kenya with at least seven (7) years post-admission experience; and
- (v) 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 management of legislative affairs.

Note: a Master's degree in Law from a recognized university in Kenya will be an added advantage;

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) collaborating with MDAs to identify National Government priorities;
- (ii) coordinating analysis of existing and proposed legislation and statutory instruments on National Government priorities;
- (iii) providing recommendations for review of legislations and statutory instruments to align with the National Development Agenda;
- (iv) providing guidance to MDAs on the identification, prioritization and development of legislative proposals;
- (v) coordinating development and review of the Government Legislative Agenda;
- (vi) coordinating preparation of reports on MDAs compliance to statutory and administrative requirements relating to legislative development processes;
- (vii) providing guidance in identification of challenges in the legislative development process and advising on mitigation measures;
- (viii) coordinating development and review guidelines, framework, procedures and processes for formulation of National legislation;

- (ix) ensuring compliance of the guidelines for formulation of National legislation by MDAs;
- (x) initiating preparation of consolidated periodic Reports on the Legislative Agenda;
- (xi) providing guidance in development, review and implementation of tools for monitoring and tracking legislative development processes;
- (xii) coordinating development and maintenance of Legislative Agenda Tracking Information System;
- (xiii) coordinating designing of Legislative Agenda Tracking Information System; and
- (xiv) liaising with the Office of the Attorney General on matters relating to the development of various legislative proposals.

ASSISTANT DIRECTOR, LEGISLATIVE AFFAIRS – FOUR (4) POSTS – V/No. 50/2024

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12,000 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:-

- (i) served for a minimum period of three (3) in the grade of Principal Legislative Affairs Officer, CGS 8 or a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in Law (LLB) from a university recognized in Kenya;
- (iii) a Post-graduate Diploma in Law from the Kenya School of Law;
- (iv) be an Advocate of the High Court of Kenya with at least four (4) years post admission experience; and
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understand of national goals, policies, objectives and ability to relate them to management of legislative affairs.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) initiating development and review of the Government Legislative Agenda
- (ii) initiating analysis of existing and proposed legislation and statutory instruments on National Government priorities;
- (iii) coordinating identification of the legislative gaps in the realization of the National Government development agenda and recommend appropriate interventions;
- (iv) developing the Government Legislative Agenda;
- (v) coordinating monitoring on compliance of MDAs to statutory and administrative requirements relating to legislative development processes;

- (vi) coordinating the preparation of reports on MDAs compliance to statutory and administrative requirements relating to legislative development processes;
- (vii) organizing periodic fora with MDAs to identify challenges in legislative development process;
- (viii) identifying and recommending mitigation measures to address challenges in legislative development process;
- (ix) Developing and reviewing a framework on development of priority legislation;
- (x) Analysing the priority legislations in line with the national development agenda;
- (xi) Developing guidelines, procedures and processes for formulation of National legislation;
- (xii) Developing and coordinating implementation of tools for monitoring and tracking legislative development processes; and
- (xiii) designing, developing and maintaining Legislative Agenda Tracking Information System.

**DEPUTY DIRECTOR, PARLIAMENTARY AFFAIRS - TWO (2) POSTS–
V/No.51/2024**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 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:-

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Legislative Affairs, CSG 7 or a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in Law (LLB) from a university recognized Kenya;
- (iii) a Post graduate Diploma in law from the Kenya School of Law;
- (iv) be an Advocate of High Court of Kenya with at least seven (7) years post-admission experience;
- (v) 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 management of legislative affairs.

Note: a Master’s degree in Law from a recognized university in Kenya will be an added advantage;

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) collaborating with MDAs to identify National Government priorities;

- (ii) coordinating analysis of existing and proposed legislation and statutory instruments on National Government priorities;
- (iii) providing recommendations for review of legislations and statutory instruments to align with the National Development Agenda;
- (iv) providing guidance to MDAs on the identification, prioritization and development of legislative proposals;
- (v) coordinating development and review of the Government Legislative Agenda;
- (vi) coordinating preparation of reports on MDAs compliance to statutory and administrative requirements relating to legislative development processes;
- (vii) providing guidance in identification of challenges in the legislative development process and advising on mitigation measures;
- (viii) coordinating development and review guidelines, framework, procedures and processes for formulation of National legislation;
- (ix) ensuring compliance of the guidelines for formulation of National legislation by MDAs;
- (x) initiating preparation of consolidated periodic Reports on the Legislative Agenda;
- (xi) providing guidance in development, review and implementation of tools for monitoring and tracking legislative development processes;
- (xii) coordinating development and maintenance of Legislative Agenda Tracking Information System;
- (xiii) coordinating designing of Legislative Agenda Tracking Information System; and
- (xiv) liaising with the Office of the Attorney General on matters relating to the development of various legislative proposals.

ASSISTANT DIRECTOR, PARLIAMENTARY AFFAIRS – FOUR (4) POSTS – V/No.52/2024

Basic Salary Scale:	Ksh.90,200 – Ksh.124,630 p.m.	(CSG 7)
House Allowance:	Ksh.18,066– Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12,000 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:-

- (i) served for minimum period of three (3) years in the grade of Principal Parliamentary Liaison Officer, CSG 8 or a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics, Science in Statistics or any other equivalent qualifications from a university recognized in Kenya;
- (iii) a Post-graduate Diploma in Law from the Kenya School of Law or a Master's degree in any of the following disciplines: Law, Political Science, Sociology, International Relations, Public Administration, Business Management,

- Economics, Statistics or any other equivalent qualification from a university recognized in Kenya;
- (iv) be an Advocate of the High Court of Kenya with at least four (4) years post admission experience or four (4) years working experience in the following disciplines: Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics, Statistics or any other equivalent qualification from a university recognized in Kenya; and
 - (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understand of national goals, policies, objectives and ability to relate them to management of parliamentary affairs.

**DIRECTOR POLICY COORDINATION AND STRATEGY - ONE (1) POST–
V/No.53/2024**

Basic Salary Scale:	Ksh.143,640 – Ksh.262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 – Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20,000 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/Local Agreement	

For appointment to this grade, the candidates must have:-

- (i) served for minimum period of three (3) years in the grade of Deputy Director, Policy Coordination and Strategy, CSG 6 or a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Public Policy, Economics, Economics Policy Management, Statistics, Actuarial Science, Project Planning Management, International Relations, Strategic Management or any other equivalent qualification from a university recognized Kenya; and
- (vi) demonstrated a clear understanding of Policies, goals and objectives, and ability to relate them to National Government Agenda.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) providing guidance and expertise in the development and review of policies by MDAs to ensure alignment with the national development agenda;
- (ii) coordinating the development of the National Policy Guideline for formulation of policies;
- (iii) coordinating and monitoring compliance of the National Policy Guideline by MDAs;
- (iv) coordinating the identification of policies that require legislative interventions;

- (v) coordinating the development of a citizen/stakeholders engagement framework to guide MDAs on policy formulation;
- (vi) coordinating the compliance of MDAs to the citizen/stakeholder framework;
- (vii) coordinating the identification of key stakeholders for the fora for Government, private sector and other key stakeholders on emerging socio-economic issues;
- (viii) coordinating the identification of key emerging socio-economic issues for policy interventions;
- (ix) coordinating the organization of quarterly fora on emerging socio-economic issues and ensuring implementation of commitments made during the fora;
- (x) coordinating the identification of institutions to provide capacity building on policy making process for MDAs;
- (xi) coordinating capacity building programs on policy making process for MDAs; and
- (xii) coordinating the development of Information Education and Communication (TEC) materials on policy formulation, implementation, monitoring and evaluation.

**DEPUTY DIRECTOR, POLICY COORDINATION AND STRATEGY– TWO (2)
POSTS V/No.54/2024**

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m.	(CSG 6)
House Allowance:	Ksh.21,508 – Ksh.50,000 p.m.	
Commuter Allowance:	Ksh.16,000 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:-

- (i) served for minimum period of three (3) years in the grade of Assistant Director, Policy Coordination and Strategy, CSG 7 or a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from university recognized in Kenya; and
- (iii) demonstrated a clear understanding of Policies, goals and objectives, and ability to relate them to National Government Agenda.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) developing the national policy guideline for formulation of policies;
- (ii) monitoring compliance of the national policy guidelines by MDAs;
- (iii) coordination the analysis of policies from Policy Tracking Information System to identify legislative gaps;
- (iv) identifying policies that require legislative interventions;
- (v) developing citizen/stakeholder’s engagement framework to guide MDAs on policy formulation;
- (vi) monitoring the compliance of MDAs to the citizen/stakeholder framework;

- (vii) analyzing data and reports on key emerging socio-economic issues for policy interventions;
- (viii) organizing periodic fora on emerging socio-economics issues for policy interventions;
- (ix) monitoring the implementation of commitments made during the fora on emerging socio-economics issues;
- (x) liaising with stakeholders for follow up on implementation of commitments made during the fora;
- (xi) liaising with the identified institutions for capacity building on policy making process;
- (xii) coordinating capacity building programs on policy making process; and
- (xiii) initiating the development of Information Education and Communication (TEC) on policy formulation, implementation, monitoring and evaluation.

**ASSISTANT DIRECTOR, POLICY COORDINATION & STRATEGY – TWO (2)
POSTS V/No.55/2024**

Basic Salary Scale:	Ksh. 90,200 – Ksh.124,630 p.m.	CSG 7
House Allowance:	Ksh. 18,066 – Ksh.45,000 p.m.	
Commuter Allowance:	Ksh. 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for minimum period of three (3) years in the grade of principal Policy Coordination and Strategy Officer, CSG 8 or a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a university recognized Kenya; and
- (iii) have demonstrated professional competences as reflected in work performance and results

Duties and Responsibilities

The Assistant Director, Policy Coordination and Strategy will be responsible to the Deputy Director Policy Coordination and Strategy. Duties and responsibilities at this level will include:-

- (i) developing the National Policy Guideline for formulation of policies;
- (ii) monitoring compliance of the National Policy Guideline by MDAs;
- (iii) coordinating the analysis of policies from Policy Tracking Information System to identify legislative gaps;
- (iv) identifying policies that require legislative interventions;
- (v) developing citizen/stakeholder’s engagement framework to guide MDAs on policy formulation;
- (vi) monitoring the compliance of MDAs to the Citizen/stakeholder framework;
- (vii) analysing data and reports on key emerging socio-economic issues for policy interventions;

- (viii) organizing periodic for a on emerging socio-economic issues for policy interventions;
- (ix) monitoring the implementation of commitments made during the for a on emerging social-economic issues;
- (x) liaising with stakeholders for follow up on implementation of commitments made during the fora;
- (xi) liaising with the identified institutions for capacity building in policy making process;
- (xii) coordinating capacity building programs on policy making process; and
- (xiii) initiating the development of Information Education and Communication (IEC) on policy formulation, implementation, monitoring and evaluation.

**DIRECTOR, POLICY ANALYSIS AND COORDINATION - ONE (1) POST
V/No.56/2024**

Basic Salary Scale:	Ksh.143,640 – Ksh. 262,420 p.m.	(CSG 5)
House Allowance:	Ksh.49,206 –Ksh.60,000 p.m.	
Commuter Allowance:	Ksh.20, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent/ Local Agreement	

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

- (i) served for minimum period of three (3) years in the grade of Deputy Director, Policy Analysis and Coordination CSG 6 or a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Public Policy, Economics, Economics Policy Management, Statistics, Actuarial Science, Project Planning Management, International Relations, Strategic Management or any other equivalent qualification from a recognized institution;
- (iv) demonstrated a clear understanding of Policies, goals and objectives, and ability to relate them to National Government Agenda; and
- (v) met the requirements of chapter six (6) of the Constitution.

Duties and Responsibilities

The Director, Policy and Coordination will be responsible to the Secretary Policy Analysis and coordination. Duties and responsibilities at this level will include:-

- (i) providing guidance and expertise in the development and review of policies by MDAs to ensure alignment with the national development agenda;
- (ii) overseeing the development of guideline for formulation, implementation, monitoring and evaluation of national policies;
- (iii) spearheading the identification of policies that require legislative interventions and recommend fast tracking of the legal process;

- (iv) overseeing the development of the citizen/stakeholders engagement framework to guide MDAs on policy formulation;
- (v) ensuring compliance of MDAs to the citizen/stakeholder framework;
- (vi) spearheading the identification of key stakeholders for the for a for the Government, Private sector and other key stakeholders on emerging socio-economic issues;
- (vii) spearheading the identification of key emerging socio-economic issues for policy interventions;
- (viii) coordinating quarterly for a on emerging socio-economic issues and ensuring implementation of commitments made during the for a;
- (ix) coordinating collaboration with relevant institutions on capacity building policy making process; and
- (x) coordinating the development of Information Education and Communication (IEC) materials on policy formulation, implementation, monitoring and evaluation.

DEPUTY DIRECTOR, POLICY ANALYSIS AND COORDINATION– TWO (2) POSTS V/No.57/2024

Basic Salary Scale:	Ksh. 102,860 –Ksh. 172,350 p.m.
(CSG 6)	
House Allowance:	Ksh.21, 508 –Ksh 50,000 p.m.
Commuter Allowance:	Ksh.16, 000 p.m.
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable

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

- (i) served for minimum period of three (3) years in the grade of Assistant Director, Policy Analysis and Coordination CSG 7 or a comparable and relevant position in the wider public service;
- (ii) have a Bachelors Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iii) have demonstrated a clear understanding of Policies, goals and objectives, and ability to relate them to National Government Agenda.

Duties and responsibilities

The Deputy Director, Policy Coordination will be responsible to the Director Policy Analysis and Coordination. Duties and responsibilities at this grade will include:-

- (i) providing guidance and expertise in the development and review of policies by MDAs to ensure alignment with the national development agenda;
- (ii) coordinating the development of the National Policy Guidelines for formulation of policies;
- (iii) monitoring compliance of the National Policy Guidelines by MDAs;
- (iv) coordinating the identification of policies that require legislative interventions;

- (v) coordinating the development of a citizen/stakeholders engagement framework to guide MDAs on policy formulation;
- (vi) coordinating the compliance of MDAs top the citizen/stakeholder framework;
- (vii) coordinating the identification of key stakeholders for the fora for Government, private sector and other key stakeholders on emerging socio-economic issues for policy interventions;
- (viii) coordinating the organization of quarterly for a on emerging social-economic issues and ensuring implementation of commitments made during the fora;
- (ix) coordinating the identification of institutions to provide capacity building on policy making process for MDAs;
- (x) coordinating capacity building programs on policy making process for MDAs; and
- (xi) coordinating the development of information Education and Communication (IEC) materials on policy formulation, implementation, monitoring and evaluation.

ASSISTANT DIRECTOR, POLICY ANALYSIS AND COORDINATION – TWO (2) POSTS - V/No. 58/2024

Basic Salary Scale:	Ksh.90,200 – Ksh,124,630 p.m.	CSG 7
House Allowance:	Ksh.18,066 - Ksh.45,000 p.m.	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for minimum period of three (3) years in the grade of Principal Policy Analysis and Coordination Officer, CSG 8 or a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results;
- (iv) demonstrated professional competence as reflected in work performance and results

Duties and Responsibilities

The assistant Director, Policy Coordination will be responsible to the Deputy Director Policy Coordination. Duties and responsibilities at this level will include: -

- (i) developing the National Policy Guideline for formulation f policies;
- (ii) monitoring compliance of the National Policy Guideline by MDAs;
- (iii) coordinating the analysis of policies from Policy tracking information system to identify legislative gaps;
- (iv) identifying policies that require legislative interventions;

- (v) developing citizen/stakeholders' engagement framework to guide MDAs on policy formulation;
- (vi) monitoring the compliance of MDAs to the citizen/stakeholder framework;
- (vii) analyzing data and preparing reports on key emerging socio-economic issues for policy interventions;
- (viii) organizing quarterly for a on emerging socio-economic issues for policy interventions;
- (ix) monitoring the implementation of commitments made during the fora on emerging socio-economic issues;
- (x) liaising with stakeholders for follow up on implementation of commitments made during the fora;
- (xi) liaising with the identified institutions for capacity building on policy making process;
- (xii) coordinating capacity building programs on policy making process; and initiating the development of Information Education and Communication (IEC) on policy formulation, implementation, monitoring

VACANCIES IN THE MINISTRY OF ENERGY AND PETROLEUM

STATE DEPARTMENT FOR PETROLEUM

COMMISSIONER FOR PETROLEUM – ONE (1) POST - V/No. 59/2024

Basic Salary Scale:	Ksh.180,160 – Ksh.335,450 p.m.	(CSG 4)
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	Ksh.24,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	As existing in the Civil Service	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable/Local Agreement	

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

- (i) served for cumulative period of fifteen (15) years, three (3) of which should been in the grade of Assistant Commissioner, Petroleum, or Principal Superintending Geologist, Petroleum, CSG 6 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines: Petroleum Engineering, Petroleum Geophysics, Petroleum Geochemistry, Petroleum Geo-Science, Mechanical Engineering, Civil Engineering, Chemical Engineering, Petroleum Economics, Geology, Physics, Chemistry or its equivalent from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Petroleum Engineering, Petroleum Geophysics, Petroleum Geochemistry, Petroleum Geo-Science, Petroleum Economics from a university recognized in Kenya;
- (iv) a certificate in Petroleum related course lasting not less than two weeks from a recognized institution;

- (v) registration and valid membership in any of the following professional bodies Geological Society of Kenya (GSK), Geologists Registration Board (GRB); Engineers Board of Kenya (EBK) or any other relevant professional body;
- (vi) demonstrated outstanding professional competence and managerial ability as reflected in work performance and results; and
- (vii) a thorough understanding of the global, regional and national development goals policies and programs and the ability to relate them to the State Department's mandate.

Duties and responsibilities

The officer at this level will be responsible for overall coordination of the petroleum function. Duties and responsibilities will include:-

- (i) overseeing development, implementing and reviewing of policies, strategies and programs in the oil and gas sector;
- (ii) advising the Government on the commercial and economic value of oil and gas fields;
- (iii) advising the Government on decisions for non-compliance relating to international bodies on matters relating to oil and gas;
- (iv) initiating development and review of modalities and strategies for licensing of petroleum blocks;
- (v) initiating development of systems for monitoring and evaluation of programmes and projects in the oil and gas sector;
- (vi) ensuring maintenance and management of petroleum data;
- (vii) ensuring a competitive and transparent petroleum industry in Kenya while fostering collaboration between Stakeholders;
- (viii) ensuring compliance with environmental protection and management regulations in liaison with the relevant agencies;
- (ix) ensuring local content capacity building in line with national policy goals;
- (x) overseeing execution agreements with purchasers for export of crude oil and natural gas; and
- (xi) ensuring security of supply of petroleum products in Kenya and Regional markets

VACANCIES IN THE MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS

STATE DEPARTMENT FOR MINING

GEOLOGIST II –THIRTY SIX (36) POSTS – V/No. 60 /2023

Basic Salary Scale:	Ksh.39,700 – Ksh.52,960 p.m.	(CSG 10)
House Allowance:	Ksh.8,133– Ksh.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 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 Bachelors degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or its equivalent from a university recognized in Kenya

Duties and Responsibilities

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

- (i) being involved in Geological mapping, geophysical and geophysical and geochemical minerals exploration; and
- (ii) geotechnical and environmental investigation programmes

INSPECTOR OF MINES II - SEVENTY SIX (76) POSTS– V/No. 61/2023

Basic Salary Scale: (CSG 10)	Ksh.39,700 – Ksh.52,960 p.m.
House Allowance:	Ksh.8,133 – Ksh.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 per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

For appointment to this grade, an officer must have a Bachelor degree in Mining/Mineral processing Engineering or Civil Engineering from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) being involved in inspection of mines, quarries and explosives;
- (ii) prospecting and mining concessions;
- (iii) undertaking simple mining engineering projects such as mines rehabilitations; and
- (iv) study and familiarize with licensing procedures

INSPECTOR OF EXPLOSIVES II - TWENTY TWO (22) POSTS– V/No. 62/2023

Basic Salary Scale: (CSG 10)	Ksh.39,700 – Ksh.52,960 p.m.
House Allowance:	Ksh.8,133 – Ksh.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 per financial year

Medical Cover: As provided by the Government
Terms of Service: Permanent and Pensionable

For appointment to this grade, an officer must have a Bachelor of Science degree in any of the following fields: Explosives Science/ Engineering, Mining Engineering, Chemical Engineering, Environmental Science/ Engineering, Chemistry and Physics from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) Carrying out safety and technical inspections of Explosives magazines;
- (ii) Writing reports and Preparing safety notices;
- (iii) Preparing permits under the Explosives Act;
- (iv) Inspect explosives and fireworks; and
- (v) Inspect quarries/mines.

CHEMIST– FIVE (5) POSTS – V/No. 63/2023

Basic Salary Scale: Ksh.39,700 – Ksh.52,960 p.m.
(CSG 10)
House Allowance: Ksh.8,133 – Ksh.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 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 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 is an entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will include:-

- (i) Screening and receiving materials for analysis
- (ii) Storing, retrieving and issuing-out materials of analysis;
- (iii) Sampling at various sites
- (iv) Carrying out field tests;
- (v) Preparing reagents for analysis; and
- (vi) Maintaining records; and carrying out relevant laboratory

INSPECTOR DRILLING - FOUR (4) POSTS- V/No. 64/2023

Basic Salary Scale:	Ksh.32,700 – Ksh.42,690 p.m.	(CSG 11)
House Allowance:	Ksh.5,000 - 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	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Higher National Diploma in Drilling or Ground Water Technology from Kenya National Examinations Council.

Duties and Responsibilities

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

- (i) being involved in controlling and inspection of the operations of a minimum of two (2) drilling rigs, or two (2) percussion rigs, or one (1) direct rotary rig working in the field;
- (ii) provision of guidance to drilling Assistants and Inspectors;
- (iii) assisting in the planning of drilling inspection programmes; and
- (iv) compilation of reports on drilling inspection operations

LABORATORY TECHNOLOGIST III- FIVE (5) POSTS - V/No. 65/2023

Basic Salary Scale:	Ksh.26,900 – Ksh.35,380 p.m.	(CSG 12)
House Allowance:	Ksh.3,850 - Ksh.6,750 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	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must have a Diploma in any of the following; Applied Biology, (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/ Civil Engineering, Earth or Science Biotechnology from a recognized institution.

Duties and Responsibilities

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

- (i) Preparing laboratory reagents
- (ii) Carrying out Chemicals/Microbiological analysis on sample.
- (iii) Extracting, Isolating and identifying drugs, pesticides and heavy metals from biological and miscellaneous samples and disposing laboratory waste
- (iv) Documenting and receiving samples for analysis
- (v) Cleaning and sterilizing laboratory glass ware, surfaces and equipment

LABORATORY TECHNICIAN FOUR (4) POSTS- V/No. 66 /2024

Basic Salary Scale:	Ksh.23,700 – Ksh.31,450 p.m.	(CSG 13)
House Allowance:	Ksh.3,850 – Ksh.6,750 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	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

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

- (i) Certificate in any of the following fields; Laboratory Technologist or Medical Laboratory from a recognized institution;

OR

- (ii) Occupational/Proficiency Test Certificate Grade III/II/I in Civil Engineering for Geological Laboratories from a recognized institution.

Duties and Responsibilities

Duties and responsibilities will include:-

- (i) Processing and preserving test samples;
- (ii) Packaging, transporting and submitting tested samples;
- (iii) Receiving and recording Submitted samples;
- (iv) Preparing Laboratory Reagents;
- (v) Documenting and receiving samples for analysis;
- (vi) Cleaning and sterilizing laboratory glass ware, surface and equipment;
- (vii) Disposing laboratory waste

DRILLING ASSISTANT II - FIFTEEN (15) POSTS- V/No. 67 /2023

Basic Salary Scale:	Ksh.19,220 - Ksh.23,130 p.m.	(CSG 14)
House Allowance:	Ksh.3,000 - 4,500 p.m.	(Depending on duty station)
Commuter Allowance:	Ksh.3,000 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 Kenya Certificate of Secondary Education (K.C.S.E) Grade D+ or its approved equivalent with a minimum of grade C- in either Physics, Physical Science, Chemistry or Mathematics

Duties and Responsibilities

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

- (i) keeping records and planning suppliers of fuel and lubricants for drilling equipment;

- (ii) operating drilling machines and pumps as well as recording and reporting the use of drilling bits;
- (iii) assisting in the maintenance and repairs of drilling equipment, engines and gears; and
- (iv) recording all data required for both the drill hole and sampling

VACANCY IN THE MINISTRY OF WATER, SANITATION AND IRRIGATION

STATE DEPARTMENT FOR IRRIGATION

SECRETARY, LAND RECLAMATION, CLIMATE RESILIENCE AND IRRIGATION WATER MANAGEMENT – ONE (1) POST– V/No. 68/2024

Basic Salary Scale:	Ksh.180,160 – Ksh.335,450 p.m.	(CSG 4)
House Allowance:	Ksh.80.000 p.m.	
Commuter Allowance:	Ksh.24,000 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/Local Agreement	

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

- (i) served for cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Deputy Director/Chief Engineer (Irrigation and Drainage/ Land Reclamation Water Manager, CSG 6 or in comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following disciplines: Agricultural Engineering, Agricultural Bio Systems Engineering, Civil Engineering, Water Engineering, Hydrology, Geology, Soil Science, Agricultural Economics, Project Management or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Agricultural Engineering, Agricultural Bio Systems Engineering, Environmental and Bio System Engineering, Natural Resources Management, Agricultural Resource Management, Soil and Water Engineering, Land and Water Management, Land Use Management, Integrated Soil Fertility Management, Environmental Management, Environmental Planning and Management, Project Planning and

- Management or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) been registered by a relevant professional body;
 - (v) demonstrated a high degree of professional competent and administrative capability required for effective planning, direction, control and coordination of irrigation functions;
 - (vi) demonstrated a thorough understanding of national goals, policies and programs and the ability to translate them into irrigation; and
 - (vii) demonstrated profession competence, leadership and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) overseeing formulation, implementation and review of Ecosystem restoration and Land Reclamation policies, strategies, standards, guidelines, procedures and frameworks;
- (ii) overseeing assessment and mapping of degraded lands in accordance with the Sustainable Development Goals (SDG) No.15.3 on halting and reversing land degradation, promote land degradation neutrality (LDN) and designate areas that required reclamation through water flood mitigation;
- (iii) overseeing feasibility studies, for water storage for Land Reclamation and flood control structures and promote flood control through utilization of floodwaters for production;
- (iv) overseeing design, develop and implement water storage and flood mitigation structures (for Land Reclamation, rehabilitation and restoration);
- (v) initiating, develop and manage land reclamation projects and programs to enhance productivity and improvement of livelihoods in wasteland/degraded lands through water harvesting, storage and under of land resources and through nature-based solutions;
- (vi) coordinating mainstreaming of climate change action plan in the State Department as outlined in Article 15(5) of Climate Change Act 2016 and implementation of climate change obligations in the sector including multilateral agreements, climate finance and negotiations, presidential directives among others;
- (vii) coordinating Land Reclamation through liaison and collaboration with stakeholders and building partnerships on land reclamation and climate resilience for food and water security in accordance with CoK, 2010;
- (viii) monitoring and evaluating Water Storage for Land Reclamation and Flood mitigation projects and programmes, water and food security for climate proofing compliance of projects and programmes;
- (ix) formulating, implementing and reviewing programmes and projects pertaining to irrigation water harvesting and storage and exploitation of groundwater;
- (x) mapping and designating areas ideal for irrigation water harvest and storage development;
- (xi) promoting use of efficient technologies and construction techniques in irrigation water harvesting and storage development;

- (xii) coordinating implementation and reviews programmes and projects pertaining to irrigation schemes management & productivity and irrigation reforms, research, innovation and capacity strengthening;
- (xii) mobilizing resources, involving private sector and form partnership and collaborations for implementation of irrigation research, innovations, capacity strengthening projects and programmes and schemes management including productivity improvement to counties, irrigation waters users' associations (IWUAs) and stakeholders;
- (xiv) overseeing irrigation schemes operations and maintenance by undertaking periodic surveys, assessments on performance providing technical assistant on establishment of irrigation water users' associations (IWUAs) for management of community-based irrigations schemes;
- (xv) establishing and maintaining a database on irrigation schemes, irrigation research, innovations, irrigation technologies and capacity building initiatives and ensure efficient records management.
- (xvi) developing and reviewing training master plan, manuals for capacity building on irrigation infrastructure development, water use, management and regulation of irrigation in liaison with counties and other stakeholders;
- (xvii) coordinating mainstreaming of climate-smart irrigation water use technologies and innovations and irrigation schemes; and
- (xviii) liaising with training institutions in the development of curricula for training irrigation water management professional and practitioners.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION