



**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”

**VACANT POSITION IN THE MINISTRY OF INTERIOR AND  
NATIONAL ADMINISTRATION**

Applications are invited from qualified residents of Burder Location, Diif Sub-County, Wajir County for the position of Chief II as indicated below.

| V/NO     | POST     | LOCATION                                       | GRADE  | NO. OF VACANCIES |
|----------|----------|--|--------|------------------|
| 138/2024 | Chief II | Burder Location, Diif Sub-County, Wajir County | CSG 12 | 1                |

The details of the post and mode of application can be accessed on the Commission’s website.

Interested and qualified persons are required 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) so as to reach the Commission on or before **30<sup>th</sup> April, 2024** (Latest 5 pm East African Time).

**REMMY M. MULATI, MBS**  
**AG. SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**



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

Applications should reach the Commission **on or before 30<sup>th</sup> April 2024 (Latest 5 pm East African Time)**.

## VACANCY IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

### STATE DEPARTMENT FOR INTERNAL SECURITY AND NATIONAL ADMINISTRATION

#### CHIEF II - BURDER LOCATION, DIIF SUB-COUNTY, WAJIR COUNTY- ONE (1) POST- V/NO. 138/2024

|                     |                                  |          |
|---------------------|----------------------------------|----------|
| Basic Salary Scale: | Ksh 26,900 - Ksh 35,380 p.m.     | (CSG 12) |
| House Allowance:    | Ksh 3,850- 6,750 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:-

- (i) have a Kenya Certificate of Secondary Education (KSCE) mean grade C (Plain) or its equivalent from a recognized examining body;
- (ii) have a Diploma in any of the following disciplines: Public Administration, Management, Social Work, Community Development, Education, Governance, Conflict Management or its equivalent qualification from a recognized institution;
- (iii) be a resident of **Burder–Location, Diif Sub-County, Wajir County**;
- (iv) have a Certificate of Good conduct; and
- (v) have good communication skills

#### Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be deployed in a location. The Officer will work under the general guidance and supervision of a Senior officer. Duties and responsibilities will include:-

- (i) coordination of Government functions which include promoting cohesion, integration and patriotism to enhance peace and national unity;
- (ii) coordinating of disaster management in the location where National Government is required to respond;
- (iii) convening and chairing locational peace and security committees and implementing its decisions;
- (iv) promoting law and order in liaison with security agencies;
- (v) implementing *Nyumba Kumi* initiative;
- (vi) monitoring and reporting of movement of aliens;
- (vii) disseminating Government policies and collecting feedback through public *barazas*;
- (viii) identifying citizens for national and civil registration;
- (ix) identifying beneficiaries of deceased persons' estates;
- (x) implementing measures on the campaign against alcohol, drugs and substance abuse;
- (xi) linking public and private agencies to local communities;
- (xii) promoting peace-building and conflict resolution;
- (xiii) mobilizing citizens for community development;
- (xiv) participating in official and state functions; and

(xv) mobilizing communities to respond to disasters and emergencies

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**