



**REPUBLIC OF KENYA**  
**MINISTRY OF PUBLIC SERVICE, PERFORMANCE AND DELIVERY**  
**MANAGEMENT**  
**STATE DEPARTMENT FOR PERFORMANCE AND DELIVERY MANAGEMENT**  
**Office of the Principal Secretary**

**ADVERTISEMENT OF VACANCIES IN THE GRADES OF PRINCIPAL PERFORMANCE MANAGEMENT OFFICER, JOB GROUP 'N', CSG 8 AND SENIOR PERFORMANCE MANAGEMENT OFFICER, JOB GROUP 'L', CSG 9**

The State Department for Performance and Delivery Management invites applications from qualified serving officers in the Public Service to fill the following vacancies:

<b>S/No.</b>	<b>Post</b>	<b>Grade &amp; JG</b>	<b>V/No.</b>	<b>No. of Vacancies</b>	<b>Terms of Service</b>
1.	Principal Performance Management Officer	CSG 8, JG 'N'	1/03/2024	7	Permanent and Pensionable
2.	Senior Performance Management Officer	CSG 9, JG 'L'	2/03/2024	7	Permanent and Pensionable

**V/NO. 1/03/2024: PRINCIPAL PERFORMANCE MANAGEMENT OFFICER – SEVEN (7) POSTS**

**Job Group** : 'N'/CSG 8  
**Salary Scale** : Ksh. 50,610 p.m. - 90,200 p.m  
**House Allowance** : Ksh. 35,000 p.m.  
**Commuter Allowance** : Ksh. 8,000 p.m  
**Leave Allowance** : Ksh. 6,000 p.a.  
**Leave Entitlement** : 30 days per Financial Year  
**Medical Benefits** : As existing in the Civil Service  
**Terms of Service** : Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

- (i) Implementing policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service;
- (ii) Drafting policy briefs on Performance management in the Public Service;
- (iii) Providing technical support on Performance Management to Ministries, Departments, Agencies and Counties (MDACs);
- (iv) Ensuring compliance with norms and standards in Performance Management through quality control;
- (v) Undertaking research on Performance Management;
- (vi) Monitoring, evaluating and reporting on implementation of Performance Contracts by MDACs;
- (vii) Updating and maintaining an information and knowledge management platform to support Performance Management;
- (viii) Disseminating information on Performance Management;
- (ix) Collating and analysing data to facilitate preparation of operational guidelines and tools on Performance Contracting; and
- (x) Preparing periodic reports on performance of MDACs to be submitted to relevant institutions.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Performance Management Officer Job group 'L' for a minimum period of three (3) years or in a comparable and relevant position in the Public Service for a cumulative period of seven (7) years;
- (ii) Bachelor's degree in any of the following fields:- Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Proficiency in computer applications;
- (v) Met the requirement of Chapter Six of the Constitution; and
- (vi) Shown merit and ability as reflected in work performance and results.

**(c) Key Competencies and Skills**

- i. Good communication
- ii. Team player
- iii. Creative and innovative
- iv. Financial management and budgeting
- v. Time management
- vi. Customer focus
- vii. Continuous learning
- viii. Technological awareness
- ix. Listening skills
- x. Interpersonal skills

**(d) Values and Personal Attributes**

- i. Professionalism
- ii. Integrity
- iii. Transparency
- iv. Accountability
- v. Impartiality
- vi. Honesty
- vii. Respect and concern for others
- viii. Confidentiality
- ix. Respect for diversity
- x. Show initiatives

**V/NO. 2/03/2024: SENIOR PERFORMANCE MANAGEMENT OFFICER – SEVEN (7) POSTS**

<b>Job Group</b>	:	<b>‘L’/CSG 9</b>
<b>Salary Scale</b>	:	<b>Ksh. 44,400p.m – 61,110p.m</b>
<b>House Allowance</b>	:	<b>Ksh. 28,000 p.m.</b>
<b>Commuter Allowance</b>	:	<b>Ksh. 6,000 p.m</b>
<b>Leave Allowance</b>	:	<b>Ksh. 6,000 p.a.</b>
<b>Leave Entitlement</b>	:	<b>30 days per Financial Year</b>
<b>Medical Benefits</b>	:	<b>As existing in the Civil Service</b>
<b>Terms of Service</b>	:	<b>Permanent and Pensionable</b>

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Collecting, collating, analyzing and compiling data and statistics for Ministries, Departments, Agencies and Counties (MDACs) on Performance Management;
- ii. Collating data to facilitate review and preparation of operational Performance Contracting guidelines;
- iii. Providing technical support in vetting of performance contracts for MDACs;
- iv. Ensuring compliance with norms and standards in Performance Management through quality control;
- v. Disseminating information on Performance Management;
- vi. Providing feedback on Performance Contracting to MDACs; and
- vii. Preparing draft periodic reports on performance of MDACs to be submitted to relevant institutions.

**(b) Requirements for Appointment**

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

- i. Served at the level of Officer I, CSG 10, Job Group K, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service for a cumulative period of four (4) years;
- ii. Bachelor’s degree in any of the following fields:- Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.

**(c) Key Competencies and Skills**

- i. Good communication
- ii. Team player
- iii. Creative and innovative
- iv. Time management
- v. Customer focus
- vi. Continuous learning
- vii. Technological awareness

**(d) Values and Personal Attributes**

- i. Professionalism
- ii. Integrity
- iii. Transparency
- iv. Accountability
- v. Impartiality
- vi. Honesty
- vii. Respect and concern for others
- viii. Confidentiality
- ix. Respect for diversity

Interested and qualified candidates are required to make their applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

**Please Note**

Candidates should NOT attach any documents to the application form. All the details requested in the advertisement should be filled in the form.

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- THE STATE DEPARTMENT FOR PERFORMANCE AND DELIVERY MANAGEMENT IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.
- WOMEN, PEOPLE WITH DISABILITIES (PWDs), THE MARGINALIZED AND THE MINORITIES WHO MEET THE REQUIREMENTS OF THE ADVERTISED POSITIONS ARE ENCOURAGED TO APPLY.

Completed application (PSC 2 form) should reach the Principal Secretary, State Department for Performance and Delivery Management, Ministry of Public Service, Performance and Delivery Management, P.O. Box 326 -00200, Nairobi or hand delivered to our offices at Railways Headquarters, Block A, Registry, 2<sup>nd</sup> Floor Room 209 I on or before 2<sup>nd</sup> April, 2024.