



## 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](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

### Please Note:

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

Applications should reach the Commission **on or before 19th March, 2024 latest 5.00 pm (East African Time).**

## VACANCY IN THE MINISTRY OF HEALTH

### STATE DEPARTMENT FOR PUBLIC HEALTH AND PROFESSIONAL STANDARDS

#### DEPUTY DIRECTOR GENERAL FOR HEALTH.. - ONE (1) POST V/NO.70/2024

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/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 be in the grade of Deputy Director Medical Services/ Senior Medical Specialist- Pharmaceutical Services, Dental Surgery, Environmental Health, and Public Health, 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 fields: Medicine and Surgery (M.B. Ch.B), Dental Surgery (DS), Pharmacy (B Pharm), Environmental Health, Public Health or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine, Pharmacy, Environmental Health, Public Health, Health System Management, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration Certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of global and national development policies, goals and objectives and ability to integrate them into the Ministry of Health function

#### Duties and Responsibilities

The Deputy Director General for Health, will head the Technical Functions of the State Department. Duties and responsibilities at this level will include:-

- (i) supervising and coordinating of all technical Directorates within the State Department;
- (ii) providing technical guidance in the formulation of Policies, Strategies, and Guidelines;
- (iii) coordination of relevant technical working groups; and
- (iv) performing any other duties assigned by the Principal Secretary

**DIRECTOR, HEALTH MANAGEMENT SERVICES, PUBLIC HEALTH - ONE (1) POST  
V/NO.71/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should be in the grade of Deputy Director of Medical Services; Public Health CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in Medicine and Surgery (M.B. Ch.B); Environmental Health, Public Health or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental Health, Public Health, Epidemiology, Community Health, Occupational Health and Safety, Health Promotion and Education or equivalent qualification from a university recognized in Kenya;
- (iv) a Registration Certificate by relevant professional body where applicable;
- (v) a valid practicing license from a relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Public Health and Sanitation function

**Duties and Responsibilities**

The Director, Health Management Services, Public Health will head the Directorate and his/her duties and responsibilities will include:-

- (i) ensuring compliance to the Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances, Act. (i) 21 (Cap, 254), Tobacco Control Act, 2007 Alcoholic Drinks Control Act, 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health;
- (ii) formulating, implementing, interpreting and reviewing of public health policies, guidelines, standards and procedures;
- (iii) liaising with relevant Departments and other stakeholders in the implementation of public health projects and programmes;
- (iv) monitoring and evaluation of public health projects and programmes;
- (v) ensuring compliance to international health regulations and rules;
- (vi) providing leadership in research on Public Health, trends and other emerging issues;

- (vii) mobilizing resources and fostering collaboration and partnerships with bilateral and multilateral agencies in support of public health programmes;
- (viii) inculcating innovation and modern technology in the provision of public health services;
- (ix) representing the Principal Secretary in statutory, regulatory, research, standards and other relevant coordinating bodies;
- (x) developing and implementing strategic and work plans;
- (xi) planning and budgeting for the Directorate; and
- (xii) overseeing capacity building and performance management in the Directorate

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (PUBLIC HEALTH)  
DISEASE SURVEILLANCE AND RESPONSE DIVISION - ONE (1) POST V/NO. 72/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director: Medical Services; Public Health, 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: Environmental Health, Public Health, Medicine and Surgery (M.B, Ch.B.) or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Environmental Health, Public Health, Epidemiology, Medicine, Community Health, Occupational Health Promotion and Education, or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration Certificate by relevant professional body where applicable;
- (v) a Valid Practicing License from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Public Health and Sanitation function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services (Public Health) will head the Division. Duties and responsibilities at this level will include:-

- (i) coordinating surveillance, prevention, and control of notifiable disease outbreaks in the Country and Region;
- (ii) coordinating preparedness and response to public health events and emergencies;

- (iii) maintaining database and archives on public health events and emergencies;
- (iv) coordinating surveillance, prevention and control of diseases;
- (v) providing high-level direction for response during health emergencies and disasters;
- (vi) ensuring commodity security for health products and technologies used in public health events and emergencies, and neglected tropical disease prevention and control;
- (vii) identification of research priorities on disease surveillance and public health emergency management;
- (viii) reporting on notifiable public health events to relevant bodies;
- (ix) developing, monitoring and reviewing of policies and guidelines to strengthen capacity for early detection, complete recording, timely reporting, regular analysis and prompt feedback of:
  - a) integrated Disease Surveillance and Response (IDSR) priority diseases, events and conditions;
  - b) zoonotic disease prevention and control;
  - c) vector-borne disease prevention and control; and
  - d) neglected tropical diseases prevention and control;
- (x) providing technical support and capacity on:
  - a) epidemiology to strengthen surveillance systems and enhance utilization of data for decision making to improve response to public health emergencies; and
  - b) integrated disease surveillance and response (IDSR) priority diseases, zoonotic diseases, neglected tropical diseases and vector-borne diseases;
- (xi) fostering One Health collaboration;
- (xii) identifying and developing mechanisms to tackle threats to Global Health Security;
- (xiii) maintaining a national repository of field investigations of all public health events, emergencies, disease outbreaks and disasters;
- (xiv) providing a high-level direction for response during health emergencies and disasters; and
- (xv) coordinating public health emergency preparedness and management of public health events and emergencies, outbreaks, and disasters

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PUBLIC HEALTH), ENVIRONMENTAL HEALTH AND SANITATION - ONE (1) POST V/NO. 73/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Environmental Health or Public Health, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in in any of the following disciplines: Environmental Health, Public Health or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management, Disaster Management or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration Certificate by relevant professional body where applicable;
- (v) a Valid Practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Public Health and Sanitation function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services will head the Environmental Health and Sanitation Division. Duties and responsibilities at this level will include:-

- (i) developing, monitoring and reviewing of environmental health, health care waste management and pollution control, and climate change and health, Water, Sanitation & Hygiene (WaSH), food safety, Occupational Safety and Health (OSH), Port Health; Tobacco Control & Substance Abuse, waste and chemicals management, and pest, vermin and vector control policies, regulations, strategies and guidelines;
- (ii) providing technical support and capacity building on environmental health and sanitation services;
- (iii) developing regulations to operationalize public health laws and substance abuse;
- (iv) participating in the development, review and implementation of Environmental Impact Assessment (EIA) policies, guidelines and program;
- (v) providing Secretariat to the National Environmental Sanitation and Hygiene (NESH) Inter-agency Coordination Committee (ICC);
- (vi) ensuring enforcement of Public Health Laws and Regulations; and

(vii) conducting research on environmental health

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES - (MEDICAL LABORATORY SERVICES), NATIONAL LABORATORY SERVICES - ONE (1) POST V/NO. 74/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Laboratory 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 Medical Laboratory Sciences or any other equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following disciplines: Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease diagnosis, Laboratory Management, Molecular Science or any other equivalent qualifications from a university recognized in Kenya;
- (iv) a Registration Certificate by the Kenya Medical Laboratory Technicians and Technologist Board;
- (v) a Valid Practicing License from Kenya Medical Laboratory Technicians and Technologist Board;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Public Health and Sanitation function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services (Medical Laboratory Services) will head the Division. Duties and responsibilities at this level will include:-

- (i) spearheading development, implementation and review of National Laboratory policies and strategic plans;
- (ii) providing specialized referral testing services across laboratory diagnostic network to ensure diagnostic and disease surveillance capacity;
- (iii) providing laboratory services for detection of notifiable diseases;

- (iv) supporting pharmacy and laboratory regulatory bodies by performing the assays required for validation, registration and approval of diagnostic kits, reagents and equipment;
- (v) overseeing and enforcing quality assurance of diagnostic testing and calibration of diagnostic equipment;
- (vi) providing calibration services for equipment used in national and county, public and private diagnostic facilities;
- (vii) leading a national external quality assurance program for all public and private human diagnostic laboratories in Kenya;
- (viii) ensuring production and distribution of quality control and proficiency testing panels to diagnostic laboratories;
- (ix) advising and supporting national efforts for certification and accreditation of diagnostic laboratories;
- (x) spearheading coordination and management of laboratory testing data for translation to public health policy and strategies;
- (xi) coordinating operations of the Laboratory Supplies & Logistics Unit and Equipment Calibration Centre;
- (xii) providing technical support and capacity building on diagnostic laboratory network;
- (xiii) supporting of public and private diagnostic facilities in developing forecasting and quantification plans and reports for laboratory commodities; and
- (xiv) participating in identification of testing facilities that can provide tie-breaker function for discordant results generated in lower tier laboratories

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PUBLIC HEALTH), PORT HEALTH SERVICES- ONE (1) POST V/NO. 75/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Environmental Health or Public Health, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in Environmental Health, Public Health, or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Environmental Health, Public Health, Epidemiology, Community Health, Occupational Health and Safety, Health Promotion and Education, from a university recognized in Kenya;
- (iv) a Registration Certificate by relevant professional body where applicable;
- (v) a Valid Practicing license from relevant professional body where applicable;



- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Public Health and Sanitation function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services will head the Port Health Services Division. Duties and responsibilities at this level will include:-

- (i) formulation of policies and guidelines on Port Health Services;
- (ii) coordinating implementation of IHR 2005 and other related statute and guidelines at all points of entry;
- (iii) spearheading integration of disease surveillance and response: traveller/truckers;
- (iv) coordinating Health screening against communicable diseases and conditions;
- (v) Providing quarantine and referral of suspect cases, travel vaccinations and risk communication;
- (vi) providing of emergency medical services for travellers;
- (vii) controlling disease-causing vectors and vermin by inspecting, disinfecting, decontaminating of baggage, cargo, containers, conveyances, goods and premises;
- (viii) ensuring inspection and certification of exports/imports;
- (ix) ensuring coordinated rapid response to any Public Health Event of International Concern (PHEIC);
- (x) ensuring that appropriate sanitation and hygiene is maintained at Ports of Entries including but not limited to waste management; and
- (xi) leading multi sector collaboration: coordination and information sharing between port health services and other agencies

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PUBLIC HEALTH), NATIONAL EMERGENCY AND PREPAREDNESS- ONE (1) POST V/NO. 76/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services, Public Health or Environmental Health, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in Environmental Health, Public Health, Medicine and Surgery (M.B,Ch.B.) or any other equivalent qualification from a university recognized in Kenya;

- (iii) a Masters degree in any of the following fields: Environmental Health, Public Health, Epidemiology, Medicine, Community Health, Occupational Health Promotion and Education, or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration Certificate by relevant professional body where applicable;
- (v) a Valid Practicing License from relevant professional body where applicable;
- (vi) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (viii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Public Health and Sanitation function

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services will head the national Emergency and preparedness Division. Duties and responsibilities at this level will include:-

- (i) spearheading development of policies, legislations, strategies, and guidelines on national emergency and preparedness;
- (ii) coordinating preparation, detection, response, and mitigation of public health emergencies;
- (iii) mobilizing and deploying resources including surge capacity, services and supplies;
- (iv) coordinating timely, events specific operational decision-making using available information and policies;
- (v) coordinating information management: collection, collation, analysis, presentation, and utilization of health event data and information to guide response; and
- (vi) spearheading of research in priority areas

### **DIRECTOR, HEALTH MANAGEMENT SERVICES, (PRIMARY HEALTH CARE) - ONE (1) POST V/NO.77/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should be in the grade of Deputy Director Medical Services, Pharmaceutical Services/Senior Pharmaceutical Specialist, Dental Services, Environmental Health, Public Health, Nutrition & Dietetics; 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 fields: Medicine and Surgery; Pharmacy (B pharm); Dental Surgery (BDS); Environmental Health; Public Health; Nutrition and Dietetics; or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine, Epidemiology, Pathology, Environmental Health, Public Health, Pharmacy, Community Health, Health System Management, or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function

### **Duties and Responsibilities**

The Director, Health Management Services will head the Primary Health Care Directorate. Duties and responsibilities at this level will include:-

- (i) spearheading formulation, development, dissemination and advocacy for policies, standards, guidelines and frameworks on Primary health care, School Health and Nutrition & Dietetic;
- (ii) providing technical support and capacity building on Primary Health care programs;
- (iii) developing implementation framework for an integrated primary health care system;
- (iv) coordinating and collaborating with partners and stakeholders;
- (v) developing framework for commodity security to support primary health care;
- (vi) performance monitoring of Primary Healthcare indicators;
- (vii) conducting periodic assessment of the implementation of Primary Health Care in collaboration with relevant stakeholders; and
- (viii) conducting operational research in Primary Health Care programs

### **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (PRIMARY HEALTH CARE) MALARIA CONTROL & MANAGEMENT- ONE (1) POST V/NO. 78/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist, Environmental Health,

or Public Health, 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 fields: Medicine and Surgery; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Medicine, Epidemiology, Pathology, Gynecology, Environmental Health, Public Health, Health Promotion or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid Practicing License form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services will head the Malaria Control and Management Division. Duties and responsibilities at this level will include:-

- (i) developing, monitoring and reviewing policies and guidelines on Malaria prevention and control;
- (ii) ensuring commodity security for health products and technologies used in Malaria prevention and control;
- (iii) providing technical support and capacity building to Counties on Malaria prevention and control; and
- (iv) identification of research priorities on Malaria to inform prevention and control interventions

### **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE -DRUG CONTROL & SUBSTANCE ABUSE- ONE (1) POST V/NO. 79/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director- Environmental Health, Public Health, Pharmaceutical Services/Senior Pharmaceutical Specialist II, or Medical 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 fields: Medicine and Surgery, Pharmacy (B Pharm); Environmental Health, Public Health or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Medicine, Epidemiology, Environmental Health, Public Health, Health Promotion; Pharmacy or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid Practicing License form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function.

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Primary Health Care will head the Division. Duties and responsibilities at this level will include:-

- (i) developing and reviewing of drugs control policies, programmes and projects;
- (ii) monitoring and evaluating projects related drug and substance abuse;
- (iii) enforcing compliance with regulations relating to trade and transportation of drugs by importers and exporters of drugs and poison;
- (iv) coordinating pharmaceutical inspections at the ports of entry;
- (v) liaising with other government and non-governmental agencies in the control of narcotic drugs, psychotropic substances and precursor chemicals;
- (vi) coordinating development and review of inspectors of drugs working manual;
- (vii) facilitating development and review of pharmaceutical inspection guidelines and standards operating procedures (SOPs);
- (viii) engaging stakeholders in border control procedures as regards drugs and related products at ports of entry;
- (ix) planning and facilitating of public awareness programmes on effects of licit drug abuse and misuse;
- (x) making recommendations to address reported drug crime cases;
- (xi) ensuring registration of medical products before they are released into the market;
- (xii) ensuring integrity in drug Supply Chain Management

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE) TB AND OTHER LUNG DISEASES- ONE (1) POST V/NO. 80/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director- Medical Services/Medical Specialist, Environmental Health, or Public Health, 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 fields: Medicine and Surgery; Environmental Health; Public Health; or any other relevant Health related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Medicine; Environmental Health; Public Health, Epidemiology, Community Health, Occupational Health and Safety, Health Promotion and Education, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing License form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Primary Health Care will head the Division. Duties and responsibilities at this level will include:-

- (i) development, monitoring and review of policies and guidelines on Tuberculosis and Leprosy prevention and control;
- (ii) ensuring commodity security for health products and technologies used in Tuberculosis and Leprosy prevention and control;
- (iii) provision of technical support and capacity building to Counties on Tuberculosis and Leprosy prevention and control; and
- (iv) identification of research priorities on Tuberculosis and Leprosy to inform prevention and control interventions

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE) HEALTH PROMOTION AND EDUCATION MANAGEMENT - ONE (1) POST V/NO. 81/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director- Health Promotion; Environmental Health; Public Health; Community Health; Nutrition and Dietetic; Medical 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 fields: Health Promotion; Environmental Health; Public Health; Community Health; Nutrition & Dietetics; Medicine and Surgery or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Health Promotion; Environmental Health, Public Health; Community Health, Nutrition & Dietetics Medicine, or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Primary Health Care will head the Division. Duties and responsibilities at this level will include:-

- (i) developing and reviewing of health promotion policies, strategies and guidelines including the health promoting cities initiative;
- (ii) liaising with media to communicate health matters;
- (iii) coordination of media sensitization meetings for all national health events including world health days;
- (iv) development of social media systems for national communication to various target groups;
- (v) conducting social listening on all health matters;
- (vi) training and engaging health workers on health communication;
- (vii) development, reviewing and dissemination of guidelines on Information Education Communication material development;

- (viii) coordination of stakeholders on Information Education Communication material development on all health issues;
- (ix) continuous reviewing and standardizing Information Education and Communication materials;
- (x) provision of technical support and capacity building to Counties on Information Education and Communication materials development;
- (xi) advocacy for inclusivity of the vulnerable and marginalized groups in all health programs;
- (xii) forming collaborations and partnerships;
- (xiii) promotion of wellness at workplaces;
- (xiv) management of the national Call Centre on health promotion; and
- (xv) advocating for legislation and regulation on health communication and marketing of health-related products and technologies

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE) HEALTH AND WELLNESS - ONE (1) POST V/NO 82/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director- Nursing Services, Environmental Health, Public Health, Health Records or Community Health, 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 fields: Medicine; Nursing; Environmental Health; Public Health, Community Health; or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine; Nursing; Environmental Health, Public Health; Community Health; or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function.



### **Duties and responsibilities**

The Senior Deputy Director, Health Management Services, Primary Health Care will head the Division. Duties and responsibilities at this level will include:-

- (i) developing, monitoring, and reviewing policies and guidelines on health and wellness;
- (ii) provision of technical support to counties on health and wellness;
- (iii) providing capacity building in counties for health and wellness;
- (iv) identifying research priorities on health and wellness;
- (v) formulation, developing and reviewing of policies, strategies and guidelines for health and Wellness;
- (vi) strengthening leadership and governance for health at all levels;
- (vii) identifying and promoting strategies for promotion of health, prevention substance use disorders;
- (viii) strengthening and promoting health systems including information systems;
- (ix) provision of technical assistance and capacity building in prevention and control of health to state and non-state actors;
- (x) integrating health and Wellness services within the Kenya Essential Package for Health and national policies; and
- (xi) establishment, reviewing, and overseeing implementation of systems to mitigate health challenges, emerging trends, and burden of mental disorders

### **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE) COMMUNITY HEALTH- ONE (1) POST: V/NO. 83/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Nursing Services, Environmental Health, Public Health, Health Records or Community Health, 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 fields: Medicine; Nursing; Environmental Health; Public Health, Community Health; or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine; Nursing; Environmental Health, Public Health; Community Health; or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license form relevant professional body where applicable;

- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Primary Health Care will head the Division. Duties and responsibilities at this level will include:-

- (i) spearheading formulation, development, dissemination, and advocacy on policies, standards, and guidelines on community health;
- (ii) developing a framework for community health strategies;
- (iii) providing technical support and capacity on community health;
- (iv) monitoring implementation of community health programs;
- (v) coordination of community healthcare partners and stakeholders;
- (vi) developing framework for community health promoter services;
- (vii) identifying research priorities in the area of community health; and
- (viii) developing and maintaining integrated community health information systems and database

### **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE) PRIMARY HEALTH CARE NETWORKS- ONE (1) POST V/NO. 84/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist II- Environmental Health, Public Health, or Community Health, 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 fields: Medicine and Surgery; Environmental Health; Public Health; Community Health; or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine, Epidemiology, Pathology, Gynecology, Environmental Health, Public Health, Medical Laboratory, Community Health, Health System Management, or any other relevant Health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license form relevant professional body where applicable;

- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, will head the Primary Health Care Networks Division. Duties and responsibilities at this level will include:-

- (i) spearheading formulation, development, dissemination, and advocacy on policies, standards, and guidelines on primary health care in the country;
- (ii) provision of technical support and capacity on primary health care;
- (iii) monitor the implementation of primary health care programs;
- (iv) coordination of primary health care partners and stakeholders;
- (v) development of a framework for Primary Health Care commodity security;
- (vi) identify research priorities in the area of Primary Health Care; and
- (vii) develop and maintain integrated primary health care information systems and database

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (PRIMARY HEALTH CARE) SCHOOL HEALTH- ONE (1) POST V/NO. 85/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist II; Environmental Health, Public Health, or Nursing 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 fields: Medicine and Surgery; Environmental Health; Public Health, Nursing or any other relevant health related field from a recognized Institution;
- (iii) a Masters of Science in any of the following fields: Medicine, Environmental Health, Public Health, Nursing or any other relevant Health related field from a recognized institution;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license form relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Primary Health Care Function.

## **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Primary Health Care will head the School Health Division. Duties and responsibilities at this level will include:-

- (i) spearheading formulation, development, dissemination, and advocacy on policies, standards, and guidelines on School Health programs;
- (ii) Providing technical support and capacity on School Health programs;
- (iii) developing and monitoring system for School Health indicators;
- (iv) ensuring proper coordination of partners and stakeholders that support and implement School Health;
- (v) developing framework for commodity security; and
- (vi) identifying research priorities in the areas of School Health

## **DIRECTOR, HEALTH MANAGEMENT SERVICES- (HEALTH STANDARDS AND REGULATION) - ONE (1) POST V/NO. 86/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 80,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should be in the grade of Deputy Director Medical Services/Medical Specialist: Pharmaceutical Services/Senior Pharmaceutical Specialist, Dental Services, Environmental Health or Public Health, 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 fields: Bachelor's Degree in Medicine and Surgery, Pharmacy (B Pharm), Dental Surgery; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine, Pharmacy, Dental Sugary; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Standards, Regulations& Quality Assurance function.

## **Duties and Responsibilities**

The Director, Health Management Services, Health Standards and Regulation will head the Directorate. Duties and responsibilities at this level will include:-

- (i) formulating, overseeing implementing, monitoring, and reviewing policies, guidelines and frameworks in collaboration with other relevant stakeholders;
- (ii) spearheading regulation of Health Regulatory Bodies; Enforcing professional norms and standards; Enforcing norms and standards for Health Infrastructure;
- (v) promoting norms and standards for Health products and Technologies (HPT);
- (vi) promoting norms and standards in human resources for health;
- (vii) ensuring patients and health worker safety;
- (viii) ensuring Quality assurance and compliance;
- (ix) enforcing accreditation standards;
- (x) enforcing norms and standards for radiation management;
- (xi) coordination and maintenance of accreditation and certification standards;
- (xii) provision of technical support and capacity building in setting, reviewing, dissemination and monitoring implementation of norms and standards for the health sector;
- (xiii) coordination of the development of accreditation framework; and
- (xiv) strengthening the legislative and regulatory framework that governs the Health Sector

## **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (STANDARDS AND COMPLIANCE) HEALTH POLICY AND REGULATION- ONE (1) POST V/NO.87/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist II, Pharmaceutical Services/Pharmaceutical Specialist II, Dental Surgery, Environmental Health, or Public Health, CSG 7 and above 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: Bachelor's Degree in Medicine and Surgery, Pharmacy (B Pharm), Dental Surgery; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine and Surgery, Pharmacy (B Pharm), Dental Surgery; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;

- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Standards, Regulations & Quality Assurance function.

**Duties and responsibilities**

The Senior Deputy Director, Health Management Services, Health Policy & Regulation will head the Health Policy & Regulation Division. Duties and responsibilities at this level will include:-

- (i) spearheading development and reviewing of health sector regulatory and legislative policy and strategy in line with international standards;
- (ii) coordination of the development and review of laws and regulations promote UHC in collaboration with relevant stakeholders;
- (iii) offering technical assistance to counties in development and implementation of health sector legislations and regulations;
- (iv) enforcement of health standards and regulations;
- (v) development and maintenance of a register of health sector laws and regulations;
- (vi) offering technical assistance to health sector regulatory institutions;
- (vii) development of a framework for implementation, monitoring and reporting of technical inspections and regulatory performance in collaboration with key stakeholders

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (STANDARDS AND COMPLIANCE), HEALTH STANDARDS AND COMPLIANCE - ONE (1) POST V/NO. 88/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist II, Pharmaceutical Services/Pharmaceutical Specialist II, Dental Surgery, Environmental Health or Public Health, 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 fields: Medicine and Surgery, Pharmacy (B Pharm), Dental Surgery; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine and Surgery, Pharmacy (B Pharm), Dental Surgery; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Standards, Regulations & Quality Assurance function.

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Health Standards and Compliance will head the Health Standards and Compliance Division. Duties and responsibilities at this level will include:-

- (i) spearheading development of standards in all aspects of health services provision in collaboration with relevant technical directorates and agencies;
- (ii) provision of technical support in dissemination of health standards;
- (iii) ensuring compliance of the various health standards in collaboration with all regulatory authorities;
- (iv) developing, reviewing and disseminating policies, guidelines and standards for quality improvement in provision of health services;
- (v) providing technical support in review of health standards;
- (vi) capacity building and technical assistance on health standards to both levels of government;
- (vii) sensitizing stakeholders and consumers on health standards;
- (viii) monitoring and evaluation of implementation of standards, norms, and quality improvement initiatives;
- (ix) reviewing, assessing and monitoring quality and safety of health care services;
- (x) incorporation of quality assurance plans in all health policies and programs;
- (xi) development of guidelines and standards for infection prevention and control;
- (xii) containment and prevention of Antimicrobial resistance;
- (xiii) monitoring and evaluation of patient and health worker safety interventions, quality of care and key infection prevention indicators; and
- (xiv) advocacy for infection prevention and control for the provision of built environment, materials and equipment, adequate workload, staffing and bed occupancy at the facility level through capacity assess; and
- (xv) development, review and implementation of standards of care

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (STANDARDS AND COMPLIANCE) HUMAN RESOURCE FOR HEALTH AND PROFESSIONAL STANDARDS - ONE (1) POST V/NO. 89/2024**

Basic Salary Scale:	Ksh 143,640 - Ksh 262,420 p.m.	(CSG 5)
House Allowance:	Ksh 49,206-Ksh 60,000p.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 ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist II, Pharmaceutical Services/Pharmaceutical Specialist II, Dental Sugary, Environmental Health, Public Health, 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 fields: Bachelor's Degree in Medicine and Surgery, Pharmacy (B Pharm), Dental Sugary; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine and Surgery, Pharmacy (B Pharm), Dental Sugary; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Standards, Regulations & Quality Assurance function

**Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Human Resource for Health and Professional Standards will head the Division. Duties and responsibilities at this level will include:-

- (i) spearheading development of health professional training standards in collaboration with relevant stakeholders;
- (ii) developing framework for continuous professional development for health professionals;
- (iii) carrying out research and analysis on healthcare workforce policies;
- (iv) developing framework to coordinate regulation of health professionals and health services in collaboration with regulatory bodies and relevant stakeholders;



- (v) developing standards and scope of training including setting educational and training requirements, for all healthcare training institutions producing healthcare practitioners, medical and paramedical;
- (vi) developing framework for the scopes of a practice for various professionals in the health sector;
- (vii) developing framework to facilitate sharing and migration of healthcare professionals;
- (viii) developing policies and standards for registration and licensing foreign-trained health workers; and
- (ix) developing framework for professional codes of conduct and ethics

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (STANDARDS AND COMPLIANCE) HEALTH SECTOR MONITORING & QUALITY ASSURANCE - ONE (1) POST V/NO. 90/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist II, Pharmaceutical Services/Pharmaceutical Specialist II, Dental Surgery, Environmental Health or Public Health, 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 fields: Bachelor's Degree in Medicine and Surgery, Pharmacy (B Pharm), Dental Sugary; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine and Surgery, Pharmacy (B Pharm), Dental Sugary; Environmental Health, Public Health, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Standards, Regulations & Quality Assurance function.

## **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Health Sector Monitoring & Quality Assurance will head the Division. Duties and responsibilities at this level will include:-

- (i) spearheading development of health professional training standards in collaboration with relevant stakeholders;
- (ii) developing framework for continuous professional development for health professionals;
- (iii) carrying out research and analysis on healthcare workforce policies;
- (iv) developing framework to coordinate regulation of health professionals and health services in collaboration with regulatory bodies and relevant stakeholders;
- (v) developing standards and scope of training including setting educational and training requirements, for all healthcare training institutions producing healthcare practitioners, medical and paramedical;
- (vi) developing framework for the scopes of a practice for various professionals in the health sector;
- (vii) developing framework to facilitate sharing and migration of healthcare professionals;
- (viii) developing policies and standards for registration and licensing foreign-trained health workers; and
- (ix) developing framework for professional codes of conduct and ethics

## **DIRECTOR, HEALTH MANAGEMENT SERVICES (HEALTH SECTOR COORDINATION & RESEARCH) - ONE (1) POST V/NO. 91/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 80,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should be in the grade of Deputy Director Medical Services/Senior Medical Specialist, Pharmaceutical Services, Dental Surgery, Environmental Health or Public Health, CSG 6 and above 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: Medicine and Surgery (M.B. Ch.B); Pharmacy; Dental Surgery; Environmental Health; Public Health; or any other relevant health related field from a university recognized in Kenya.
- (iii) a Masters of Science in any of the following fields: Medicine, Pharmacy; Dental Surgery; Public Health; Environmental Health, or any other relevant health related field from a University recognized in Kenya.

- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Sector Coordination & Research function

**Duties and responsibilities**

The Director, Health Management Services will head the Directorate Duties and responsibilities at this level will include:-

- (i) spearheading formulation, development, dissemination and advocating for policies, standards, guidelines, and frameworks for health sector coordination;
- (ii) providing technical support and capacity building for County Governments on health sector partnerships and stakeholder management;
- (iii) monitoring health sector collaborations with partners and stakeholders;
- (iv) spearheading development and implementation of a framework for Inter-governmental forums and assemblies;
- (v) coordinating Health Sector Inter-Governmental affairs and forums;
- (vi) ensuring Translation and dissemination of charters, treaties and resolutions of the Inter-Governmental Forum;
- (vii) development of a framework for sector feedback and measurement of health sector performance;
- (viii) developing, reviewing and maintenance of a national health sector stakeholder database and health policy repository; and
- (ix) identifying and reviewing the national health research priorities

**SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (HEALTH SECTOR COORDINATION) HEALTH SECTOR COORDINATION & INTERGOVERNMENTAL RELATIONS - ONE (1) POST V/NO. 92/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist; Pharmaceutical Services; Dental Surgery; Environmental Health or Public Health, 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 fields: Medicine and Surgery (M.B. Ch.B); Pharmacy; Dental Surgery; Environmental Health; Public Health; or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine, Pharmacy; Dental Surgery; Public Health; Environmental Health, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Sector Coordination function

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Health Sector Coordination will head the Health Sector Coordination and inter-governmental Relations Division. Duties and responsibilities at this level will include:-

- (i) harmonization of National and County Health priorities;
- (ii) coordinating health sector Development, Implementation Partners and Stakeholders;
- (iii) coordinating policy coherence within the Health Sector;
- (iv) developing framework for the management of Health Sector Inter-governmental forums and assemblies; and
- (v) ensuring translation and dissemination of international charters, treaties and resolutions into national health policies and actions

### **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES (HEALTH SECTOR COORDINATION) – INTERNATIONAL HEALTH RELATIONS - ONE (1) POST V/NO. 93/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/ Medical Specialist; Pharmaceutical Services; Dental Surgery; Environmental Health; and Public Health, 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 fields: Medicine and Surgery (M.B. Ch.B); Pharmacy; Dental Surgery; Environmental Health; Public Health; or any other relevant health related field from a university recognized in Kenya;

- (iii) a Masters of Science in any of the following fields: Medicine, Pharmacy; Dental Surgery; Public Health; Environmental Health, or any other relevant health related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Sector Coordination function

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, International Health Relations will head the Division. Duties and responsibilities at this level will include:-

- (i) developing framework for relations between the Ministry of Health and International Health Organizations;
- (ii) developing, monitoring, and maintaining a repository of international health policies, guidelines, charters, and treaties;
- (iii) facilitating the engagement and participation of the government of Kenya in international health forums, conventions, and assemblies;
- (iv) providing guidelines on international health diplomacy and position Kenya's health policies in international arena;
- (v) enhancing pathways for health sector development, strengthening and investments by international stakeholders;
- (vi) providing technical support and capacity to MDAs and County Governments on international health relations; and
- (vii) facilitating the domestication of provisions of International Health Regulations in collaboration with relevant MDAs and stakeholders.

### **SENIOR DEPUTY DIRECTOR, HEALTH MANAGEMENT SERVICES, (HEALTH SECTOR COORDINATION)–HEALTH SECTOR RESEARCH AND DEVELOPMENT - ONE (1) POST V/NO. 94/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 - Ksh 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206-Ksh 60,000p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should be in the grade of Assistant Director Medical Services/Medical Specialist, Pharmaceutical Services, Dental Surgery, Environmental Health or Public Health, 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 fields: Medicine and Surgery (M.B. Ch.B); Pharmacy; Dental Surgery; Environmental Health; Public Health; or any other relevant health related field from a university recognized in Kenya;
- (iii) a Masters of Science in any of the following fields: Medicine, Pharmacy; Dental Sugary; Public Health; Environmental Health, or any other relevant heath related field from a university recognized in Kenya;
- (iv) a Registration certificate by relevant professional body where applicable;
- (v) a Valid practicing license from relevant professional body where applicable;
- (vi) demonstrated managerial and administrative capability, and professional competence in work performance and results; and
- (vii) exhibited a thorough understanding of national development policies, goals and objectives and ability to integrate them into the Health Sector Coordination function.

### **Duties and Responsibilities**

The Senior Deputy Director, Health Management Services, Health Sector Research and Development will head the Division. Duties and responsibilities at this level will include:-

- (i) spearheading development and implementation of a framework for health system performance monitoring system;
- (ii) development of a framework for sector impact assessments;
- (iii) development of a sector reporting framework in collaboration with relevant MDAs and stakeholders;
- (iv) providing guidelines for Evidence-Based policy making;
- (v) strengthen the use of Kenya Health Information System (KHIS) in health sector monitoring and reporting;
- (vi) providing technical support on Monitoring and Research in health programs;
- (vii) identification of priorities for digital health transformation solutions;
- (viii) developing policies and frameworks for data collection, storage, demand, retrieval, protection, analysis and Information use in collaboration with relevant stakeholders;
- (ix) coordinating and participating in periodic nationally scheduled and special surveys;
- (x) developing health sector monitoring and research policies; and
- (xi) advocating for health sector decision-level information visualization and transparency amongst stakeholders

**VACANCY IN THE MINISTRY OF EAST AFRICAN COMMUNITY (EAC), THE ASALS AND REGIONAL DEVELOPMENT**

**STATE DEPARTMENT FOR ASALS AND REGIONAL DEVELOPMENT**

**SECRETARY, SPECIAL PROGRAMMES - ONE (1) POST – V/NO. 95/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of three (3) years in the grade of Director, Special Programmes, Humanitarian and Emergency Response, CSG 5 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:- Commerce, Entrepreneurship, Development Studies, Administration, Business Administration, Business Management, Counselling, Psychology, Public Administration, International Studies, Disaster Management and Conflict Resolution, Disaster Management and Sustainable Development, Peace Building and Conflict Management, Law, Education, Urban and Regional Planning, Economics, Statistics, Agriculture, Livestock, Community development, Project Planning/Management or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Commerce, Entrepreneurship, Development Studies, Community Development, Business Management, Business Administration, Counselling, Psychology, Disaster Management and Conflict Resolution; Disaster Management and Sustainable Development, Peace Building and Conflict Management, Law, Education, Urban and Regional Planning, Economics, Statistics, Policy Analysis, Agriculture, Livestock, Project Planning/Management, Public Administration, International Studies, International Development, Disaster Management and Conflict Resolution, Rehabilitation Studies, Gender Studies, Sociology, Social Studies or equivalent qualification from a university recognized in Kenya; and
- (iv) demonstrated managerial, administrative and professional competence in work performance and exhibit a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of Humanitarian and Emergency response functions.

## **Duties and Responsibilities**

The Secretary will be responsible to the Principal Secretary for providing strategic leadership and policy direction on Special Programmes functions. Duties and responsibilities at this level will include:-

- (i) coordinating the formulation, implementation and reviewing of special programmes policies, strategies and guidelines;
- (ii) overseeing mapping and assessment of multi-hazard risks and disasters;
- (iii) putting in place interventions to response to emergencies and disasters;
- (iv) assessing preparedness for disasters and emergencies;
- (v) spearheading liaison with stakeholders involved in response to emergencies and disasters;
- (vi) mobilizing resources for emergency assistance;
- (vii) coordinating monitoring and evaluation of the implementation of relief and other humanitarian programmes;
- (viii) coordinating food security assessment and other humanitarian missions;
- (ix) coordinating the distribution of relief food and non-food items;
- (x) managing food donations and related humanitarian assistance;
- (xi) promoting best practices in humanitarian, emergency preparedness and response;
- (xii) coordinating the development and management of relief assistance information management system;
- (xiii) providing support to counties in reviewing emergency preparedness response and coordination structures that safeguard humanitarian principles for the effective delivery of emergency support in line with the international obligations;
- (xiv) collaborating with stakeholders in developing disaster preparedness and emergency response infrastructure support;
- (xv) coordinating the development and implementation of framework for resilient livelihoods in collaboration with other stakeholders;
- (xvi) overseeing implementation of integrated early warnings and response framework and build capacity on humanitarian emergency response;
- (xvii) ensuring the implementation of Staff Performance Appraisal Systems, Performance Contract and prudent utilization of resources;
- (xviii) facilitating operational accountability and team building; and
- (xix) ensuring compliance with values and principles of the public service



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

### STATE DEPARTMENT FOR PUBLIC SERVICE

#### SECRETARY, MANAGEMENT CONSULTANCY AND DELIVERY SERVICES - ONE (1) POST - V/NO 96 /2024

Basic Salary Scale:	Ksh 210,670 - Ksh 449,100 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/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 Secretary Management Consultancy Services, Human Resource Information Services, Public Service Reforms and Research CSG 4 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: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, Government/Political Science, Public Administration, Public Policy and Administration, Law, Information Technology, Management Information Science/Systems, Computer Science, Information Science, Business Information Technology or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development, Education, Economics, Statistics, Public Policy, Law, Strategic Management, Public Sector Management, Political Science and Public Administration, Development Studies, Project Planning/Management, Information Technology, Management Information Science/Systems, Computer Science, Information Science or equivalent qualification from a university recognized in Kenya;
- (iv) a membership to a relevant professional body; and
- (v) demonstrated professional competence, managerial capability and thorough understanding of Management Consultancy and Delivery Services function and have ability to relate it to the National Development Goals.

## **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) overseeing the development, implementation and review of policies, strategies, standards, guidelines, frameworks and procedures pertaining to management consultancy and delivery services;
- (ii) overseeing provision of management consultancy services, human resource information services, public service reforms and research and innovation in Ministries, Departments, Agencies and Counties (MDACs);
- (iii) advising on establishment and creation of Government organizations;
- (iv) providing technical support and guidance on merging and delinking of Ministries/Departments and Agencies;
- (v) overseeing restructuring/reorganization and rationalization of MDACs to align with Executive Order(s) on Organization of Government;
- (vi) spearheading organizational studies/reviews and workload analysis in the Public Service;
- (vii) overseeing the development, review and harmonization of grading structures and nomenclatures/designation titles and codes in the Public Service;
- (viii) overseeing the career planning, development, and review in MDACs;
- (ix) advising MDACs on modern human resource information management systems, data storage, and retrieval;
- (x) ensuring Public Service payroll data and human resource electronic records are properly managed;
- (xi) liaising with MDACs on management of Public Service staff complement;
- (xii) overseeing the development, review and maintenance of a secure and reliable Unified Payroll Number Allocation and Management facility;
- (xiii) coordinating provision of technical support in public sector reforms and transformation service delivery initiatives;
- (xiv) advising on public service business process re-engineering and result-based management;
- (xv) spearheading research on emerging issues related to public service delivery, public sector reforms and transformation;
- (xvi) overseeing the coordination of the African Public Service Day at the national and continental levels;
- (xvii) coordinating research on the impact of human resource management and development policies and circulars in the public service;
- (xviii) overseeing the monitoring, evaluation and reporting on public sector reforms and transformation; and
- (xix) ensuring prudent utilization of resources and assets under Management Consultancy and Delivery Services.

**SECRETARY, MANAGEMENT CONSULTANCY SERVICES - ONE (1) POST - V/NO 97/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of three (3) years in the grade of Director, Management Consultancy, CSG 5 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: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, Government/Political Science, Public Administration, Public Policy, Law or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development, Education, Economics, Statistics, Public Policy, Law, Strategic Management, Public Sector Management, Development Studies, Project Planning/Management or equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Management Consulting Skills lasting not less than four (4) weeks or equivalent qualification from a recognized institution;
- (v) a membership to a relevant professional body; and
- (vi) demonstrated professional competence, managerial capability and a thorough understanding of management consultancy services function and the ability to relate it to the national development goals.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) spearheading the development, implementation and reviewing of policies, strategies, standards, guidelines, frameworks and procedures pertaining to management consultancy services;
- (ii) coordinating provision of management consultancy services in Ministries, Departments, Agencies and Counties (MDACs);
- (iii) advising on establishment and creation of Government organizations;
- (iv) coordinating the provision of technical support and guidance on merging and delinking of Ministries/Departments and Agencies;

- (v) coordinating the restructuring/reorganization and rationalization of MDACs to align with Executive Order(s) on Organization of Government;
- (vi) providing leadership in organizational studies/reviews and workload analysis in the Public Service;
- (vii) ensuring the development, review and harmonization of grading structures and nomenclatures/designation titles and codes in the Public Service;
- (viii) overseeing career planning, development, and review in MDACs;
- (ix) coordinating validation of reports developed by contracted management consultants and task forces;
- (x) advising on staffing norms and utilization of human resource in MDACs Service;
- (xi) overseeing staff development and performance management; and
- (xii) ensuring prudent utilization of resources and assets under Management Consultancy and Delivery Services.

**SECRETARY, HUMAN RESOURCE SERVICES - ONE (1) POST- V/NO.98/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 210,670 - Ksh 449,100 p.m.</b>	<b>(CSG 4<sub>1</sub>)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of fifteen (15) years three (3) of which should be in the grade of Director, Human Resource Management or Human Resource Development, CSG 5 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 fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology, Economics, Labour Relations or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Education, Public Administration, Business Administration, Counselling Psychology or equivalent qualification from a university recognized in Kenya;
- (iv) a membership to a relevant professional body; and
- (v) demonstrated professional competence, managerial capability, and a thorough understanding of the Human Resource Services function and ability to relate it to the National Development goals.

**Duties and responsibilities:**

The Secretary<sub>1</sub> will be responsible to the Principal Secretary for the overall management and coordination of Human Resource Services. Duties and responsibilities at this level will include:-

- (i) providing strategic direction and overall leadership in the human resource management, human resource development and counselling and wellness services function in the Public Service;
- (ii) spearheading formulation, reviewing and interpretation of human resource management, human resource development, counselling and wellness services' policies in the Public Service;
- (iii) setting goals for human resource management and development in the Public Service in line with the Constitution and other national development priorities;
- (iv) overseeing development guidelines and standards on workplace counselling and wellness;
- (v) liaising with the Public Service Commission, Salaries and Remuneration Commission and the National Treasury on review of terms and conditions of service for the Civil Service;
- (vi) developing linkages and cooperation with other stakeholders;
- (vii) mobilizing resources through consultative relationships and cooperating with development partners;
- (viii) training and building capacity of Hospitality Services Personnel, Clericals, Drivers and Office Assistant; and
- (ix) overseeing the promotion of the values and principles of public service.

**SECRETARY, COUNSELLING AND WELLNESS SERVICES– ONE (1) POST V/NO. 99/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 - Ksh 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of two (2) years in the grade of Director Counselling and Wellness Services, CSG 5 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: Counselling, Counselling Psychology, Psychology (Counselling), Clinical Psychology, Occupational Psychology, Social Psychology, Sociology, Education, Social Work plus a Diploma in Counselling or equivalent qualification from a university recognized in Kenya;

- (iii) a Masters Degree in any of the following fields: Counselling Psychology, Psychology (Counselling) or equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Facilitation Course in Psychological Counseling lasting not less than two (2) weeks from a recognized institution;
- (v) a Diploma in Counselor Supervision from a recognized institution;
- (vi) a Membership to a relevant professional body;
- (vii) a Registration Certificate issued by the Counsellors and Psychologists Board;
- (viii) a Valid practicing license from the Counselors and Psychologists Board;
- (ix) a Certificate in Psychological Debriefing lasting not less than two (2) weeks from a recognized institution; and
- (x) demonstrated professional competence, managerial capability and a thorough understanding Psychological Counselling and Wellness and ability to relate it to national development goals.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) initiating development, implementation and review of policies, strategies, guidelines and standards on workplace counselling and wellness;
- (ii) providing technical advice in counselling and wellness services in the Public Service;
- (iii) establishing the Public Service Psychological Assessment Center;
- (iv) overseeing implementation of the Kenya Mental Health Policy and Kenya Mental Health Action Plan in the Public Service;
- (v) spearheading research on psychological and wellness issues;
- (vi) overseeing mainstreaming of counselling and wellness services in the Public Service;
- (vii) overseeing establishment of Public Service Psychological Assessment Centre;
- (viii) spearheading capacity building in psychological health and wellbeing of public servants;
- (ix) initiating and coordinating counselling and wellness services reforms;
- (x) coordinating development, implementation and review of the stakeholder engagement framework;
- (xi) spearheading promotion of preventive and curative psychological counselling and wellness services;
- (xii) overseeing psychological counselling and wellness consultancy programmes;
- (xiii) coordinating promotion of secure counselling and wellness information and knowledge management;
- (xiv) overseeing counsellors' supervision, Public Service Mental Health Champions and other mental health professionals in the public service;
- (xv) spearheading preparation, dissemination and implementation of psychological counselling and wellness reports; and
- (xvi) overseeing monitoring and evaluation of counselling and wellness services in the Public Service.

## HUMAN RESOURCE INFORMATION OFFICER II- TEN (10) POSTS -V/NO.100/2024

Basic Salary Scale:	Ksh 32,700 - Ksh 42,690 p.m.	(CSG 11)
House Allowance:	Ksh 5,000- 10,000 p.m.	
Commuter Allowance:	Ksh 4,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

**For appointment to this grade, a candidate must have** a Bachelors degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Management Science, Information Science, Computer Science, Information Technology, Organization Design and Development, Education, Mathematics, Economics, Statistics, Public Policy, Sociology, Anthropology, Government/Political Science, Public Administration or equivalent qualification from a university recognized in Kenya.

### **Duties and Responsibilities**

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

- (i) collecting and processing human resource information data;
- (ii) providing support in the development of human resource information systems;
- (iii) automating and digitizing human resource information services;
- (iv) conducting payroll audit in MDCAs;
- (v) updating the payroll system to effect decisions contained in Executive orders, Circulars, Career Guidelines of service, letters of appointment and other related documents; updating designation master file;
- (vi) allocating the check-off deduction facility;
- (vii) providing technical support and training to Human Resource Information System (HRIS) users;
- (viii) providing support in the installation of HRIS for MDCAs;
- (ix) providing support in installation, testing, and commissioning of Human Resource Information and payroll system in new sites; and
- (x) updating and maintaining the Unified Payroll Number system.

**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II- FORTY (40) POSTS - V/NO.101/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 32,700 - Ksh 42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh 5,000- 10,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have** a Bachelors Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology, Economics, Labour Relations or equivalent qualification from a university recognized in Kenya;

**Duties and Responsibilities**

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

- (i) verifying information relating to recruitment, appointments, promotions, transfers and human resource management information systems;
- (ii) implementing human resource management decisions within existing rules, regulations and procedures;
- (iii) collecting and collating data for assessing training needs;
- (iv) preparing training projections; and
- (v) preparing agenda and minutes for the Ministerial Human Resource Management Advisory Committee the Human Resource Development Committee.

**HUMAN RESOURCE MANAGEMENT ASSISTANT III - FIFTY (50) POSTS- V/NO.102/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,850- 6,750 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have** a Diploma in Human Resource Management, Industrial Relations, Labour Relations or equivalent qualification from a recognized institution;



**OR**

Part I of the Certified Public Secretaries Examination from KASNEB;

**OR**

Part I Certified Human Resource Professional Examination, from HRMPEB;

### **Duties and Responsibilities**

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

- (i) processing human resource management matters including appointments, promotions and leave applications within existing rules, regulations and procedures;
- (ii) capturing and updating human resource data in Government Human Resource Information System (GHRIS); and
- (iii) drafting correspondences.

### **PSYCHOLOGICAL COUNSELLOR II- NINE (9) POSTS - V/NO.103/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 32,700 - Ksh 42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh 5,000- 10,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) a Bachelors degree in any of the following fields: Counselling, Psychology, Psychology (Counselling), or equivalent qualification from a university recognized in Kenya;

**OR**

- a Bachelors degree in any of the following fields: Clinical Psychology, Occupational Psychology, Social Psychology, Sociology, Education, Social Work or equivalent qualification from a university recognized in Kenya **and** a Diploma in Counselling or equivalent qualification from a recognized institution in Kenya;
- (ii) a Registration Certificate issued by the Counsellors and Psychologists Board; and
- (iii) a valid practicing license from the Counsellors and Psychologists Board

### **Duties and Responsibilities**

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

- (i) undertaking initial client assessment;
- (ii) administering counselling contract to client(s);
- (iii) conducting individual counselling sessions;
- (iv) developing psychological explanation of the client issues;
- (v) referring clients to specialists; and

(vi) documenting, recording and keeping appropriate psychological counselling information and records.

#### **MANAGEMENT ANALYST II (ORGANIZATION) - FIVE (5) POSTS - V/NO 104 /2024**

<b>Basic Salary Scale:</b>	<b>Ksh 32,700 - Ksh 42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh 5,000- 10,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have:-** a Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, Government/Political Science, Public Administration, Public Policy, Law or any other relevant qualification from a university recognized in Kenya.

#### **Duties and Responsibilities**

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

- (i) carrying out organizational studies/reviews and workload analysis in the Public Service;
- (ii) collecting and collating data on organizational reviews, job analysis and workload analysis and prepare draft reports;
- (iii) preparing draft work plans for consultancy assignments;
- (iv) developing draft career guidelines for MDACs;
- (v) updating the management consultancy services database;
- (vi) preparing draft briefs and letters; and
- (vii) undertaking desk reviews for consultancy assignments.

#### **OFFICE ADMINISTRATOR II- ONE HUNDRED (100) POSTS- V/NO. 105/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 32,700 - Ksh 42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh 5,000- 10,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

a Bachelors degree in Secretarial Studies or Bachelor of Business and Office Management, from a university recognized in Kenya;

**OR**

Bachelors degree in Social Sciences plus a Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

### **Duties and Responsibilities**

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

- (i) Taking oral dictation;
- (ii) word and data processing;
- (iii) managing e-office;
- (iv) operating office equipment;
- (v) handling telephone calls and appointments;
- (vi) maintaining office diary and travel itineraries; managing office protocol;
- (vii) ensuring security of office records, documents and equipment;
- (viii) maintaining an up to date filing system in the office;
- (ix) managing office petty cash;
- (x) supervision of office cleanliness; and
- (xi) undertaking any other office administrative services duties that may be assigned.

### **ASSISTANT OFFICE ADMINISTRATOR III- THREE HUNDRED (300) POSTS V/NO.106/ /2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,850- 6,750 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) a Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) a Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- (i) Typewriting III (50 w.p.m.)/Computerised Document Processing III;
- (ii) Shorthand II (80 w.p.m.);
- (iii) Business English II/Communications I;
- (iv) Office Practice II;
- (v) Secretarial Duties II;

- (vi) Commerce II;
- (vii) Office Management III/Office Administration and Management III;

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) taking oral dictation;
- (ii) word and data processing;
- (iii) managing e-office;
- (iv) Ensuring security of office records, documents and equipment;
- (v) Maintaining an up to date filing system in the office;
- (vi) operating office equipment;
- (vii) managing office protocol;
- (viii) managing office petty cash;
- (ix) handling telephone calls and appointments; and
- (x) supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

## **VACANCIES IN THE MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT**

### **STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT**

#### **VETERINARY OFFICER – THIRTY (30) POSTS – V/NO.107/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 44,400 p.m - Ksh 61,110 p.m.</b>	<b>(CSG 9)</b>
<b>House Allowance:</b>	<b>Ksh 14,055 p.m.- Ksh 28,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 6,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

For appointment to this grade, a candidate must have:

- (i) a Bachelor of Veterinary Medicine (BVM) Degree from a university recognized in Kenya; and
- (ii) been registered by the Kenya Veterinary Board.

### **Duties and Responsibilities**

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

- (i) undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- (ii) participating in the training of stakeholders in vector control programs;
- (iii) treating sick animals;
- (iv) advising on good veterinary practices;

- (v) collecting data and preparing reports on animal health, products and markets;
- (vi) providing advice on animal breeding and welfare; and
- (vii) undertaking post-mortem examination and other diagnostic tests.

**ANIMAL HEALTH OFFICER – SEVEN (7) POSTS – V/NO.108/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 39,700 p.m - Ksh 52,960 p.m.</b>	<b>(CSG 10)</b>
<b>House Allowance:</b>	<b>Ksh 8,133 p.m. - Ksh 16,500 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 5,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) have Bachelor’s degree in any of the following disciplines; - Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a recognized institution; and
- (ii) be registered by the Kenya Veterinary Board.

**Duties and responsibilities**

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

- (i) overseeing construction and maintenance of farm structures;
- (ii) giving advice on dip designing, siting and appraising construction ; and
- (iii) inspection and verification of imports and export of consignments;
- (iv) training and advising on milking techniques and external parasite control techniques such as dipping, spraying and dusting;
- (v) carrying out vaccination, closed castration, dehorning, animal identification, deworming, disbudding, docking, debeaking and hoof trimming;
- (vi) carrying out simple treatment of animals;
- (vii) participating in disease search, collecting and collating data and writing technical reports; keeping records on animal breeding, animal health, milk production, dipping data, slaughter house daily kill, meat condemnation and movement permits;
- (viii) maintaining dairy units;
- (ix) participating in animal health field demonstrations and agricultural shows;
- (x) undertaking equipment sterilization, sample collection, packaging and dispatch; inspecting livestock stock routes;
- (xi) rearing experimental animals;
- (xii) issuing of livestock movement permits;
- (xiii) undertaking artificial insemination, meat inspection and grading; and
- (xiv) enforcing slaughterhouse hygiene, meat transport regulations and inspection of retail outlets of foods of animal origin.

## ZOOLOGIST – SIX (6) POSTS- V/NO. 109/2024

Basic Salary Scale:	Ksh 39,700 p.m - Ksh 52,960 p.m.	(CSG 10)
House Allowance:	Ksh 8,133 p.m. - Ksh 16,500 p.m	
Commuter Allowance:	Ksh 5,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Biological Sciences (insect Science), Zoology, Entomology, Parasitology, or Vector Biology from a recognised institution.

### Duties and Responsibilities

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

- (i) participating in surveillance activities such as habitat identification, deploying monitoring traps, collecting insects, sorting, dissecting, parasitological analysis and identification of insect pests of veterinary importance;
- (ii) undertaking suppression and eradication of tsetse and trypanosomiasis activities which include deployment and servicing of control traps, insecticide treated targets and animal spraying;
- (iii) participating in community mobilization and awareness creation in collaboration with other stakeholders on insect pests eradication technologies;
- (iv) collecting and submitting data; and
- (v) preparing work plans.

## LABORATORY ANALYST – NINE (9) POSTS – V/NO.110/2024

Basic Salary Scale:	Ksh 39,700 p.m - Ksh 52,960 p.m.	(CSG 10)
House Allowance:	Ksh 8,133 p.m. - Ksh 16,500 p.m	
Commuter Allowance:	Ksh 5,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor's degree in any of the following fields; Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry,

Microbiology, Food Science and Technology in any of the following fields;(Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a university recognized in Kenya.

### **Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will be on job training and will work under the guidance of a senior and more experienced officer.

Duties and responsibilities at this level will include:-

- (i) receiving, recording, packaging, dispatching, analyzing and preserving samples;
- (ii) preparing media, stains and dyes; maintaining biological cultures;
- (iii) caring for laboratory animals undertaking disease surveillance activities;
- (iv) performing vaccine, animal products and by products quality assurance tests;
- (v) calibrating laboratory equipment; and
- (vi) standardizing laboratory procedures and writing reports.

### **LEATHER DEVELOPMENT OFFICER – TWO (2) POSTS – V/NO.111/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 39,700 p.m - Ksh 52,960 p.m.</b>	<b>(CSG 10)</b>
<b>House Allowance:</b>	<b>Ksh 8,133 p.m. - Ksh 16,500 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 5,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) Bachelor's Degree in any of the following fields: - Leather Technology, Footwear Technology, Materials Technology (Leather) or Leather Goods Design and Development from a university recognized in Kenya;

**OR**

Bachelor's Degree in Environmental Science or Animal Science with a basic two-year certificate or Diploma or at least one (1) year Post Graduate Training in Hides and Skins or Leather Technology .

### **Duties and Responsibilities**

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

- (i) monitoring the production trends of leather and leather products;
- (ii) undertaking relevant training and demonstrations on best practices to stakeholders for production of high quality hides, skins and leather products;
- (iii) collecting and collating data on hides and skins;
- (iv) undertaking hides and skins and leather projects activities;
- (v) undertaking inspection of curing premises and stores for issuance of registration of premises certificate;

- (vi) monitoring and advising tanners and traders on proper waste disposal from tanneries and hides and skins curing premises.

#### **LIVESTOCK PRODUCTION OFFICER– EIGHT (8) POSTS – V/NO.112/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 39,700 p.m - Ksh 52,960 p.m.</b>	<b>(CSG 10)</b>
<b>House Allowance:</b>	<b>Ksh 8,133 p.m. - Ksh 16,500 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 5,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, an officer must have a Bachelor's Degree in the following disciplines:** - Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a university recognized in Kenya.

#### **Duties and responsibilities**

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

- (i) preparing livestock technical information;
- (ii) providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching;
- (iii) promoting economic livestock farming;
- (iv) participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits;
- (v) participating in collaborative research activities;
- (vi) disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation;
- (vii) implementing livestock production programs/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programme, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and
- (viii) capturing, maintaining and storing livestock data.



## **LECTURER II – EIGHTY TWO (82) POSTS – V/NO.113/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 39,700 p.m - Ksh 52,960 p.m.</b>	<b>(CSG 10)</b>
<b>House Allowance:</b>	<b>Ksh 8,133 p.m. - Ksh 16,500 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 5,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have a Bachelor's Degree in any of the following disciplines: - Animal Production, Agriculture, Dairy Science, Range Management, Biology Sciences (Zoology), Food Science and Technology, Agricultural Economics/Agribusiness, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/ Biology/ Mathematics/ Physics/ Sociology/ Psychology), Community Development, Home Economics, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/ Information Communication Technology, Environmental Science, Laboratory Science, Dairy Science and Technology or Dairy Technology and Management or equivalent qualification from a recognized institution.**

### **Duties and responsibilities**

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

- (i) preparing training materials and schemes of work for the training;
- (ii) lecturing and assessing performance in areas of specialization;
- (iii) collecting data for research purposes;
- (iv) setting and marking examination papers; and
- (v) guiding and assessing students in their course work.

## **LECTURER I – TWENTY FOUR (24) POSTS – V/NO.114/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 44,400 p.m - Ksh 61,110 p.m.</b>	<b>(CSG 9)</b>
<b>House Allowance:</b>	<b>Ksh 14,055 p.m.- Ksh 28,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 6,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) have Bachelor's Degree in Veterinary Medicine from a recognized institution; and

- (ii) be registered by Kenya Veterinary Board

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- (i) preparing training materials and schemes of work for the training, lecturing and assessing performance in areas of specialization;
- (ii) collecting data for research purposes;
- (iii) setting and marking examination papers;
- (iv) guiding and assessing students in their course work; and
- (v) conducting courses, seminars and workshops.

### **ASSISTANT ANIMAL HEALTH OFFICER III – TWENTY (20) POSTS – V/NO.115/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 p.m - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,800 p.m. - Ksh 6,750 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) have a Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary Public Health and Meat Technology or Animal Husbandry from a recognized institution; and
- (ii) be registered by the Kenya Veterinary Board

### **Duties and Responsibilities**

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

- (i) participating in animal health field demonstrations and agricultural shows; participating in sample collection and dispatch;
- (ii) inspecting livestock stock routes; and
- (iii) collecting data and writing technical reports;
- (iv) demonstrating and training on milking techniques and external parasite control techniques such as dipping,
- (v) spraying and dusting;
- (vi) carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming;
- (vii) carrying out simple treatment of animals;
- (viii) participating in disease search and reporting;

- (ix) keeping records on animal breeding, animal health, milk production, dipping data; and
- (x) maintaining dairy units.

**LABORATORY TECHNOLOGIST III – SIX (6) POSTS – V/NO.116/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 p.m - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,800 p.m. - Ksh 6,750 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

**Duties and Responsibilities**

An officer at this level will work under the supervision and guidance of a more senior and experienced officer. Duties and responsibilities at this level will include:-

- (i) preparing media, standardizing laboratory procedures and reagents;
- (ii) receiving, recording, packaging, dispatching, analyzing and preserving test samples;
- (iii) caring for laboratory animals;
- (iv) undertaking disease surveillance activities; and
- (v) performing vaccine, feed animal products and by products quality assurance tests

**ASSISTANT LEATHER DEVELOPMENT OFFICER III – SEVEN (7) POSTS – V/NO.117/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 p.m - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,800 p.m. - Ksh 6,750 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have; - a Diploma in any of the following fields; Leather Technology, Footwear Technology Leather Goods Design and Development from a recognised institution;**

**OR**

a Diploma in Animal Health or Environmental Resources Management/Science, plus a two years Certificate in Hides and Skins Improvement or Leather Technology

### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced Officer. Duties and responsibilities at this level will entail;

- (i) developing simple tannery layout plans under the guidance of a senior officer; demonstrating to traders the proper methods of washing, fleshing, trimming, lacing, suspending and preservation of hides and skins;
- (ii) advising on salt type, storage and method of application in curing hides and skins , participating in siting, designing and overseeing the construction of suitable hides and skins premises and stores;
- (iii) participating in field days Barraza's and workshops to advise livestock farmers on the proper methods of handling domestic animals for production of quality hides and skins; demonstrating to skins flayers and traders on the appropriate methods of flaying cleaning, curing and storage of hides and skins.

### **ASSISTANT LIVESTOCK PRODUCTION OFFICER III – TEN (10) POSTS V/NO.118/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 p.m - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,800 p.m. - Ksh 6,750 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have a Diploma in any of the following disciplines; Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm Management, Apiculture, Range Management or Natural Resource Management from a university recognised in Kenya.**

### **Duties and Responsibilities**

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

- (i) carrying out practical demonstrations relating to livestock production;
- (ii) accompanying extension teams during farm visits and farmer training;
- (iii) participating in field days and agricultural shows to disseminate livestock production technologies and information;
- (iv) collecting and collating livestock data and information for gross margins, market access and planning;
- (v) participating in collaborative research activities;
- (vi) collecting livestock inputs and products samples for analysis; and

- (vii) advising farmers on group formation, construction of farm structures and equipment

#### **REGISTERED NURSE III – SIX (6) POSTS – V/NO.119/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 26,900 p.m - Ksh 35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh 3,800 p.m. - Ksh 6,750 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

#### **For appointment to this grade, a candidate must have:**

- (i) a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- (ii) Registration Certificate issued by the Nursing Council of Kenya; and
- (iii) Valid practicing license from Nursing Council of Kenya

#### **Duties and Responsibilities**

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

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery;
- (ii) providing health education and counselling to patients/clients and community on identified health needs;
- (iii) referring patients and clients appropriately;
- (iv) facilitating patients' admission and initiating discharge plans;
- (v) maintaining records on patients/clients health condition and care;
- (vi) ensuring a tidy and safe clinical environment; and collecting and compiling data.

## **LIBRARY ASSISTANT III – THREE (3) POSTS – V/NO.120/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 23,700 p.m - Ksh 31,450 p.m.</b>	<b>(CSG 13)</b>
<b>House Allowance:</b>	<b>Ksh 3,850 p.m. - Ksh 6,750 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) a Kenya Certificate of Secondary Examination (KCSE) mean grade C- or recognized equivalent qualification with at least a D+ in either Mathematics, English or Kiswahili; and
- (ii) a Certificate in Library or Information Studies or equivalent qualification from a recognized Institution

### **Duties and responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will be responsible for:-

- (i) receiving, stamping and recording of incoming information/ materials, books/documents and publications;
- (ii) shelving, charging and discharging Library materials;
- (iii) pasting date due labels; and
- (iv) ensuring compliance with stipulated due dates;
- (v) preparing file pockets;
- (vi) spiral labeling;
- (vii) book jackets and press cuttings.

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

### STATE DEPARTMENT FOR MINING

#### SECRETARY, MINES- ONE (1) POST: V/NO. 121/2024

Basic Salary:	Kshs. 180,160 – 335,450 p.m	CSG 4
House allowance:	Kshs. 80,000	
Commuter Allowance:	Kshs. 24,000	
Leave Allowance:	Kshs. 10,000	
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) years of which should have been in the grade of Deputy Director/Senior Principal Superintending Inspector of Mines, 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: - Mining Engineering, Minerals Processing Engineering, or Civil Engineering or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Mining Engineering, Minerals Processing Engineering, Geotechnical Engineering, Engineering Management, Environmental Engineering or relevant degree to mining/minerals regulation function from a recognized University in Kenya;
- (iv) demonstrated high degree of professional competence and administrative capability required for effective supervision, planning, direction, control and coordination of the mines and commercial explosives function,
- (v) demonstrated a thorough understanding of national development goals, policies and programmes and the ability to translate them into the mines functions;
- (vi) a thorough understanding of the global, regional and national developmental goals, policies and programs and the ability to relate them to the Ministry's mandate.

#### Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) formulating, implementing and reviewing policies, strategies, guidelines, standards, frameworks and regulations pertaining to mining including mines and explosives licensing services, compliance and enforcement, artisanal mining and value addition functions;
- (ii) providing technical expertise to the Government in formulating, articulating and implementing Government policy priorities and agenda;
- (iii) providing strategic oversight and direction in policy development, management and administration in mining, compliance, and enforcement;

- (iv) supervision on collection and management of mining related revenues, i.e., mineral royalties, ground rents and others;
- (v) oversight over the implementation of the Mining Act 2016;
- (vi) oversight over the implementation of the Explosives Act Cap 115;
- (vii) oversight over the coordination and operations of Regional Mining Offices and operations;
- (viii) supervision of mineral rights licensing and formalization of artisanal mining;
- (ix) promotion of business process re-engineering in service delivery;
- (x) fostering an innovative and supportive management style;
- (xi) co-ordination of performance management and monitoring;
- (xii) mobilizing resources from non-state actors including development partners to support mining programs and projects;
- (xiii) collaborating and engaging relevant stakeholders to promote mining core business, development projects and plans;
- (xiv) Building capacity for staff through training and mentorship;
- (xv) ensuring prudent utilization of resources through sound strategies; and
- (xvi) promotion of the Kenyan mining industry through coordination of local and international trade fairs, exhibitions and conferences

**SECRETARY, GEOLOGICAL SURVEY: ONE (1) POST: V/NO. 122/2024**

<b>Basic Salary:</b>	<b>Kshs. 180,160 – 335,450 p.m</b>	<b>(CSG 4)</b>
<b>House allowance:</b>	<b>Kshs. 80,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 24,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

**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/Senior Principal Superintending Geologist (Geological Survey), CSG 6 and above, or in a comparable and relevant position in the wider Public Service or private sector;
- (ii) a Bachelor of Science (BSc.) degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or its equivalent from a recognized institution;
- (iii) a Master's Degree in any of the following disciplines: - Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology, Geoinformation Management or equivalent from a recognized institution;
- (iv) professional membership of Geological Society of Kenya;
- (v) Registration by the Geologists Registration Board;
- (vi) demonstrated professional competence and high administrative ability in geological survey and mineral resource affairs;
- (vii) exhibit a thorough understanding of the overall national goals, policies and development objectives and ability to translate them into geological survey and mineral resources management and development policies and programmes in



- various areas of operation; and,
- (viii) has the ability to articulate, interpret and implement national and international policies and goals.

### **Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) being the Chief advisor to the government on geological matters;
- (ii) formulating, implementing and reviewing policies, strategies, guidelines, standards, frameworks and regulations pertaining to extractives, geo-physical survey, geological mapping, mineral exploration, seismological observations and related geo-scientific undertakings.
- (iii) guiding geological mapping processes, mineral resources exploration research and mining, assessment and evaluation of geo-technical and environmental programmes;
- (iv) overseeing maintenance of geoscientific database, designing projects standards, liaising with internal and external bodies/agencies in undertaking similar projects;
- (v) Providing strategic oversight and policy direction in management and administration in geology and strategic mineral resource development;
- (vi) defining and enforcing standards and specifications for technical geo-scientific programmes;
- (vii) coordinating international and regional laws, agreements and memoranda of understanding in the Extractives sector;
- (viii) co-ordinating the domestication and implementation of the Africa Mining Vision;
- (ix) managing skills development and deployment of Staff within the Directorates and Regional Offices;
- (x) fostering an innovative and supportive management style, striving for continuous improvements through effective performance management and monitoring; and
- (xi) negotiating and mobilizing resources for implementation of the geological survey function

### **DIRECTOR, GEOLOGICAL SURVEY AND RESEARCH, ONE (1) POST:**

**V/NO. 123/2024**

<b>Basic Salary:</b>	<b>Kshs. 143,640 – 262,420 p.m</b>	<b>(CSG 5)</b>
<b>House allowance:</b>	<b>Kshs. 60,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 20,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten years (10), three (3) of which should have been in the grade of Assistant Director/ Chief Superintending Geologist (Geological Survey), CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;

- (ii) a Bachelor of Science (BSc.) degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following disciplines: - Geology, Applied Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology, Geo-information Management, Nuclear Science, Hydrogeology or equivalent qualification from a university recognized in Kenya;
- (iv) a Professional membership with Geological Society of Kenya;
- (v) a Registration by the Geologists Registration Board;
- (vi) demonstrated professional competence and high administrative ability in geological survey and mineral research affairs;
- (vii) exhibit a good understanding of the National goals, policies and development objectives and ability to translate them into geological survey and mineral resources management and development policies and programmes in geological data and information in relation to other areas of operation;
- (viii) ability to articulate, interpret and implement national and international policies and goals; and
- (ix) demonstrated managerial and high degree of professional competence in work performance.

### **Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) coordinating Development, implementation and review of policies, strategies, standards and guidelines on Geological Survey and research;
- (ii) fostering research and innovation in mineral exploration, mining and value addition;
- (iii) coordinating interpretation of advanced geophysical, geological and remote sensing data;
- (iv) coordinating implementation of geological, geochemical, geophysical and structural mapping programmes to define the character and distribution of the rocks and superficial deposits;
- (v) developing and manage a National Geosciences Repository and Database;
- (vi) ensuring maintenance of laboratories, drill core repository, rock museum, resource centre and records facilities;
- (vii) initiating publication of technical reports and journals on geology and mineral resources of Kenya;
- (viii) Promote and market Kenya as a mineral and mining investment destination;
- (ix) ensuring quality assurance on geological surveys and research programmes;
- (x) preparing and submit periodic reports;
- (xi) providing technical guidance and policy advisories to the government on matters related to minerals mining and other resources retrieval and disseminations; and
- (xii) collaborating with Space Agencies on Utilization of remote sensing data in geological mapping and mineral exploration

**DIRECTOR, MINERAL EXPLORATION AND EVALUATION, ONE (1) POST:  
V/NO. 124/2024**

<b>Basic Salary:</b>	<b>Kshs. 143,640 – 262,420 p.m</b>	<b>(CSG 5)</b>
<b>House allowance:</b>	<b>Kshs. 60,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 20,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten years (10), three (3) of which should have been in the grade of Assistant Director/ Chief Superintending Geologist (Geological Survey), CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor of Science (BSc.) degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following disciplines: - Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology, Environmental Science, Geo-information Management, Nuclear Science, Petroleum Geochemistry, Hydrogeology or equivalent qualification from a university recognized in Kenya;
- (iv) a Registration by the Geological Registration Board of Kenya;
- (v) demonstrated managerial and high degree of professional competence in work performance; and
- (vi) exhibited a thorough understanding of the national goals, policies objectives and programmes and ability to relate them to the provision of reliable geological data and information

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) developing, implementing and reviewing policies, strategies, standards and guidelines on mineral
- (ii) exploration and evaluation;
- (iii) ensuring quality assurance on Mineral Exploration and Evaluation;
- (iv) undertaking feasibility study in targeted high mineral potential areas;
- (v) conducting detailed geological, geophysical and geochemical surveys;
- (vi) assessing and analysing rocks, soils, sediments, minerals, and drill-core samples and determination of grade;
- (vii) delineating and evaluating mineral resources;
- (viii) undertaking exploration risk evaluation;
- (ix) conducting regional tectonic and metallurgic studies to provide context for province selection, property acquisition and project generation;
- (x)

- (xi) conducting deposit-scale structural evaluation to define geotechnical domains and hydrogeological controls;
- (xii) conducting geophysical modelling, enhancement and data visualization;
- (xiii) preparing drilling plans, drilling spacing studies and sampling protocol definition;
- (xiv) identifying geological materials for construction industry;
- (xv) undertaking mineral exploratory drilling; and
- (xvi) liaising with stakeholders on geophysical and other cross-cutting issues

**DIRECTOR, ENVIRONMENT AND ENGINEERING GEOLOGY ONE (1) POST:  
V/NO. 125/2024**

<b>Basic Salary:</b>	<b>Kshs. 143,640 – 262,420 p.m</b>	<b>(CSG 5)</b>
<b>House allowance:</b>	<b>Kshs. 60,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 20,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten years (10), three (3) of which should have been in the grade of Assistant Director/Chief Superintending Geologist (Geological Survey), CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor of Science (BSc.) degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following disciplines: - Geology, Applied Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology, Environmental Science, Geo-information Management, Nuclear Science, Petroleum Geochemistry, Hydrogeology or equivalent qualification from a university recognized in Kenya;
- (iv) a Professional membership with Geological Society of Kenya;
- (v) a Registration by the Geologists Registration Board;
- (vi) demonstrated professional competence and high administrative ability in geological survey and mineral research affairs;
- (vii) exhibit a good understanding of the National goals, policies and development objectives and ability to translate them into environmental and engineering geology, development policies and programmes in geological data and information in relation to other areas of operation;
- (viii) the ability to articulate, interpret and implement national and international policies and goals; and
- (ix) demonstrated managerial and high degree of professional competence in work performance

## **Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) developing, implementing and reviewing policies, strategies, standards and guidelines on Environmental and Engineering Geology;
- (ii) planning, designing and undertaking geo-hazards mapping across the country;
- (iii) conducting geotechnical investigations;
- (iv) conducting geo-environmental studies;
- (v) establishing, operating and maintaining National Seismological Network (NSN) for monitoring seismic activity in Kenya and the region in liaison with other related agencies;
- (vi) providing regular updated data on potential geo-hazardous areas;
- (vii) creating and maintain linkages with relevant disaster management units;
- (viii) ensuring quality assurance on Environmental and Engineering Geology; and
- (ix) preparing and submit periodic reports

## **DIRECTOR, LICENSING, COMPLIANCE AND ENFORCEMENT, ONE (1) POST: V/NO. 126/2024**

<b>Basic Salary:</b>	<b>Kshs. 143,640 – 262,420 p.m</b>	<b>CSG 5</b>
<b>House allowance:</b>	<b>Kshs. 60,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 20,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) years of which should have been at the grade of Chief Superintending Inspector of Mines, CSG 7 and above, 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 disciplines: - Mining Engineering, Minerals Processing Engineering, or Civil Engineering from a recognized University or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Mining Engineering, Minerals Processing Engineering, Geotechnical Engineering, Engineering Management, Environmental Engineering or any other relevant degree to mining/minerals regulation function from a university recognized in Kenya; and
- (iv) demonstrated outstanding administrative capability, technical and professional competence required for effective coordination, planning and direction of the mines licensing and compliance function.

## **Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) guiding the development, implementation and reviewing policies, strategies, guidelines, standards, frameworks and regulations pertaining to mining including licensing services, compliance and enforcement, artisanal mining and value addition functions;

- (ii) promoting effective and efficient management and the development of mineral resources, and the mining sector;
- (iii) administering and regulating prospecting, mining, transport and dealings in minerals, including import and export of minerals in liaison with other relevant stakeholders;
- (iv) monitoring, evaluating and ensuring of compliance with conditions relating to application and operations of Mineral Rights;
- (v) coordination on collection of mining related revenues, i.e., mineral royalties, ground rents and others;
- (vi) facilitating the inspection and examination of land on which prospecting or mining operations are being conducted or land which is the subject of a mineral right;
- (vii) provision of technical advisory and secretariat services to the Mineral Rights Board (MRB);
- (viii) implementation of Cabinet Secretary's decision on applications for mineral and dealings rights;
- (ix) managing and maintaining the Cadaster system to ensure its reliability and accessibility to the public on mineral rights application;
- (x) Facilitation of licensing and formalization of artisanal mining;
- (xi) facilitation of licensing and permitting of quarrying activities in the country;
- (xii) Provision of mining related information to agencies, members the public and other relevant stakeholders, subject to confidentiality restrictions;
- (xiii) generation of reports and inventory on applications and status of mineral rights for submission to the Secretary Mines, and
- (xiv) addressing public enquiries and complaints relating to application of mineral and dealings rights.

**DIRECTOR, COMMERCIAL EXPLOSIVES, ONE (1) POST: V/NO. 127/2024**

<b>Basic Salary:</b>	<b>Kshs. 143,640 – 262,420 p.m</b>	<b>(CSG 5)</b>
<b>House allowance:</b>	<b>Kshs. 60,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 20,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) years of which should have been at the grade of Assistant Director/Chief Superintending Inspector of Explosives/ Mines, CSG 7 and above, or in a comparable and relevant position in the wider public service or private sector;
- (ii) 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 recognized institution

- (iii) a Masters of Science degree in any of the following fields: - Explosives Science/Engineering, Mining Engineering, Chemical Engineering, Environmental Science/Engineering and Physical Sciences from a recognized institution
- (iv) drilling and blasting techniques from a recognized institution will be added advantage
- (v) practical Knowledge and experience in safe handling and disposal of explosives to specified standards;
- (vi) well versed with both local and international guidelines for the safe use of explosives.
- (vii) demonstrate ability to provide technical and administrative leadership to the Directorate;
- (viii) a thorough understanding of national goals, policies and programmes and the ability to relate them to the mining Sector; and
- (ix) wide experience and demonstrated competence and high administrative ability required for efficient management and administration of Explosives Directorate and good public relations to deal with various donor agencies and investors

### **Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) guiding the development, implementation and reviewing policies, strategies, guidelines, standards, frameworks and regulations related to the Commercial Explosives function;
- (ii) promoting effective and efficient administration and regulation of commercial explosives in liaison with other relevant agencies;
- (iii) monitoring, evaluating and ensuring of compliance with conditions relating to the use of various commercial explosives licences and permits;
- (iv) coordinating inspection of structures, vehicles, vessels, or magazines that are used for transportation and storage of commercial explosives;
- (v) provision of technical advisory services and information to the state security organs on matters relating to commercial explosives;
- (vi) supervision and facilitation of setting up explosive factories and subsequent licencing;
- (vii) co-ordination, collection and management of commercial explosives related revenues;
- (viii) supervision and coordination on the implementation of the Explosives Act Cap 115;
- (ix) facilitation of quarrying / mining operations and construction through licensing and permitting of commercial explosives;
- (x) providing commercial explosives related information to members of the public and other relevant stakeholders, subject to confidentiality restrictions;
- (xi) generating reports and inventory on applications and status of Commercial explosives for submission to Secretary Mines; and
- (xii) addressing public enquiries and complaints relating to commercial explosives

**SENIOR PRINCIPAL SUPERINTENDING INSPECTOR OF EXPLOSIVES, THREE (3)  
POSTS -V/NO. 128/2024**

<b>Basic Salary:</b>	<b>Kshs. 102,860 – 172,350 p.m</b>	<b>(CSG 6)</b>
<b>House allowance:</b>	<b>Kshs. 50,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which must be at the grade of Senior Superintending Inspector of Explosives, CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor degree in the following fields: - Explosives Science/Engineering, Mining Engineering, Environmental Science/ Engineering chemistry and Physics from a university recognized in Kenya;
- (iii) a practical knowledge in safe handling and disposal of explosives to specific standards; and
- (iv) be well versed with both local and international guidelines for safe use of explosives.

**Duties and Responsibilities**

An officer at this level will head Commercial Explosives Licensing Explosives Division, Inspection and Surveillance Division or Technical Services Division. Duties and responsibilities will include:

- (i) implementing and reviewing policies, standards, guidelines and procedures of technical services and management of commercial explosives;
- (ii) assessing suitability for persons applying for permit to use blasting materials;
- (iii) conducting statutory pre-licensing verification inspections of explosives factories, explosives magazines, quarries, mines and other works to facilitate licensing;
- (iv) conducting theoretical and practical tests to qualify holders of permits to use blasting assess suitability for persons applying for permit to use blasting materials;
- (v) regulating the storage, movement, sales and use of blasting materials and pyrotechnics;
- (vi) maintaining an up-to-date register of explosives licences and permits; and manage an explosives database;
- (vii) developing guidelines for explosives magazine construction, explosives manufacture and packaging, storage, transport and use of commercial explosives;
- (viii) evaluation and give recommendations on environmental impact assessment reports related to explosives and blasting licensing, in liaison with other relevant stakeholders;
- (ix) controlling and preventing adverse environmental effects resulting from blasting operations such as dust, air-blast (noise), ground vibrations and others;
- (x) conducting surveillance on importation, movement, storage, sale and use of commercial explosives and pyrotechnics;



- (xi) investigation of explosives accidents and incidents, in liaison with other relevant stakeholders provide technical advice and assistance during incidence and accidents related to commercial explosives to protect life and property; and
- (xii) reviewing and approving of blasting designs, parameters, magazines designs and site plans;
- (xiii) providing directions on packaging of various types of commercial explosives by the manufacturer;
- (xiv) reviewing and approving plans on safe storage, transportation and disposal of commercial explosives; and
- (xv) provision of advisory technical services on handling of and access to commercial explosives to protect public safety, property and environment in liaison with other relevant authorities

**DEPUTY DIRECTOR ARTISANAL MINING, QUARRYING OPERATIONS AND VALUE ADDITION, ONE (1) POST: V/NO. 129/2024**

<b>Basic Salary:</b>	<b>Kshs. 102,860 – 172,350 p.m</b>	<b>(CSG 6)</b>
<b>House allowance:</b>	<b>Kshs. 50,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of ten (10) years three (3) of which should have been at the grade of Senior Superintending Inspector of Mines, CSG 8, and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Mining Engineering, Minerals Processing Engineering, or Civil Engineering or any other equivalent qualification from a university recognized in Kenya;
- (iii) demonstrated technical and professional competence as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) implementation and reviewing of policies, strategies, guidelines, standards and procedures in relation to artisanal mining, Quarrying operations and Value Addition;
- (ii) coordinating the formalization of Artisanal Mining in the Country;
- (iii) coordinating the establishment of artisanal mining committees and artisanal mining associations, groups or cooperatives in liaison with other relevant state agencies;
- (iv) developing, implementing and reviewing guidelines on designation of areas for artisanal mining operations;
- (v) coordination of permitting of artisanal miners in liaison with the County mining offices;
- (vi) establishment and maintenance of an up-to-date register of artisanal miners and active, disused and abandoned quarrying sites;

- (vii) coordinating capacity building and training programs necessary for effective and safe artisanal mining, and quarrying operations;
- (viii) coordinating the licensing and permitting of quarrying activities;
- (ix) supervision and monitoring of artisanal mining and quarrying operations;
- (x) coordination of minerals value addition programs;
- (xi) reviewing of policies and the prevailing fiscal regime to promote in-country mineral processing and value addition;
- (xii) identification and promotion of use of appropriate mining technologies and inventions in the mineral value chain;
- (xiii) identification of minerals resources suitable for in-country value addition and promote development of value addition centers;
- (xiv) coordinating in the management of existing mineral value addition centers;
- (xv) establishment of appropriate structures necessary for skills transfer for mineral processing technologies;

**DEPUTY DIRECTOR MINING, MINERAL AUDIT, MINES HEALTH SAFETY AND ENVIRONMENT, ONE (1) POST: V/NO.130/2024**

<b>Basic Salary:</b>	<b>Kshs. 102,860 – 172,350 p.m</b>	<b>(CSG 6)</b>
<b>House allowance:</b>	<b>Kshs. 50,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 16,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) years of which should have been in the grade of Senior Superintending Inspector of Mines, 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: - Mining Engineering, Minerals Processing Engineering, or Civil Engineering from a recognized University or any other equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated technical and professional competence as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) implementing and reviewing of policies, guidelines, procedures and strategies related to Mineral Revenue Audit, Mines Health, Safety and Environment;
- (ii) Monitoring and auditing of mineral production data to facilitate collection of payable royalty;
- (iii) monitoring and compliance enforcement of Mine Health, Safety and Environment in the Mining Sector;
- (iv) coordination of inspection and examination of mines safety, health and environment in all the prospecting, mining or mineral processing operations;

- (v) evaluation of mine technical design proposals and Environmental Impact Assessment Reports related mining and exploration programs;
- (vi) Enforcement and monitoring the implementation of rehabilitation plans in operational, abandoned and decommissioned mines;
- (vii) coordination investigation on mines incidents and accidents;
- (viii) determination of capital investment and operating expenditure of mines for the purpose of gathering taxable information and providing the same to other relevant authorities;
- (ix) reviewing of policies and the prevailing fiscal regime with regards to the competitiveness of Kenya's mining environment on fiscal regimes;
- (x) Supervision of collection, analysis, interpretation and dissemination of information on minerals production and exports data for Government revenue projections;
- (xi) preparation and provision of royalty sharing information with the National Treasury, relevant county governments and communities;
- (xii) enforcing compliance and preventing minerals smuggling and mineral royalty evasion in collaboration with relevant Government authorities; and
- (xiii) establishing and maintaining an up-to-date register of mineral production database, and up-to-date records of mines safety, health and environment

**ASSISTANT DIRECTOR, ARTISANAL MINING, QUARRYING OPERATIONS AND VALUE ADDITION, TWO (2) POSTS: V/NO. 131/2024**

<b>Basic Salary:</b>	<b>Kshs. 90,200 – 124,630 p.m</b>	<b>(CSG 7)</b>
<b>House allowance:</b>	<b>Kshs. 45,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 12,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service:</b>	<b>Permanent and Pensionable</b>	

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

- i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Inspector of Mines I, CSG 9 and above, or in a comparable and relevant position in the public service;
- ii) a Bachelors degree in any of the following disciplines: Mining Engineering, Minerals Processing Engineering, or Civil Engineering from a recognized University or any other equivalent qualification from a university recognized; and
- iii) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) drafting strategies, guidelines, standards and procedures in relation to artisanal mining, designation of areas for artisanal mining, quarrying operations and value addition;
- (ii) monitoring the administration and performance of artisanal mining, quarrying operations and value addition operations;
- (iii) formation of artisanal mining committees;

- (iv) keeping up-to-date database of artisanal mining, quarrying operations and value addition;
- (v) offering technical consultancy services on artisanal mining, quarrying and value addition to Government agencies, educational institutions and members of the public;
- (vi) investigating and preparing reports on accidents occurring in connection artisanal mining, and quarry operations; and
- (vii) performing liaison duties between artisanal miners, quarry operators and other stakeholders

**CHIEF SUPERINTENDING INSPECTOR OF EXPLOSIVES, EIGHT (8) POSTS V/NO. 132/2024**

<b>Basic Salary:</b>	<b>Kshs. 90,200 – 124,630 p.m</b>	<b>(CSG 7)</b>
<b>House allowance:</b>	<b>Kshs. 45,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 12,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service</b>	<b>Permanent and pensionable</b>	

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

- (i) served for a minimum period of eight (8) years, three (3) of which should be in the grade of Inspector of Explosives I, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor degree in the following fields: - Explosives Science/Engineering, Mining Engineering, Chemical Engineering, Environmental Science/ Engineering chemistry and Physics from a university recognized in Kenya; and
- (iii) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) drafting policies, standards, guidelines and procedures of technical services and management of commercial explosives;
- (ii) assessing suitability for persons applying for permit to use blasting materials;
- (iii) carrying out statutory pre-licensing verification inspections of Explosives magazines, quarries, mines and other works to facilitate licensing;
- (iv) enforcing compliance in the storage, movement, sales and use of blasting materials and pyrotechnics;
- (v) carrying out surveillance on importation, movement, storage, sale and use of commercial explosives and pyrotechnics;
- (vi) investigating explosives accidents and incidents, in liaison with other relevant stakeholders;
- (vii) providing technical advice and assistance during incidence and accidents related to commercial explosives to protect life and property;
- (viii) receiving applications and evaluating blasting designs, parameters, magazines designs and site plans; and

- (ix) receiving applications and evaluating plans on safe storage, transportation and disposal of commercial explosives

### **SENIOR PRINCIPAL LABORATORY TECHNOLOGIST TWO (2) POSTS V/NO.133/2024**

<b>Basic Salary:</b>	<b>Kshs. 90,200 – 124,630 p.m</b>	<b>CSG 7</b>
<b>House allowance:</b>	<b>Kshs. 45,000</b>	
<b>Commuter Allowance:</b>	<b>Kshs. 12,000</b>	
<b>Leave Allowance:</b>	<b>Kshs. 10,000</b>	
<b>Terms of service</b>	<b>Permanent and pensionable</b>	

#### **For appointment to this grade, an officer must have:**

- (i) served for a minimum period of three (3) years in grade of Principal Laboratory Technologist CSG 8 in the wider public service;
- (ii) a Diploma in any of the following fields: -Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- (iii) a Higher Diploma in any of the following: Applied Science (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Environmental Chemistry, Food Science and Technology, Medical Laboratory Haematology, Histology and Cytology, Building/Construction/Civil Engineering and Earth Sciences from a recognized institution;
- (iv) demonstrated professional and managerial capabilities in work performance and results; and
- (v) shown merit and ability as reflected in work performance and results

#### **Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) coordinating provision of laboratory services;
- (ii) preparing and implementing work plans and programs;
- (iii) revising and approving laboratory manuals and quality specifications and standards;
- (iv) coordinating safe laboratory waste disposal;
- (v) overseeing proficiency testing;
- (vi) managing laboratory supplies;
- (vii) facilitating technical evaluation for laboratory supplies and equipment; and
- (viii) liaising and collaborating with regional, international reference, laboratories and research institution for exchange of laboratory findings

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**