

**REPUBLIC OF KENYA**



**PUBLIC SERVICE COMMISSION**

**Our Vision**

*“To be the lead service commission in the provision, management and development of competent human resource for the Public Service”.*

**Our Mission**

*“To transform the public service to become professional, efficient and effective for the realization of national development goals”.*

**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 as follows:

- (i) **online** through the Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke) or job portal [www.psckjobs.go.ke](http://www.psckjobs.go.ke)
- OR**
- (ii) by completing **ONE** PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission’s websites.

Completed applications should be sent or delivered to:

**THE SECRETARY/CEO  
PUBLIC SERVICE COMMISSION  
COMMISSION HOUSE  
P.O. BOX 30095 – 00100  
NAIROBI**

**Please Note**

- (i) Candidates should **NOT** attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form. Ongoing courses and qualifications not yet obtained by closure of the advert should not be filled in the application.
- (ii) It is an offence to include incorrect information in the application. Section 100(4) of the Public Service Commission Act provides that a person who gives false or misleading information to the Commission is, on conviction, liable to a fine not exceeding Ksh. two hundred thousand or to imprisonment for a term not exceeding two years or to both such fine and imprisonment.
- (iii) Only shortlisted and successful candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) 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.**
- (vi) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.
- (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 17<sup>th</sup> January 2018.**

## VACANCIES IN THE MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

### DIRECTOR OF ADMINISTRATION– NINE (9) POSTS – V/No. 201/2017

Basic Salary Scale: Kshs.127,270 p.m – 189,200 p.m

Job Group ‘S’

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Senior Deputy County Commissioner /Senior Deputy Secretary, Job Group ‘R’ in the civil service;
- (ii) a Bachelors degree in any Social Science or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any social science or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Administrative officer’s induction course lasting not less than four (4) weeks;
- (v) passed administrative officers’ examinations;
- (vi) a Diploma in Public Administration;

**OR**

Advanced Public Administration (APA) certificate;

- (vii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (viii) demonstrated merit and ability as reflected in work performance and results;
- (ix) demonstrated a clear understanding of National development policies, goals and objective and ability to integrate them into the administrative officers’ function.

### Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for providing strategic leadership and policy direction in the administration function. Specific duties and responsibilities shall include;

- (i) formulation and disseminating policies, programmes and strategic plans;
- (ii) monitoring and evaluating implementation of policies, programmes, strategic plans and performance contracts for the Department;
- (iii) representing the Principal Secretary in various meetings and in stakeholders fora;
- (iv) supervision, management and development of Central Government and Field Offices;
- (v) co-ordination and mobilization of resources for effective public service delivery;
- (vi) co-ordinating parliamentary policy matters, official functions, and litigation matters affecting the Department; and
- (vii) Planning, budgeting, performance management and capacity building.

## SENIOR DEPUTY SECRETARY – SIXTEEN (16) POSTS - V/No. 202/2017

Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Deputy County Commissioner/ Deputy Secretary, Job ‘Q’ in the civil service;
- (ii) a Bachelors degree in any Social Science or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any social science or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Administrative officer’s induction course lasting not less than four (4) weeks;
- (v) passed administrative officers’ examinations;
- (vi) a Diploma in Public Administration;

**OR**

- Advanced Public Administration (APA) certificate;
- (vii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
  - (viii) shown merit and ability as reflected in work performance and results.

### Duties and Responsibilities

Specific duties and responsibilities shall include:

- (i) formulation, review and disseminating policies, programmes and strategic plans;
- (ii) drafting briefs, speeches, memoranda, ministerial position and concept papers;
- (iii) overseeing implementation of Government policies;
- (iv) following-up on implementation of Government decisions and directives;
- (v) liaising with state corporations and statutory bodies under the Ministry on policy issues;
- (vi) responding to matters pertaining to Parliamentary business;
- (vii) promoting integrity and ethical conduct within the Ministry; and
- (viii) managing ministerial resources and assets.

## DEPUTY SECRETARY – SIX (6) POSTS - V/No. 203/2017

Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Deputy County Commissioner II/Under Secretary, Job Group ‘P’ in the civil service;
- (ii) a Bachelors degree in any social science or its equivalent from a university recognized in Kenya;
- (iii) a Masters Degree in any social science or its equivalent from a university recognized in Kenya;

- (iv) a certificate in Administrative officer's induction course lasting not less than four (4) weeks;
- (v) passed administrative officers' examinations;
- (vi) Diploma in Public Administration;

**OR**

Advanced Public Administration (APA) certificate;

- (vii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (viii) shown merit and ability as reflected in work performance and results;

### **Duties and Responsibilities**

Specific duties and responsibilities at this level shall include;

- (i) drafting of briefs, speeches, policy, memoranda, ministerial position and concept papers;
- (ii) overseeing implementation of Government policies;
- (iii) following-up on implementation of Government decisions and directives;
- (iv) liaising with state corporations and statutory bodies under the Ministry on policy issues;
- (v) responding to matters pertaining to Parliamentary business;
- (vi) promoting integrity and ethical conduct within the Ministry;
- (vii) managing ministerial resources and assets; and
- (viii) developing departmental work plans.

### **DEPUTY COUNTY COMMISSIONER I – FIFTY NINE (59) POSTS - V/No. 204/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m.**

**(Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Deputy County Commissioner II/Under Secretary, Job Group 'P';
- (ii) a Bachelors degree in any social science or its equivalent from a university recognized in Kenya;
- (iii) a Masters Degree any social science or its equivalent from a university recognized in Kenya;
- (iv) a certificate in Administrative officer's induction course lasting not less than four (4) weeks;
- (v) passed administrative officers' examinations;
- (vi) a certificate in Administrative Officers' paramilitary course lasting not less than three (3) months from a recognized institution ;
- (vii) Diploma in Public Administration;

**OR**

Advanced Public Administration (APA) certificate;

- (viii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (ix) shown merit and ability as reflected in work performance and results.

## Duties and responsibilities

Duties and responsibilities at this level shall include;

- (i) promoting cohesion, integration and patriotism to enhance peace and national unity;
- (ii) handling complex administrative, social-economic and political issues;
- (iii) coordinating activities and mobilization of resources for development;
- (iv) coordinating disaster management and emergency response activities;
- (v) coordinating implementation of decisions of the Security and intelligence committees;
- (vi) facilitating citizen participation in the development and implementation of Government policies;
- (vii) coordinating and ensuring enforcement of lawful administrative actions/decisions;
- (viii) coordinating national and state functions;
- (ix) managing and maintaining administrative boundaries, security roads, airstrips and vital installations; and
- (x) coordinating campaigns against drugs, alcohol and substance abuse.

## SENIOR ASSISTANT GOVERNMENT PRINTER – TWO (2) POSTS - V/No. 205/2017

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m.            Job Group ‘Q’**

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of fifteen (15) years, one (1) of which should have been at the grade of Principal Printer, Job Group ‘N’ and above in the civil service;
- (ii) a Bachelor’s degree in any of the following disciplines:- Technology in Printing, Philosophy in Printing, Printing Administration, Printing Technology, Engineering and Printing Technology, Print Media Management, Security Printing Technology or Publishing from a university recognized in Kenya;
- (iii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (iv) demonstrated professional competence in work performance and results.

*Note: Possession of a relevant Masters Degree will be considered as an added advantage.*

## Duties and Responsibilities

Specific duties and responsibilities include:

- (i) implementing and reviewing printing strategies, policies and programmes;
- (ii) advising on matters relating to quality assurance standards, quality audit reports and budget control
- (iii) undertaking research on new printing technology;
- (iv) approving cost rates;
- (v) undertaking monitoring and evaluation of printing operations; and

- (vi) overseeing machine equipment maintenance.

## STATE DEPARTMENT FOR CORRECTIONAL SERVICES

### GAMING INSPECTOR II – TWENTY FIVE (25) POSTS - V/No. 206/2017

Basic Salary Scale: 27,680 – Ksh.32,920 p.m. (Job Group ‘J’)

For appointment to this grade, a candidate must have:

a Bachelors degree in a Social Science in any of the following disciplines; Hotel Administration (Gaming), Commerce, Economics, Business Administration, or Sociology from a university recognized in Kenya;

#### Duties and Responsibilities

This in the entry and learning grade for this cadre; specific duties and responsibilities include;

- (i) regulation of betting, lotteries and Gaming operations;
- (ii) ensuring gaming devices and activities are in compliance with the provisions of the Betting, Lotteries and Gaming Act (Cap 131) and related regulations;
- (iii) processing licenses and permit applications for betting and lotteries;
- (iv) ensuring adherence to Gaming rules and standards; and
- (v) assisting in presiding over public lottery and prize competition draws.
- (vi)

## VACANCIES IN THE MINISTRY OF DEFENCE

### DIRECTOR OF POLICY, STRATEGY AND PLANNING – ONE (1) POST - V/No. 207/2017

Basic Salary Scale: Ksh.127,110 – Ksh.189,200 p.m. Job Group ‘S’

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Policy, Strategy and Planning, Chief Economist Job Group ‘R’ or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Statistics, Demography, Computer Science, Mathematics and Statistics or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics, Statistics, Demography, Computer Science, Mathematics and Statistics or equivalent and relevant qualifications from a university recognized in Kenya ;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated a high degree of administrative ability and leadership.

#### Duties and Responsibilities

Specific duties and responsibilities include:

- (i) formulating implementing and reviewing policies, strategies and guidelines

- (ii) undertaking periodical audit review
- (iii) providing guidance on Ministry's strategic planning and performance contracting;
- (iv) guiding the Ministry in preparation of statutory reports to the President; and
- (v) undertaking research on defence matters in liaison with other training institutions.

**RESEARCH FELLOW/ LECTURER – ONE (1) POST - V/No. 208/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. Job Group 'R'**

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

- (i) served as a tutorial fellow or assistant lecturer for not less than three (3) years in a university;
- (ii) a Masters' degree in the field of Peace and Security Studies, Conflict Studies, Political Science, Gender and Development or equivalent qualification from a university recognized in Kenya; and
- (iii) ability to teach/instruct in any two of the following; National Security Studies, International Security Studies, Intelligence Studies, Strategic Security Management, Security Planning and Security/Social Sciences Research Methodology.

**Note:** possession of a relevant PhD degree will be considered an added advantage.

**Duties and Responsibilities**

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

**(a) Research/Scholarship**

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

**(b) Teaching**

**Specific duties and responsibilities in teaching include:**

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

**VACANCIES IN THE NATIONAL TREASURY**

**DEPUTY INTERNAL AUDITOR GENERAL - TEN (10) POSTS - V/No. 209/2017**

Salary Scale: Kshs.127, 110 - 189,200 p.m.

(Job Group 'S')

For appointment to this grade, a candidate must have;

- (i) served for a cumulative service period of eighteen (18) years and currently serving in the grade of Senior Assistant Internal Auditor General II Job group 'Q' and above or in a comparable and relevant position in the Public Service;
- (ii) CPA Part III or CIA Part III;

**OR**

A Bachelor of Commerce (Accounting/Finance option) or Bachelor of Business Administration (BBA) or any other equivalent qualification from an university recognized in Kenya;

- (i) a Masters in Business Administration degree or any other equivalent qualification from a university recognized in Kenya;
- (ii) registered with the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;
- (iii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (iv) experience and knowledge of the public financial management, policies and goals; and



- (v) demonstrated high degree of administrative capabilities and professional competence in managing the internal audit function.

### **Duties and responsibilities**

The Deputy Internal Auditor General will be responsible to the Internal Auditor General. Specific duties and responsibilities include:

- (i) formulating and implementing internal audit policies, strategies and procedures;
- (ii) advising on internal audit matters;
- (iii) coordinating investigations and special audits in public entities;
- (iv) coordinating the preparation of quarterly internal audit reports;
- (v) overseeing capacity building in internal audit functions for public sector entities
- (vi) ensuring the preparation of the Internal Audit consolidated reports; and
- (vii) coordinating training for audit committees.

### **SENIOR ASSISTANT INTERNAL AUDITOR GENERAL I - SEVENTEEN (17) POSTS - V/No. 210/2017**

Basic Salary Scale: KShs.115,290.00 - KShs.153, 170.00 p.m. (Job Group 'R')

For appointment to this grade, an officer must have;

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Assistant Internal Auditor General Job Group 'P' and above or in a comparable and relevant position in the Public Service;
- (ii) CPA Part III or CIA Part III;

OR

Bachelor of Commerce (Accounting/Finance option) or Bachelor of Business Administration (BBA) plus CPA II/CIA II/ Certified Fraud Examiner (CFE) or any other equivalent qualification from a university recognized in Kenya;

- (iii) registered with the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (v) experience and knowledge of the public financial management, policies and goals; and
- (vi) demonstrated high degree of administrative capabilities and professional competence in managing the internal audit function.

*Note: possession of a relevant Masters degree will be considered as an added advantage.*

## **Duties and responsibilities**

An officer in this grade will be responsible for Internal Audit operations in a Ministry/State Department or a division at the Internal Auditor General Department.

Specific duties and responsibilities will include;

### **Policy Department**

The officer will be responsible to the Internal Auditor General for;

- (i) effective management of the Internal Audit function in the division;
- (ii) organizing, coordinating and supervision of Internal Audit Units;
- (iii) reviewing of audit plans and programmes; and
- (iv) developing internal audit manual and guidelines.

### **Ministries/State Departments**

- (i) At this level, the officer will head the internal audit function in a Ministry/State Department and will be responsible for management of Internal Audit Services and shall be Secretary to the Audit Committee.

Specific duties and responsibilities shall include:

- (ii) preparing Quarterly audit reports in accordance with Public Finance Management Act, 2012 and its regulations;
- (iii) ensuring maintenance of high audit standards and adherence to plans, budgets and work schedules;
- (iv) reviewing and verifying Annual Appropriation Accounts, statement of assets and liabilities, fund accounts and other statements prepared by Accounting Officer for submission to the Auditor General;
- (v) liaising with Cabinet Secretary and Accounting Officer on matters related to functions, funding and recommendations of audit committees; and

## **SENIOR ASSISTANT INTERNAL AUDITOR GENERAL II - TWENTY ONE (21) POSTS - V/No. 211/2017**

Basic Salary Scale: Kshs.94, 850 - 127,110 p.m. Job Group 'Q'

For appointment to this grade, a candidate must have;

- (i) served for a cumulative service period of fifteen (15) years, three (3) of which should have been at the grade of Principal Internal Auditor General Job group 'N' and above or in a comparable and relevant position in the Public Service;
- (ii) CPA Part III or CIA Part III; or CFE

**OR**

a Bachelor of Commerce (Accounting/Finance option) or a Bachelor of Business Administration (BBA) plus CPA II/CIA II/CFE or any other equivalent qualification from a university recognized in Kenya;

- (iii) been registered with the Institute of Internal Auditors (IIA) or Institute of Certified Public Accountants of Kenya (ICPAK) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (v) experience and knowledge of public financial management, policies and goals; and
- (vi) demonstrated high degree of administrative capabilities and professional competence in managing the internal audit function.

*Note: possession of a Masters Degree will be considered as an added advantage.*

### **Duties and responsibilities**

An officer in this grade will be responsible for Internal Audit operations in a Ministry/State Department or be assigned duties at the Internal Auditor General Department.

Specific duties and responsibilities will include;

### **Internal Auditor General Department**

- (i) reviewing budgetary re-allocation process to ensure legislative and administrative compliance and advise Accounting Officers through the Internal Auditor General where commitments are entered into where there are no budgetary provision and inadequate funds;
- (ii) carrying out investigations on irregularities identified or reported;
- (iii) report on any wastage of public funds resulting from decisions which may not have been well planned, decisions made without being cost conscious, and general misuse or misappropriation of resources and Government Property;
- (iv) identifying training needs for internal auditors, conduct training and evaluate impact on training; and
- (v) developing and reviewing audit guidelines and systems.

### **Ministry/State Departments**

An officer in this grade will be in-charge of internal audit unit in a Ministry/State Department and will be responsible for;

- (i) providing assurance and consulting services to the Accounting officer and Audit Committee;
- (ii) preparing Annual Risk Based Audit Work plans;
- (iii) preparing Quarterly audit reports in accordance with Public Finance Management Act and its regulations;
- (iv) maintaining high audit standards and adherence to plans, budgets and work schedules; and
- (v) reviewing and verifying Annual Appropriation Accounts, statement of assets and liabilities, fund accounts and other annual statements prepared by Accounting Officer for submission to the Auditor General.

### **DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES- ONE (1) POST - V/No. 212/2017**

Basic Salary Scale: Kshs. 160,600 – 315,700 p.m. Job Group 'T'

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

- (i) served for a cumulative period of twenty (20) years, three (3) of which should have been at the grade of Senior Assistant Director, Supply Chain Management Services, Job Group 'Q' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following fields: Purchasing and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management, Law or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Purchasing and Supply Management, Business Administration, Commerce, Logistics, Entrepreneurship, Law or any other relevant qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (v) thorough understanding of National goals, policies and objectives and the ability to translate them into supply chain management policies and programmes; and
- (vi) shown merit and ability as reflected in work performance and results.

## Duties and Responsibilities

The officer will be responsible to the Principal Secretary, the National Treasury, for the efficient management of Supply Chain Management Services in the Civil Service. Specific duties will include:

- (i) developing policy and guidelines on supply chain management and interpretation of the Procurement Act, Regulations and other statutes;
- (ii) interpreting international trade agreements/policies related to procurement;
- (iii) participating in negotiations in matters pertaining to Supply Chain Management;
- (iv) providing overall guidance on framework and consortium buying;
- (v) participating in government asset management;
- (vi) implementing inventory management information system;
- (vii) providing overall guidance on contract design and management; and
- (viii) providing guidance on disposal of Government inventory and other assets;

## **SENIOR DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES - SIX 6) POSTS - V/No. 213/2017**

Basic Salary Scale: Kshs.127, 110 - 189,200 p.m.

Job Group "S"

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

- (i) a cumulative service period of eighteen (18) years, three (3) of which should have been at the grade of Senior Assistant Director, Supply Chain Management Services, Job Group 'Q' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following fields: Purchasing and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management, Law or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Purchasing and Supply Management, Business Administration, Commerce, Logistics, Entrepreneurship, Law or any other relevant qualification from a university recognized in Kenya;
- (iv) Diploma in Purchasing and Supplies Management or its approved equivalent from a recognized institution;
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (vi) demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of Supply Chain Management function; and
- (vii) shown merit and ability as reflected in work performance and results.

## Duties and Responsibilities

An officer at this level will deputize the Director, Supply Chain Management Services in the management of the supply chain function in the civil service.

Specific duties will include:

- (i) initiating policy review on procedures, rules and regulations;
- (ii) preparation of procurement plans in the Ministries/State Departments,;
- (iii) operationalizing of e-government procurement strategies and inventory management;
- (iv) advising on outsourcing of the procurement and disposal function and other goods and services;
- (v) participating in development and preparation of specific Ministerial/State Departmental procurement and inventory manuals;
- (vi) participating in negotiations with suppliers of goods, works and services;
- (vii) reviewing of contract documents;
- (viii) disseminating market and financial information; and
- (ix) participating in Project design and implementation.

## **DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES - TWENTY FIVE (25) POSTS-V/No. 214/2017**

Basic Salary Scale: Kshs.115, 290 - 153, 170 p.m. Job Group 'R'

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

- (vi) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Assistant Director, Supply Chain Management Services, Job Group 'P' and above or in a comparable and relevant position in the Public Service;
- (vii) a Bachelors degree in any of the following fields: Purchasing and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management, Law or any other relevant qualification from a university recognized in Kenya;
- (viii) a Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (ix) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (x) demonstrated professional competence, administrative, capabilities and initiative in the general organization and management function and possess thorough understanding of Supply Chain Management trends and techniques; and
- (xi) shown merit and ability as reflected in work performance and results

*Note: possession of a relevant Masters Degree will be considered as an added advantage.*

## **Duties and Responsibilities**

An officer at this level will be deployed at the Directorate of Supply Chain Management Services or in Ministry.

### **Directorate of Supply Chain Management Services**

Specific duties and responsibilities shall include:

- (i) introducing systems that will facilitate effective and efficient management of Supply Chain function;
- (ii) provision of guidance on the Supply Chain Management policy matters to Ministries/State Departments and Institutions;
- (iii) developing a regulatory framework and standards;
- (iv) updating existing rules and regulations in line with the changing environment such as laws and related statutes;
- (v) coordinating the administration of Scheme of Service for Supply Chain Management Personnel; and
- (vi) reviewing of curriculum for the Public Sector Materials Management Programme.

### **Ministries/Departments**

Specific duties and responsibilities shall include:

- (i) implementing Public Procurement and Disposal Act, 2015 and other statutes, rules and regulations
- (ii) advising the Accounting Officer on supply Chain Management standards;
- (iii) ensuring adherence to the laid down procedures, rules and regulations in supply chain management function.
- (iv) analyzing the impact of Supply Chain Management policies, rules and regulations;
- (v) assisting in procurement planning and budget preparation;
- (vi) advising State Corporations in the Ministry/State Department on Supply Chain Management matters; and
- (vii) interpreting laws and statutes that impact on Supply Chain Management matters.

## **SENIOR ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES - EIGHTEEN (18) POSTS - V/No. 215/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m      Job Group ‘Q’**

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

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Principal Supply Chain Management Officer, Job Group ‘N’ and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors Degree in any of the following fields:- Purchasing and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management, Law or any other relevant qualification from a university recognized in Kenya;
- (iii) a Diploma in Supplies Management or its approved equivalent from a recognized institution;
- (iv) a certificate in senior management course from a recognized institution.
- (v) demonstrated a high degree of professional competence, administrative capabilities and initiative in organization and management of supply chain management function and

- posses a thorough understanding of the supply chain management policies, rules, regulations and other statutes that impact on supply chain management;
- (vi) shown merit and ability as reflected in work performance and results; and

*Note: Possession of a relevant Masters Degree and certificate in Strategic Leadership Course will be considered as added advantage.*

### **Duties and Responsibilities**

An Officer at this level will be deployed at the Directorate of Supply Chain Management Services or in a Ministry / State Department.

### **Directorate of Supply Chain Management Services**

Specific duties and responsibilities will entail:

- (i) analyzing Supply Chain Management structures and systems;
- (ii) determining and proposing methods and strategies of handling the Supply Chain Management function;
- (iii) initiating and developing Supply Chain Management policies and performance improvement strategies that are adaptive to the changing environment and technology.
- (iv) coordinating development of strategic plans for the Directorate of Supply Chain Management.

### **Ministry/ State Department**

Specific duties and responsibilities will entail;

- (i) implementing Public Procurement and Disposal Act, 2015 and other statutes, rules and regulations and ensuring adherence to the laid down procedures, rules and regulations;
- (ii) analyzing the impact of Supply Chain Management policies, rules and regulations ;
- (iii) advising the Accounting Officer and State Corporations on Supply Chain Management Matters; and
- (iv) assisting in procurement planning and budget preparation;

### **DIRECTOR, GOVERNMENT CLEARING SERVICES - ONE (1) POST- V/No. 216/2017**

Salary Scale: Kshs.127,110 -189,200 p.m.

Job Group 'S'

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

- (i) a cumulative service period of eighteen (18) years , three (3) of which should have been at the grade of Senior Assistant Director, Government Clearing Services, Job Group 'Q' and above or in a comparable and relevant position in the public service;



- (ii) a Bachelors Degree in any of the following:- Commerce, Logistics and Supply Chain Management Business Administration, Economics, Procurement and Supply Management, Marketing, Law or their equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Marketing, Supply Chain Management, Economics, Business Administration/Management or any other relevant qualification from a university recognized in Kenya;
- (iv) a Diploma in Clearing and Forwarding from a recognized institution;
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (vi) demonstrated a thorough understanding of national goals, policies and objectives and ability to relate them to the Clearing and forwarding function; and
- (vii) shown merit and ability as reflected in work performance and results;

### **Duties and Responsibilities**

The Director, Government Clearing Services will be responsible to the Principal Secretary, for overall administration management and coordination of the Government Clearing and Forwarding function.

Duties and responsibilities at this level include:

- (i) formulating, reviewing and coordinating the implementation of clearing and forwarding policies;
- (ii) ensuring Clearing and Forwarding standards, rules, regulations and procedures are adhered to;
- (iii) initiating and reviewing the objectives, operational systems and procedures of the clearing and forwarding services;
- (iv) ensuring authorization for release/removal of cargo from storage areas;
- (v) providing advisory services to the Government and stakeholders on clearing and forwarding matters; and
- (vi) ensuring implementation of research findings;

### **DEPUTY DIRECTOR, GOVERNMENT CLEARING SERVICES - ONE (1) POST-V/No. 217/2017**

Basic Salary Scale: Kshs.115, 290 – 153,170 p.m. Job Group ‘R’

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

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Assistant Director, Government Clearing Services, Job Group ‘P’ and above or in a comparable and relevant position in the public service;

- (ii) a Bachelors Degree in any of the following:- Commerce, Logistics and Supply Chain Management Business Administration, Economics, Procurement and Supply Management, Marketing, Law or their equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Marketing, Supply Chain Management, Economics or Business Administration/Management from a recognized institution;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (v) demonstrated professional competence, administrative, capabilities and initiative in the general organization and management function and possess thorough understanding of Clearing and Forwarding trends and techniques; and
- (vi) shown merit and ability as reflected in work performance and results;

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include: -

- (i) coordinating the implementation of Departmental policies;
- (ii) initiating and reviewing the objectives, operational systems and procedures of the clearing services;
- (iii) granting authorization for release/removal of cleared cargo for delivery;
- (iv) ensuring customer feedback is evaluated and addressed;
- (v) identifying research areas;
- (vi) implementing relevant Acts; and
- (vii) overseeing development of budget, work plans, staff performance appraisals and progress reports.

### **SENIOR ASSISTANT DIRECTOR, GOVERNMENT CLEARING SERVICES - ONE (1) POST - - V/No. 218/2017**

Basic Salary Scale: Kshs.94, 850 - 127,110 p.m. Job Group 'Q'

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

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Principal Government Clearing Officer, Job Group 'N' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Marketing, Supply Chain Management, Economics or Business Administration/Management from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Marketing, Supply Chain Management, Economics or Business Administration/Management from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;

- (v) demonstrated a high degree of professional competence, managerial, and administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives; and
- (vi) shown merit and ability as reflected in work performance and results;

*Note: possession of a Diploma in Clearing and Forwarding will be considered as an added advantage.*

Duties and responsibilities at this level will entail:

- (i) granting authorization for release/removal of cleared cargo for delivery;
- (ii) liaising with the State Law Office for claims and compensation against damage and loss of cargo;
- (iii) liaising with clients for safe receipts of cargo and evaluating customer feedback;
- (iv) signing clearance documents and related correspondence;
- (v) carrying out research on best practices;
- (vi) coordinating and liaising with public institutions and other parties on clearing matters; and
- (vii) interpreting and analyzing clearance documents in relation to customs and port procedures.

## VACANCIES IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

**SENIOR PRINCIPAL LECTURER I (KENYA INSTITUTE OF BUSINESS TRAINING -KIBT) - FOUR (4) POSTS - V/No. 219/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m.**

**(Job Group ‘Q’)**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of two (2) years at the grade of Senior Principal Lecturer, Job Group ‘P’ or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Diploma/Post Graduate Diploma in Education from a university recognized in Kenya;

**OR**

a Bachelors of Education degree in any of the following disciplines: Economics, Counselling, Business Studies, Information Technology or equivalent qualification from a university recognized in Kenya;

- (i) a Masters degree in any of the following disciplines; Education (Planning, Curriculum Development, Educational Administration, Counselling), Commerce, Business Administration, Counselling, Statistics, Economics, Entrepreneurship, Business

Management, Business and Information Technology, Management Science or equivalent qualification from a university recognized in Kenya;

- (ii) a certificate in strategic leadership development programme lasting not less than six (6) weeks or equivalent qualification from an institution recognized in Kenya; and
- (iii) demonstrated professional competence and a thorough understanding of national goals, policies and programmes and the ability to translate them to the Institute's function.

### **Duties and Responsibilities**

An officer at this level will be deployed to head a department at the Head Quarters or a Regional Business Centre to promote the Institute's activities and programmes .

#### **At the head quarters**

Specific duties and responsibilities will include:

- (i) harmonizing programmes and activities of the department through preparation of work plans, schemes of work, lesson plans and lesson notes;
- (ii) ensuring quality assurance and control on the programmes and activities undertaken in the department;
- (iii) planning and developing new entrepreneurship training programmes, business counseling and extension service activities;
- (iv) designing publication and symposia to disseminate business information;
- (v) supervising entrepreneurship outreach programmes;
- (vi) executing E-enterprise development development programs;
- (vii) monitoring and evaluating all programmes and activities in the department;

#### **At the Regional Business Centre**

Specific duties and responsibilities include :

- (i) enforcing quality assurance and control on the Institute's Programmes in the Regional Business Centre;
- (ii) conducting business surveys and Training Needs Assessment (TNA);
- (iii) executing E-enterprise development and outreach programs;
- (iv) designing publication and symposia to disseminate business information;
- (v) developing business and budget proposals;
- (vi) ensuring proper care and custody of the Institutes' assets;

### **LECTURER II- (KENYA INSTITUTE OF BUSINESS TRAINING -KIBT), THREE (3) POSTS - V/No. 220/2017**

**Basic Salary Ksh.34,260 – Ksh.44,750 p.m.**

**(Job Group 'K')**

For appointment to this grade, a candidate must:

- (i) be a serving civil servant in a comparable and relevant position at Job Group 'H' or 'J'
- (ii) have a Bachelors degree in a social science in any of the following disciplines: Commerce, Business Administration, Statistics, Economics, Entrepreneurship Business Management,

Business and Information Technology, Management Science or equivalent qualification with a Diploma/Post Graduate Diploma in Education from a recognized University;

**OR**

A Bachelor of Education degree in any of the following disciplines: Economics, Counselling, Business Studies, Information Technology or equivalent qualification from a university recognized in Kenya.

### **Duties and Responsibilities**

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

- (i) training on entrepreneurship and business management;
- (ii) assisting in carrying out business surveys;
- (iii) preparing training materials;
- (iv) developing business plans; and
- (v) assisting in conducting seminars, workshop and business clinics.

## **VACANCIES IN THE MINISTRY OF DEVOLUTION AND PLANNING**

### **STATE DEPARTMENT FOR DEVOLUTION**

#### **DIRECTOR, INTERGOVERNMENTAL RELATIONS – ONE (1) POST - V/No. 221/2017**

**Basic Salary Scale: Ksh. 127,110 – 189,200 P.M.**

**JOB GROUP ‘S’**

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

- (i) served for at least three (3) years in the grade of Deputy Director, Devolution Affairs, Job Group ‘R’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Statistics, Leadership and Governance/Management, Sociology, Anthropology, Conflict and Peace Studies, Conflict Resolution and Humanitarian Assistance, Commerce or its equivalent qualifications from a university recognized in kenya;
- (iii) a Masters degree in any of the following disciplines:- Public/Business Administration, Law, Management, Economics, Statistics, Monitoring and Evaluation, Project Planning and Management, Policy Analysis, Leadership and Governance/Management, Public Relations or Conflict Management and Resolution from a university recognized in kenya;;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution;

- (v) demonstrated managerial, leadership and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to intergovernmental relations function.

### **Duties and Responsibilities**

The Director, Intergovernmental Relations will be answerable to the Secretary Devolution Affairs for the overall strategic policy direction of intergovernmental relations functions. Specific duties and responsibilities include:-

- (i) implementation of intervention measures and determining support requirements to address performance gaps in the counties;
- (ii) coordinating and conducting sectoral fora on intergovernmental relations;
- (iii) developing frameworks for agreement between national and county governments in matters of mutual interest;
- (iv) spearheading establishment and ensuring implementation of mechanisms for alternative dispute resolution;
- (v) developing and implementation of frameworks relating to intergovernmental relations;
- (vi) facilitating the work of the summit through development of national government position papers;
- (vii) ensuring implementation of appropriate interventions approved by parliament and resolutions on intergovernmental sectoral fora;
- (viii) supervising monitoring and evaluating the status of intergovernmental relations; and
- (ix) organizing for bilateral consultations between national government and individual county governments;

### **DEPUTY DIRECTOR, INTERGOVERNMENTAL RELATIONS – ONE (1) POST - V/No. 222/2017**

**Basic Salary Scale: KSHS. 115,290 – 153,170 P.M.**

**JOB GROUP ‘R’**

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

- (i) served for minimum period of three (3) years in the grade of Senior Assistant Director, Devolution Affairs, Job Group ‘Q’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Economics, Statistics, Leadership and Governance/Management, Sociology, Anthropology, Conflict and Peace Studies, Conflict Resolution and Humanitarian Assistance, Commerce or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Public/Business Administration, Law, Management, Economics, Statistics, Monitoring and Evaluation, Project Planning and Management, Policy Analysis, Leadership and Governance/Management, Public Relations or Conflict Management and Resolution from a university recognized in Kenya;;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and

- (v) demonstrated professional competence, leadership and managerial capability as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating research on emerging issues on devolution matters and best practices for purposes of decision making and review of devolution policies, laws and regulations;
- (ii) coordinating the drafting and harmonization of devolution policies, laws, and regulations in consultation with relevant stakeholders;
- (iii) coordinating development and facilitating implementation of a framework for national government interventions;
- (iv) leading teams undertaking monitoring and evaluation on devolution issues and following up on implementation of possible interventions;
- (v) facilitating implementation of a framework to manage performance of concurrent functions; and
- (vi) overseeing development of a mechanism for knowledge management and exchange of information.

### **SENIOR ASSISTANT DIRECTOR, INTERGOVERNMENTAL RELATIONS – TWO (2) POSTS - V/No. 223/2017**

**Basic Salary Scale: KSHS. 94,850 – 127,110 P.M.                      JOB GROUP ‘Q’**

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

- (i) served for minimum period of three (3) years in the grade of Assistant Director, Devolution Affairs, Job Group ‘P’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Statistics, Leadership and Governance/Management, Sociology, Anthropology, Conflict and Peace Studies, Conflict Resolution and Humanitarian Assistance, Commerce or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Public/Business Administration, Law, Management, Economics, Statistics, Monitoring and Evaluation, Project Planning and Management, Policy Analysis, Leadership and Governance/Management, Public Relations or Conflict Management and Resolution from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (v) demonstrated professional competence, leadership and managerial capability as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities include:-

- (i) organizing and conducting sectoral fora on intergovernmental relations;

- (ii) developing frameworks for agreement between national and county governments in matters of mutual interest;
- (iii) establishing and implementing mechanisms for alternative dispute resolution;
- (iv) developing and implementing frameworks relating to intergovernmental relations;
- (v) preparing position papers on intergovernmental relations so as to facilitate the work of the summit;
- (vi) assessing performance of a county government with a view to determining its support requirements and proposing intervention measures;
- (vii) monitoring and evaluating the status of intergovernmental relations; and
- (viii) organizing for bilateral consultations between national government and individual county governments.

**DIRECTOR, CAPACITY BUILDING, CIVIC EDUCATION & PUBLIC PARTICIPATION – ONE (1)**

**POST - V/No. 224/2017**

**Basic Salary Scale: KSHS. 127,110 – 189,200 P.M.**

**JOB GROUP ‘S’**

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Devolution Affairs, Job Group ‘R’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Education, Human Resource Development/Training, Public/Business Administration, Economics, Commerce or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Education, Human Resource Management, Public/Business Administration, Economics, Leadership and Governance/Management or equivalent qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (v) demonstrated managerial, leadership and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to capacity building function.

**Duties and Responsibilities**

The Director, Capacity Building will be answerable to the Secretary Devolution Affairs for the overall strategic policy direction of capacity building functions. Specific duties and responsibilities include:-

- (i) initiating development and overseeing implementation of capacity building frameworks, strategies and service delivery tools;
- (ii) identification and overseeing training programmes in consultation with relevant stakeholders;
- (iii) overseeing institutional support to county governments and other decentralized units;
- (iv) ensuring development and implementation of required norms, standards, intervention measures and areas of fiscal support to county governments;



- (v) overseeing provision of technical assistance in capacity building, civic education and public participation;
- (vi) spearheading resource mobilization for the implementation of relevant projects and programmes;
- (vii) coordinating capacity building in investment promotion and local economic development for county governments; and
- (viii) providing guidance on assessment of performance of county governments with a view to determine capacity support requirements.

**DEPUTY DIRECTOR, CAPACITY BUILDING, CIVIC EDUCATION & PUBLIC PARTICIPATION – TWO (2) POSTS - V/No. 225/2017**

**Basic Salary Scale:: KSHS. 115,290 – 153,170 P.M.**

**JOB GROUP ‘R’**

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

- (i) served for at least three (3) years in the grade of Senior Assistant Director, Devolution Affairs Job Group ‘Q’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Education, Human Resource Development/Training, Public/Business Administration, Economics, Commerce or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Education, Human Resource Management, Public/Business Administration, Economics, Leadership and Governance/Management or its equivalent qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (v) demonstrated managerial, leadership and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to capacity building function.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating training programmes in consultation with relevant stakeholders;
- (ii) coordinating induction and awareness creation on devolution and governance through information, education and communication;
- (iii) spearheading identification of areas requiring institutional support to county governments and other decentralized units;
- (iv) coordinating development and implementation of capacity building frameworks, strategies and service delivery tools;
- (v) facilitating technical assistance in capacity building, civic education and public participation;
- (vi) developing proposals for donor support interventions; validating and ensuring implementation of reports on emerging capacity issues;
- (vii) capacity building in investment promotion and local economic development for county governments; and
- (viii) spearheading development of the required norms, standards, intervention measures and areas of fiscal support to county governments.

**SENIOR ASSISTANT DIRECTOR, CAPACITY BUILDING, CIVIC EDUCATION & PUBLIC PARTICIPATION – THREE (3) POSTS - V/No. 226/2017**

**Basic Salary Scale:: KSHS. 94,850 – 127,110 P.M.**

**JOB GROUP ‘Q’**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Devolution Affairs Job Group ‘P’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Education, Human Resource Development/Training, Public/Business Administration, Economics, Commerce or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Education, Human Resource Management, Public/Business Administration, Economics, Leadership and Governance/Management or equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (v) demonstrated professional competence, leadership and managerial capability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level include:-

- (i) coordinating training teams and liaising with relevant stakeholders;
- (ii) inducting and creating awareness on devolution and governance through information, education and communication;
- (iii) identifying and recommending areas of institutional support to county governments and other decentralized units;
- (iv) providing and facilitating technical assistance in capacity building, civic education and public participation;
- (v) validating reports on emerging capacity issues for purposes of determination of a county’s support requirements;
- (vi) identifying areas of support in investment promotion and local economic development in the counties;
- (vii) developing required norms, standards, intervention measures and areas of fiscal support to county governments; and
- (viii) facilitating knowledge management sharing; and assessing performance of county governments with a view to determine capacity support requirements.

**DIRECTOR, POLICY AND RESEARCH – ONE (1) POST- V/No. 227/2017**

**BASIC SALARY SCALE:: KSHS. 127,110 – 189,200 P.M.**

**JOB GROUP ‘S’**

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director , Devolution Affairs, Job Group ‘R’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Economics, Statistics, Project Planning and Management, Leadership and Governance/Management or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Policy Analysis, Law, Statistics, Economics, Monitoring and Evaluation, Project Planning and Management, Leadership and Governance/Management, Public/Business Administration or its equivalent qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (iii) demonstrated managerial, leadership and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to policy and research function.

### **Duties and Responsibilities**

The Director, Policy and Research will be answerable to the Secretary Devolution Affairs for effective coordination and management of Policy and Research functions.

Specific duties and responsibilities include:-

- (i) spearheading research on emerging issues on devolution matters and best practices for purposes of decision making and review of devolution policies, laws and regulations in liaison with stakeholders;
- (ii) overseeing the drafting and harmonization of devolution policies, laws, and regulations in consultation with relevant stakeholders;
- (iii) facilitating development and implementation of a framework for National Government interventions;
- (iv) coordinating teams undertaking monitoring and evaluation on devolution issues and following up on implementation of possible interventions;
- (v) coordinating the development of a mechanism for transfer of functions and powers between the two levels of government; and
- (vi) overseeing the development of a framework for implementation of concurrent functions and mechanisms for knowledge management and exchange of information.

### **DEPUTY DIRECTOR, POLICY AND RESEARCH – TWO (2) POSTS - V/No. 228/2017**

**Basic Salary Scale: KSHS. 115,290 – 153,170 P.M.**

**JOB GROUP ‘R’**

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

- (i) served for minimum period of three (3) years in the grade of Senior Assistant Director, Devolution Affairs, Job Group ‘Q’ or in a comparable and relevant position in the public service;

- (ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Economics, Statistics, Project Planning and Management, Leadership and Governance/Management, Commerce or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Policy Analysis, Law, Statistics, Economics, Monitoring and Evaluation, Project Planning and Management, Leadership and Governance/Management, Public/Business Administration, Commerce or equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (v) demonstrated professional competence, leadership and managerial capability as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating the review and implementation of devolution policies, laws, and regulations in consultation with relevant stakeholders;
- (ii) coordinating research on emerging issues on devolution matters and best practices for purposes of decision making and review of devolution policies, laws and regulations;
- (iii) coordinating development and facilitating implementation of a framework for national government interventions;
- (iv) leading teams undertaking monitoring and evaluation on devolution issues and following up on implementation of possible interventions;
- (v) facilitating development of a mechanism of transfer of functions and owers between levels of government;
- (vi) facilitating implementation of a framework to manage performance of concurrent functions; and
- (vii) overseeing development of a mechanism for knowledge management and exchange of information.

### **SENIOR ASSISTANT DIRECTOR, POLICY AND RESEARCH – ONE (1) POST - V/No. 229/2017**

**Basic Salary Scale: KSHS. 94,850 – 127,110 P.M.            JOB GROUP ‘Q’**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Devolution Affairs Job Group ‘P’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Economics, Statistics, Project Planning and Management, Leadership and Governance/Management, Commerce or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Policy Analysis, Law, Statistics, Economics, Monitoring and Evaluation, Project Planning and Management, Leadership

- and Governance/Management, Public/Business Administration, Commerce or equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent qualification in a recognized institution; and
- (v) demonstrated professional competence, leadership and managerial capability as reflected in work performance and results.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level include:-

- (i) leading a team in undertaking research on emerging issues on devolution matters and best practices for decision making;
- (ii) drafting, interpreting and harmonizing devolution laws, policies and regulations in consultation with relevant stakeholders;
- (iii) coordinating development and facilitating implementation of a framework for national government interventions;
- (iv) heading teams undertaking monitoring, evaluating, reporting and recommending possible interventions on devolution issues;
- (v) supervising dissemination of policy documents, laws and regulation;
- (vi) facilitating harmonization of other policies and laws that are inconsistent with the devolved system of government;
- (vii) developing and facilitating implementation of a framework to manage performance of concurrent functions; and
- (viii) developing a mechanism for knowledge management and exchange of information.

## **STATE DEPARTMENT FOR SPECIAL PROGRAMMES**

### **SECRETARY, SOCIAL REHABILITATION – ONE (1) POST- V/No. 230/2017**

**Basic Salary Scale:Ksh.160,600 – Ksh.315,700 p.m. (Job Group ‘T’)**

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

- (i) served for minimum period of twenty (20) years, three (3) of which should have been in the grade of Deputy Director, Social Rehabilitation JG. ‘R’ and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Social Psychology, Gerontology, Anthropology, Community Development, Public Administration, Business Administration, Rehabilitation Studies, Counselling, economics, Gender Studies or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Social Work, Social Psychology, Gerontology, Anthropology, Counselling, Demography/population Studies, Economics, Gender Studies, Development Studies, Community Development, Project Planning, Policy Studies or equivalent qualification from a university recognized;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent qualification in a recognized institution; and

- (v) demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Street Families and Rehabilitation policies and programmes; and
- (vi) demonstrated a thorough understanding of relevant legislation, best practices and emerging issues in Street Families rehabilitation.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for providing strategic leadership and policy direction on matters of Social Rehabilitation on Street Families. Specific Duties and responsibilities include:

- (i) formulating, reviewing and implementation of street families rehabilitation policies, strategies, procedures and programmes;
- (ii) coordinating collaborative efforts with communities nationally, regionally and internationally on street families rehabilitation matters;
- (iii) spearheading sensitization and public awareness on street families rehabilitation programmes
- (iv) implementation of psycho-social support programmes at rehabilitation centres;
- (v) overseeing rescue, rehabilitation and reintegration of street families;
- (vi) overseeing the provision of vocational and life skills for the street families;
- (vii) overseeing monitoring and evaluation of street families programmes; and
- (viii) facilitating street families rehabilitation programmes through funding partner institutions.

### **DIRECTOR, HUMANITARIAN AND SOCIAL MOBILIZATION (RELIEF AND REHABILITATION) – ONE (1) POST - V/No. 231/2017**

**Basic Salary Scale: Ksh.127,110 – Ksh.189,200 p.m. (Job Group ‘S’)**

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

- (i) served for a minimum period of eighteen (18) years , three (3) of which should have been at the grade of Senior Assistant Director , Humanitarian and Social Mobilization (Relief and Rehabilitation ) Job Group ‘Q’ and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor degree in any of the following disciplines; Disaster Management and Sustainable Development ,Peace Building and Conflict Management, Economics, Project Planning, Business Administration, Counseling , Psychology , Public Administration ,International Studies or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters’ degree in Disaster Management and Sustainable Development , Peace Building and Conflict Management, Economics, Project Planning, Business Administration, Counseling , Psychology , Public Administration ,International Studies or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development course lasting not less than six(6) weeks or equivalent course from a recognized institution;
- (v) demonstrated merit and ability as reflected in work performance and results
- (vi) a thorough understanding of relevant legislations, best practices and emerging issues in relief and rehabilitation.

## **Duties and Responsibilities**

An officer at this level will be responsible to the Secretary, Humanitarian and Social mobilization for effective administration and management of the relief and rehabilitation function in the division within the department. Specific duties and responsibilities include:

- (i) developing, reviewing and implementing relief and rehabilitation policy, guidelines and standards;
- (ii) monitoring and overseeing stockpiling of food and non-food items for humanitarian assistance;
- (iii) developing institutional frameworks for relief and rehabilitation programmes;
- (iv) collaborating with national, regional and international organizations on relief and rehabilitation matters;
- (v) overseeing community mobilization for relief and rehabilitation programmes; and
- (vi) developing plans for relief and rehabilitation programmes.

## **DIRECTOR, HUMANITARIAN AND SOCIAL MOBILIZATION (COMMUNITY MOBILIZATION) – ONE (1) POST - V/No. 232/2017**

**Basic Salary Scale: Ksh.127,110 – Ksh.189,200 p.m. (Job Group ‘S’)**

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

- (i) Served for a minimum period of eighteen (18) years , three (3) of which should have been at the grade of Senior Assistant Director , Humanitarian and Social Mobilization (Community Mobilization ) Job Group ‘Q’ and above or in a comparable and relevant position in the public service ;
- (ii) a Bachelor degree in any of the following disciplines; Community Development, Social Studies, Development Studies, Business Administration ,International Development, Counseling, Psychology , Gender Studies, Commerce, Entrepreneurship, Sociology, Economics, Policy Analysis, Project Planning ,Disaster Management and Conflict Resolution, Rehabilitation studies or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters’ degree in any of the following disciplines; Community Development, Social Studies, Development Studies, Business Administration ,International Development, Counseling, Psychology , Gender Studies, Commerce, Entrepreneurship, Sociology, Economics, Policy Analysis, Project Planning ,Disaster Management and Conflict Resolution, Rehabilitation studies or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development course lasting not less than six(6) weeks or equivalent course from a recognized institution;
- (v) demonstrated merit and ability as reflected in work performance and results; and
- (vi) a thorough understanding of relevant legislations, best practices and emerging issues in relief and rehabilitation.

## **Duties and Responsibilities**

An officer at this level will be responsible to the Secretary, Humanitarian and Social mobilization for effective administration and management of the community mobilization function . Specific duties and responsibilities include:

- (i) developing, reviewing and implementing community mobilization policy, guidelines and standards;
- (ii) promoting community mobilization activities on social welfare for vulnerable groups;
- (iii) developing frameworks for community mobilization programmes;
- (iv) guiding communities in identifying priorities, resources, needs, and solutions;
- (v) sensitizing communities on various government projects and business opportunities for youth, women and persons with disabilities;
- (vi) identifying and mobilizing resources for special and community driven projects for the promotion of socio-economic development.

## **STATE DEPARTMENT FOR PLANNING AND STATISTICS**

### **DEPUTY CHIEF ECONOMIST/STATISTICIAN - THREE (3) POSTS - V/No. 233/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

**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 Senior Economist/Statistician I, Job Group ‘N’ and above;
- (ii) a Bachelors degree in Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a university recognized in Kenya;
- (iii) a Masters degree in Economics or Statistics or equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results; and
- (vi) managerial experience necessary for the effective management of staff.

## **VACANCY IN THE MINISTRY OF EDUCATION**

### **DEPUTY DIRECTOR, ADULT AND CONTINUING EDUCATION – TWO (2) POSTS - V/No. 234/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)**

**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 Assistant Director of Adult and Continuing Education, Job Group 'P' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in either Adult Education or Education from a university recognized in Kenya;

**OR**

a Bachelor of Arts or Science degree plus a Diploma in Education in either Adult Education or Education from a university recognized in Kenya;

- (iii) a Masters degree in either Adult Education or Education from a university recognized in Kenya;

**OR**

A Masters degree in Arts or Science from a recognized university;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution; and
- (v) demonstrated professional competency and administrative and managerial capability for effective administration of Adult and Continuing Education (APBET/ACE) programmes/projects.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- i. initiating formulation, implementation and review of policies , guidelines and procedures for ACE;
- ii. developing performance improvement strategies that are adaptive to the changing environment;
- iii. planning, organizing, directing, coordinating, controlling and budgeting for ACE activities;
- iv. coordinating the development, review and production of teaching/learning materials in liaison with relevant stakeholders and providers;
- v. implementation of Quality Standards in line with ISO requirements;
- vi. mobilizing resources for ACE programmes and projects;
- vii. providing guidance on performance management, evaluation and development of staff; and
- viii. monitoring the implementation and impact of programmes, policies and procedures.

## **VACANCIES IN THE MINISTRY OF HEALTH**

### **CHIEF RADIATION PROTECTION OFFICER - ONE (1) POST V/No. 235/2017**

**Basic Salary Scale: Ksh.127,110 – Ksh.189,200 p.m. - (Job Group 'S')**

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

- (i) served for a cumulative period of at least fifteen (15) years, three (3) of which must have been in the grade of Assistant Chief Radiation Protection Officer, Job Group 'P' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science degree in any of the following fields: Radiophysics, Biophysics, Radiochemistry, Medical Physics, Health Physics or Physical Sciences with topics in Atomic, Radiation, Nuclear Sciences and Nuclear Engineering or equivalent fields from a university recognized in Kenya;
- (iii) a Master of Science degree in any of the following fields: Radiophysics, Biophysics, Radiochemistry, Medical Physics, Health Physics or Physical Sciences with topics in Atomic, Radiation, Nuclear Sciences and Nuclear Engineering or equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in strategic leadership development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management regulations related to radiation protection.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the Radiation Protection function. He/she will be the Secretary/Chief Executive to the Radiation Protection Board.

Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing radiation protection policies, regulations, and guidelines;
- (ii) developing and disseminating laws and regulations for users of ionizing radiation.
- (iii) representing the Government in International Atomic Energy Agency general conferences; and
- (iv) offering liaison services between the Radiation Protection Board and the regional and international radiation standardization centres.

### **DEPUTY CHIEF RADIATION PROTECTION OFFICER – THREE (3) POSTS - V/No. 236/2017**

**Basic Salary Scale: Ksh.115, 290 – Ksh.153,170 p.m. (Job Group 'R')**

**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 Assistant Chief Radiation Protection Officer, Job Group 'P' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science degree in either Radiophysics, Biophysics, Radiochemistry, Health Physics, Nuclear Techniques, Nuclear Engineering or Physical Sciences with topics in Atomic, Radiation and Nuclear Sciences from a university recognized in Kenya;
- (iii) a Master of Science degree in either Radiophysics, Biophysics, Radiochemistry, Health Physics, Nuclear Techniques, Nuclear Engineering or Physical Sciences with topics in Atomic, Radiation and Nuclear Sciences from a university recognized in Kenya;

- (iv) a certificate in strategic leadership development programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) be well versed with both local and international legislation in radiation protection and nuclear safety and have practical knowledge and experience in safe handling and disposal of radioactive waste to specified standards.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) participation in total management of radiation health and safety measures including radiological emergency response at national level;
- (ii) management of national resource allocated to radiation protection work in consultation with the secretary to the radiation protection board;
- (iii) heading of the inspectorate arm of radiation protection board
- (iv) preparing technical notes for use by the Radiation Protection Board for purposes of licensing Radiation facilities and workers;
- (v) being the liaison person between the Radiation Protection Board and national affiliated bodies; and
- (vi) coordination of development of codes of practice and standards.

### **SENIOR ASSISTANT CHIEF RADIATION PROTECTION OFFICER – SEVEN (7) POSTS - V/No. 237/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m.**

**(Job Group ‘Q’)**

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

- (i) served for a minimum period of twelve (12) years, three (3) of which should have been in the grade of Principal Radiation Protection Officer, Job Group ‘N’ and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science degree in either Radiophysics, Biophysics, Radiochemistry, Health Physics, Nuclear Techniques, Nuclear Engineering or Physical Sciences with topics in Atomic, Radiation and Nuclear Sciences from a university recognized in Kenya;
- (iii) a Master of Science degree in either Radiophysics, Biophysics, Radiochemistry, Health Physics, Nuclear Techniques, Nuclear Engineering or Physical Sciences with topics in Atomic, Radiation and Nuclear Sciences from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent Course from a recognized institution; and
- (v) have demonstrated a high degree of administrative capability coupled with broad professional experience and competence.

### **Duties and Responsibilities**

- (i) Participating in total management of radiation health and safety measures including radiological emergency response at national level.
- (ii) Preparation for issuing radiation licences

- (iii) Conducting research in public and medical exposure
- (iv) Offering consultancy services on behalf of Radiation Protection Board
- (v) Development of general code of practice and regulations for users of ionizing radiation.

**DEPUTY DIRECTOR, NURSING SERVICES – TWO (2) POSTS - V/No. 238/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)**

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

- (i) served for at least three (3) years in in the grade of Senior Assistant Director of Nursing services, Job Group ‘Q’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in either Nursing or Midwifery from a university recognized in Kenya;
 

**OR**

 a Higher Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Perioperative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;
 

**OR**

 a Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;
- (iii) a Masters degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a university recognized in Kenya;
- (iv) registration certificate issued by the Nursing Council of Kenya;
- (v) valid practicing license from the Nursing Council of Kenya;
- (vi) at certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (vii) demonstrated a high degree of professional competence and administrative capability as well as broad experience in Nursing and Health Care Standards and programme.

**Duties and Responsibilities**

- (i) developing, implementing and reviewing health care policies standards and guidelines;
- (ii) providing technical advice at national and county health care services;
- (iii) initiating development and review of training programmers for nurses;
- (iv) ensuring recommendations from nursing research is implemented to inform policy development;
- (v) ensuring compliance with nursing standards, guidelines and ethics; and

- (vi) compiling, monitoring and evaluating reports of nursing services.

**SENIOR ASSISTANT DIRECTOR, NURSING SERVICES – SEVEN (7) POSTS- V/No. 239/2017**

**Basic Salary Scale: Ksh. 94,850 –Ksh.127,110 p.m.**

**(Job Group ‘Q’)**

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

- (i) served for a minimum period of fifteen (15), three (3) of which should have been at the grade of Principal Nursing Officer, Job Group ‘N’ and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in either Nursing or Midwifery from a university recognized in Kenya;  
**OR**  
a Higher Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Perioperative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;  
**OR**  
a Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;
- (iii) a Masters degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a university recognized in Kenya;
- (iv) registration certificate issued by the Nursing Council of Kenya;
- (v) valid practicing license from the Nursing Council of Kenya;
- (vi) at certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (vii) demonstrated a high degree of professional competence and administrative capability.

**Duties and Responsibilities**

- (i) developing of policies, standards and guidelines in the provision of nursing services;
- (ii) carrying out comprehensive health needs assessment in a health facility and community;
- (iii) monitoring and evaluating health care services in a health facility and community;
- (iv) coordinating implementation of nursing related projects and programmes;
- (v) managing nursing services at a health facility and community;
- (vi) coordinating preparation of training plans/programmes for nurses;
- (vii) providing qualification and specifications for procurement of medical supplies and equipment;
- (viii) advising Health or Hospital Management Team (HMT) on matters relating to Nursing services; and

- (ix) coordinating development of strategic/work planning and performance contracts for nurses.

**SENIOR MEDICAL SPECIALIST – FOUR (4) POSTS (OBSTETRICS/GYNECOLOGIST – 1, PAEDITRICIAN -1, OPHTHALMOLOGIST -1, DERMATOLOGIST -1) – V/No. 240/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Medical Services/Medical Specialist I, Job group ‘Q’;
- (ii) a Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics, Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedics Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health System Management and Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Bio Statistics or equivalent qualifications or from a university recognized in Kenya;
- (iv) certificate of registration by the Kenya Medical Practitioners and Dentist Board;
- (v) valid Practicing licence from the Kenya Medical Practitioners and Dentist Board;
- (vi) a certificate in Strategic Leadership Programme lasting not less than six (6) weeks from a recognized institution; and
- (vii) demonstrated professional competency and managerial capability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level shall be responsible to the Deputy Director of Medical Services. Specific duties and responsibilities include:

- (i) performing complex and advanced clinical patient management in area of specialization including; Internal Medicine, Obstetrics and Gynaecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Paediatrics, Pathology, Radiology, Public Health or other specialties;
- (ii) coordinating training, coaching and mentoring of health personnel;
- (iii) managing health stores including essential medicines and/or plant and equipment;
- (iv) developing intervention activities or programs for the management of diseases and conditions developing Medical Standards Operating Procedures (SOPs) and protocols;
- (v) developing training curricular and syllabi in collaboration with training institutions;

- (vi) coordinating emergency response and clinical care;
- (vii) managing health information system and carrying out health surveys and research; and
- (viii) monitoring the provision of forensic and medico-legal services.

**SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES – TWELVE (12) POSTS - V/No. 241/2017  
(MINISTRY HEADQUARTERS – VARIOUS DIVISIONS)**

**Basic Salary Scale: Kshs.127, 270 p.m – 189,200 p.m Job Group ‘S’**

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director of Medical Services/Senior Medical Specialist, Job Group ‘R’;
- (ii) a Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics, Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health System Management and Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Micro Biology and Emerging Infectious Diseases, Bio Statistics or equivalent qualification from a university recognized in Kenya;
- (iv) certificate of registration by Medical Practitioners and Dentist Board;
- (v) valid Practicing license from Medical Practitioners and Dentist Board;
- (vi) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (vii) shown outstanding professional competency and administrative capability and initiative in the general organization and management of the Pharmacy function.

**Duties and Responsibilities**

Duties and responsibilities at this level include:

- (i) developing and coordinating implementation of health standards, guidelines and protocols;
- (ii) understanding specialized diagnosis, care, treatment and rehabilitation of patients;
- (iii) assessing employees’ fitness for continuation of work, age, assessment and medical practice among others;
- (iv) developing intervention activities or programs for training of health staff in field of community health and health management;
- (v) promoting international Health Relations, monitoring and evaluating health projects and programmes;

- (vi) coordinating outreach activities and services, designing and undertaking research, coordinating health research, analyzing and disseminating research findings in planning activities to improve service delivery;
- (vii) coordinating provision of quality health care and adherence to health standards; and
- (viii) providing specifications for procurement for procurement of health supplies and commodities and coordinating training and development and performance management.

**DEPUTY DIRECTOR OF MEDICAL SERVICES – THIRTEEN (13) POSTS - V/No. 242/2017  
(MINISTRY HEADQUARTERS – VARIOUS DIVISIONS/UNITS)**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Medical Services/Senior Medical Specialist I, Job Group ‘Q’;
- (ii) a Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics, Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health System Management and Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Micro Biology and Emerging Infectious Diseases, Bio Statistics or equivalent qualification from a university recognized in Kenya;
- (iv) certificate of registration by Medical Practitioners and Dentist Board;
- (v) valid Practicing license from Medical Practitioners and Dentist Board;
- (vi) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
- (vii) demonstrated professional competency and administrative capability and initiative as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities include:

- (i) performing complex and advanced clinical patient management in area of specialization including; Internal Medicine, Obstetrics and Gynaecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health or other specialties;
- (ii) coordinating training, coaching and mentoring of health personnel;
- (iii) managing health stores including essential medicines and/or plant and equipment;



- (iv) developing intervention activities or programs for the management of diseases and conditions;
- (v) developing training curricular and syllabi in collaboration with training institutions;
- (vi) carrying out health surveys and research; and
- (vii) monitoring the provision of forensic and medico-legal services.

**SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES – THIRTY TWO (32) POSTS - V/No. 243/2017**

**(MINISTRY HEADQUARTERS – VARIOUS DIVISIONS/UNITS)**

**Basic Salary: Ksh.94,850 – Ksh.127,110 p.m.**

**(Job Group ‘Q’)**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director of Medical Services/ Medical Specialist II, Job group ‘P’;
- (ii) a Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics, Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health System Management and Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Micro Biology and Emerging Infectious Diseases, Bio Statistics or equivalent qualification from a university recognized in Kenya;
- (iv) certificate of registration by Medical Practitioners and Dentist Board;
- (v) valid Practicing license from Medical Practitioners and Dentist Board;
- (vi) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
- (vii) demonstrated professional competency and administrative capability and initiative as reflected in work performance and results.

**Duties and Responsibilities**

- (i) analyzing medical reports and undertaking general diagnosis, care treatment and rehabilitation of patients;
- (ii) providing psycho-social interventions;
- (iii) training, consulting and performing surgeries in various health facilities;
- (iv) carrying out forensic and medical-legal services;
- (v) coordinating disease surveillance, prevention and control;

- (vi) coordinating health education and promotion, implementing health projects and programmes;
- (vii) undertaking health research; and
- (viii) monitoring provision of health treatment and care.

**DEPUTY DIRECTOR, PUBLIC HEALTH – TWO (2) POSTS - V/No. 244/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)**

**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 Assistant Director, Public Health Job group ‘P’ and above;
- (ii) a Bachelors degree in either Environmental Health or Public Health or equivalent qualification from a recognized university;

**OR**

- a post graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;
- (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 or Disaster Management from a recognized university;
- (iv) a valid practicing licence from Public Health Officers and Technicians Council;
- (v) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (vi) demonstrated professional competence and administrative capability required for effective planning, direction, control and coordination of the Public Health function.

**Duties and Responsibilities**

- (i) coordinating implementation of statutory provisions and other relevant legislations on public health;
- (ii) coordinating the implementation of promotive and preventive health programmes;
- (iii) overseeing public health projects and programmers in consultation with relevant departments and other stakeholders;
- (iv) overseeing the enforcement of international health regulations and rules;
- (v) identifying public health research needs;
- (vi) overseeing the development and management of public and private mortuaries, cemeteries and crematoria;
- (vii) identifying relevant partners and agencies in support of public health programmers and projects; and
- (viii) overseeing development of strategic and work plans, performance targets and contracts.

**SENIOR ASSISTANT DIRECTOR, PUBLIC HEALTH – FIVE (5) POSTS - V/No. 245/2017**

**Basic Salary: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

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

- (i) served for a cumulative period of fifteen (15) years, three (3) of which must have been in the grade of Principal Health Officer, Job group 'N' and above;
- (ii) a Bachelors degree in either Environmental Health or Public Health or equivalent qualification from a university recognized in Kenya;

**OR**

- a post graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;
- (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 or Disaster Management from a recognized university;
- (iv) a valid practicing licence from public health officers and technician council;
- (v) attended Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course in a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

**Duties and Responsibilities**

- (i) monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health;
- (ii) implementing public health policies, guidelines, standards and procedures and programmers;
- (iii) monitoring the implementation of public health projects and programmers;
- (iv) overseeing the enforcement of international health regulations and rules;
- (v) preparing research proposals on public health needs;
- (vi) preparing proposals for resource mobilization;
- (vii) identifying relevant partners and agencies in support of public health programmers and projects; and
- (viii) coordinating the development of modern information communication technology in the department.

**DEPUTY DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT – TWO (2)  
POSTS- V/No. 246/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m.**

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Health Records and Information Management, Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Health Records and Information Management from a university recognized in Kenya;

- (iii) a Masters degree in any of the following disciplines: Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services Management, Health Economics or Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent Course from a recognized institution;
- (v) demonstrated professional ability, high integrity and competence matched by a proper appreciation of the country's socio-economic development needs at the national, sectoral and local levels; and
- (vi) clear understanding of the National Development goals, Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same.

### **Duties and Responsibilities**

- (i) providing policy direction in Health Records and Information Management issues, managing health records and information management services;
- (ii) formulating and development of health records and information policies, guidelines and procedures;
- (iii) formulating medico legal rules and regulations;
- (iv) providing advise on policy issues and procedures that affect the health records and information services;
- (v) overseeing the development of health records monitoring and evaluation frameworks;
- (vi) formulating guidelines on disclosure, confidentiality, safety and security of health records and information;
- (vii) overseeing the designing and distribution of medical forms; and
- (viii) managing health records and information management services.

### **SENIOR ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT – TWO (2) POSTS- V/No. 247/2017**

**Basic Salary: Ksh.94,850 – Ksh.127,110 p.m.**

**(Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Health Records and Information Management, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Health Records and Information Management from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services Management, Health Economics or Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science from a university recognized in Kenya;

- (iv) a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (v) clear understanding of the National Development goals, Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same; and
- (vi) demonstrated professional competence, managerial and leadership capability as reflected in work performance and results.

### **Duties and Responsibilities**

- (i) formulation of health records and information policies and procedures;
- (ii) development, formulating and interpreting medico legal rules;
- (iii) providing advice on policy issues and procedures on health records and information services;
- (iv) communicating policy issues and procedures on health records and information management;
- (v) developing health records standard operating procedures;
- (vi) providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information;
- (vii) coordinating the designing, printing and distribution of the medical forms; and
- (viii) coordinating training and development of health records and information personnel in collaboration with relevant government departments and agencies.

## **VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR AND SOCIAL PROTECTION**

### **DEPUTY DIRECTOR, REGIONAL SOCIAL INTEGRATION- TWO (2) POSTS- V/No. 248/2017**

**Basic Salary: Kshs. 115,290 – 153,170 p.m.**

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Regional Social Integration, Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Culture and Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, International Relations/Studies, Entrepreneurship, Public/Business Administration, Human Resource Management/ Planning/ Development, Education, Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields:- Sociology, Social Work, Culture and Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, International Relations/Studies, Medicine, Public Health, Entrepreneurship, Public/Business Administration, Human Resource Management/ Planning/ Development, Education or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

## **Duties and Responsibilities**

Duties and responsibilities at this level include:-

- (i) coordinating the development and implementation of social sector policies and strategies on East African Community (EAC) integration;
- (ii) monitoring and evaluating EAC social sector projects, programmes, summit and council decisions;
- (iii) initiating development and implementation of activities related to social sector;
- (iv) making recommendations on analytical background papers, country profiles, reports on EAC social integration process; preparing briefs and speeches on social integration issues;
- (v) coordinating research/studies on EAC social integration process for widening and deepening social sector cooperation among the EAC partner states;
- (vi) coordinating the implementation of the EAC Treaty, Protocols and Agreements provisions related to social affairs integration;
- (vii) collaborating and liaising with the border agencies to facilitate movement of persons, workers, goods and services as well as cross border relations; and
- (viii) coordinating delegations to bilateral and regional social integration meetings.

## **SENIOR ASSISTANT DIRECTOR, REGIONAL SOCIAL INTEGRATION – THREE (3) POSTS - V/No. 249/2017**

**Basic Salary Scale: Ksh.94, 850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Regional Social Integration, Job Group ‘P’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Culture and Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, International Relations/Studies, Entrepreneurship, Public/Business Administration, Human Resource Management /Planning/Development, Education, Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Sociology, Social Work, Culture and Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, International Relations/Studies, Entrepreneurship, Public/Business Administration, Human Resource Management/Planning/ Development, Education, or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

## **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) implementing and monitoring EAC social sector projects, programmes, summit and council decisions;
- (ii) liaising with EAC organs and institutions as well as other stakeholders on social integration;
- (iii) coordinating the dissemination of information on employment and investment opportunities in the East African Community (EAC);
- (iv) collaborating and liaising with the border agencies to facilitate movement of persons, workers, goods and services as well as cross border relations;
- (v) ensuring widespread and equitable access to information on regional integration;
- (vi) strengthening recommendations on analytical background papers, country profiles, reports on EAC Social integration information, educational and communication (IEC) materials on EAC social integration issues; and
- (vii) leading technical delegations in bilateral and regional social integration meetings.

**DEPUTY DIRECTOR, REGIONAL PRODUCTIVE AND SERVICES INTEGRATION - TWO (2)  
POSTS- V/No. 250/2017**

**Basic Salary: Kshs. 115,290 – 153,170 p.m.**

**Job Group ‘R’**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Regional Productive and Services Integration, Job Group ‘Q’ or in a comparable and relevant position in the public sector;
- (ii) a Bachelor’s degree in any of the following disciplines:- Civil/Agricultural /Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Meteorology, Mineralogy/Geology, Hydrogeology, Tourism or equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following fields:- Civil /Agricultural /Telecommunication /Aeronautical/Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry, Wildlife Management, Meteorology, Mineralogy, Hydrology, Environmental Geology, Hydrogeology, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Tourism, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution;
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of regional productive and services Integration function.

**Duties and Responsibilities**

Duties and responsibilities at this level include:-

- (i) coordinating the development and implementation of social sector policies and strategies on East African Community (EAC) integration;
- (ii) monitoring and evaluating EAC social sector projects, programmes, summit and council decisions;
- (iii) initiating development and implementation of activities related to social sector; creating and sustaining networks for constructive exchanges on EAC social integration with the public and private sector;
- (iv) making recommendations on analytical background papers, country profiles, reports on EAC social integration process;
- (v) preparing briefs and speeches on social integration issues;
- (vi) coordinating research/studies on EAC social integration process;
- (vii) widening and deepening social sector cooperation among the EAC partner states;
- (viii) coordinating the implementation of the EAC Treaty, Protocols and Agreements' provisions related to social affairs integration;
- (ix) collaborating and liaising with the border agencies to facilitate movement of persons, workers, goods and services as well as cross border relations; and
- (x) coordinating delegations to bilateral and regional social integration meetings.

**SENIOR ASSISTANT DIRECTOR, REGIONAL PRODUCTIVE AND SERVICES INTEGRATION – TWO (2) POSTS - V/No. 251/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Regional Productive and Services Integration, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines:- Civil/Agricultural /Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Meteorology, Mineralogy/Geology, Hydrogeology, Tourism or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields:- Civil /Agricultural /Telecommunication /Aeronautical/Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry, Wildlife Management, Meteorology, Mineralogy, Hydrology, Environmental Geology, Hydrogeology, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Tourism, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.



## Duties and Responsibilities

Duties and responsibilities include:

- (i) coordinating implementation of programmes and projects relating to infrastructure development, transport, communication, meteorology, energy, environmental and natural resources, tourism, wildlife management, environmental disaster management, agriculture and food security areas of cooperation;
- (ii) undertaking research to inform preparation of effective country position papers;
- (iii) liaising with relevant East Africa Community (EAC) institutions and organs;
- (iv) ensuring that all activities undertaken support the achievement of the EAC Treaty objectives relating to the harmonious and accelerated development of productive and services sectors across the region;
- (v) validating a making recommendations on analytical background papers on regional productive and services integration and cooperation matters;
- (vi) carrying out research/studies on productive and services integration and cooperation matters;
- (vii) validating information, educational and communication (IEC) materials on regional productive and services integration and cooperation matters; and
- (viii) participating in bilateral and regional meetings and preparing analytical reports on productive and services.

## DEPUTY DIRECTOR, REGIONAL LIAISON INTEGRATION – THREE (3) POSTS- V/No. 252/2017

Basic Salary Scale: Ksh.115, 290 – Ksh.153,170 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for a minimum of three (3) years in the grade of Senior Assistant Director Regional Liaison Integration, Job group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines:- International Studies, Public/Business Administration, Human Resource Management/ Planning/ Development, Education, Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance, Government/Political Science, Commerce, Marketing, Entrepreneurship, Law, Medicine, Sociology, Development Studies, Civil /Agricultural /Telecommunication /Aeronautical / Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness, Environmental Management, Natural Resources Management, Meteorology, Mineralogy, Geology, Hydrogeology, Peace and Conflict Studies, Gender Studies, Tourism, Social Work, Culture and Sports Science, Anthropology, Public Health or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields:- International Trade, Trade Policy, International Relations/Studies, Peace and Conflict Studies, Economics, Statistics,

Mathematics, Finance, Political Science, Public Policy, Public Sector Management, Commerce, Marketing, Entrepreneurship, Sociology, Social Work, Public/Business Administration, Education, Development Studies, Gender and Development Studies, Anthropology, Environmental Studies, Forestry, Wildlife Management, Public Health, Civil /Agricultural /Telecommunication /Aeronautical / Petroleum Engineering, Agriculture, Tourism, Meteorology, Medicine, Veterinary Medicine, Natural Resource Management, Human Resource Management/ Planning/ Development, Hydrology, Mineralogy, Environmental Geology, Hydrogeology, Transport Economics or its equivalent qualification from a university recognized in Kenya;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution; and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of regional liaison integration function.

### **Duties and responsibilities**

An officer at this level will be based at the headquarters and be answerable to the Director, Regional Integration for management of any of the Technical Liaison divisions

### **Field Services**

Specific duties and responsibilities will include:

- (i) formulating strategies on the implementation of policies and strategic objectives relating to regional integration;
- (ii) coordinating fields services; enhancing border inter-agency coordination;
- (iii) promoting regional integration through grassroots sensitization and capacity building;
- (iv) providing technical assistance and quality support services to formal and informal cross border traders;
- (v) overseeing collaboration and liaison with the border agencies and stakeholders to facilitate movement of persons, goods and services as well as cross border relations;
- (vi) coordinating liaison with county authorities to promote regional integration;
- (vii) coordinating liaison with border agencies to organize cross border meetings and forums; and
- (viii) collaborating with the stakeholders to address the issue of Non-Tariff Barriers (NTBs).

### **East African Legislative Assembly (EALA)**

Specific duties and responsibilities include:

- (i) formulating strategies on the implementation of policies and strategic objectives relating to regional integration;
- (ii) participating in bilateral and regional meetings and preparing analytical reports;
- (iii) liaising with county authorities to promote regional integration;
- (iv) promoting public and private sector partnerships in regional integration and cooperation;
- (v) liaising with the East African Legislative Assembly (EALA) and other relevant regional institutions to develop regional legislative agenda;
- (vi) liaising with Parliamentary Committee on Regional Integration to advance Kenya's regional Legislative agenda;

- (vii) overseeing and coordinating EALA Kenya Chapter Sensitization programmes and projects; and
- (viii) conducting advocacy, image building and publicity campaigns on regional integration.

### **Technical Council/Summits Meetings and Conferences**

Specific duties and responsibilities include:

- (i) formulating strategies on the implementation of policies and strategic objectives relating to regional integration;
- (ii) coordinating and following up on the implementation of the directives, decisions, policies of the Summit and Council;
- (iii) coordinating bilateral meetings on specific agenda; overseeing management of Regional Integration Monitoring Systems (RIMS);
- (iv) coordinating research/studies on regional integration matters;
- (v) validating and making recommendations on analytical background papers, country profiles and reports on regional integration and cooperation;
- (vi) collaborating with stakeholders to address regional integration issues; and
- (vii) conducting advocacy, image building and publicity campaigns on regional integration coordinating preparation of country profiles and reports.

### **SENIOR ASSISTANT DIRECTOR, REGIONAL LIAISON INTEGRATION - TWO (2) POSTS-V/No. 253/2017**

**Basic Salary Scale: Kshs. 94,850 -127,110 p.m.**

**Job Group 'Q'**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Regional Liaison Integration, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines:- International Studies, Public/Business Administration, Human Resource Management/Planning/ Development, Education, Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance, Government/Political Science, Commerce, Marketing, Entrepreneurship, Law, Medicine, Sociology, Development Studies, Civil/Agricultural/Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness, Environmental Management, Natural Resources Management, Meteorology, Mineralogy, Geology, Hydrogeology, Peace and Conflict Studies, Gender Studies, Tourism, Social Work, Culture and Sports Science, Anthropology, Public Health or its equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields:- International Trade, Trade Policy, International Relations/Studies, Peace and Conflict Studies, Economics, Statistics,

Mathematics, Finance, Political Science, Public Policy, Public Sector Management, Commerce, Marketing, Entrepreneurship, Sociology, Social Work, Public/Business Administration, Education, Development Studies, Gender and Development Studies, Anthropology, Environmental Studies, Forestry, Wildlife Management, Public Health, Civil/Agricultural /Telecommunication/Aeronautical / Petroleum Engineering, Agriculture, Tourism, Meteorology, Medicine, Veterinary Medicine, Natural Resource Management, Human Resource Management/ Planning/ Development, Hydrology, Mineralogy, Environmental Geology, Hydrogeology, Transport Economics or its equivalent qualification from a university recognized in Kenya;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks, or equivalent course from a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

An Officer at this level may head a section at the headquarters or be deployed to head a Regional Integration Centre in the field comprising a cluster of border points and counties.

### **Headquarters**

The officer will be responsible for activities of a section. Specific duties and responsibilities include:

- (i) overseeing the development of work plans for the section; coordinating inter-ministerial integration committee meetings;
- (ii) ensuring that relevant stakeholders are engaged in the implementation of the EAC's agenda and are fully informed of the GOK's commitments and obligations as well as the related work programmes and meetings schedule;
- (iii) monitoring the work of the technical teams within the State Department;
- (iv) interacting with counterparts in Partner States;
- (v) liaising with and or coordinating parliament, county authorities, national government ministries, departments and agencies to promote regional integration including the scheduling and attendance of meetings, monitoring implementation activities and interpreting integration issues.

### **Regional Integration Centre (RIC)**

Duties and responsibilities include:-

- (i) liaising with border agencies and RICs to convene cross border meetings and forums;
- (ii) promoting border inter-agency coordination;
- (iii) developing capacity building programmes for stakeholders including cross border traders associations (CBTAs);
- (iv) collaborating with stakeholders to address regional integration issues;
- (v) validating and making recommendations on analytical background papers, country profiles, reports on regional integration and cooperation matters;
- (vi) coordinating research/studies on regional integration;
- (vii) validating information, educational and communication (IEC) materials on regional integration; and

(viii) promoting public and private sector partnerships in regional integration and cooperation.

**DEPUTY DIRECTOR, REGIONAL POLITICAL INTEGRATION – TWO (2) POSTS - V/No. 254/2017**

**Basic Salary Scale: Kshs. 115,290 – 153,170 p.m. (Job Group ‘R’)**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Regional Political Integration, Job Group ‘Q’ or in a comparable and relevant position in the public service;
- (ii) a Bachelor’s degree in any of the following disciplines:- Government/Political Science, Law, International Studies/Relations, Public/Business Administration, Public Policy, Peace and Conflict Studies or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines:- Political Science, Law, International Studies/Relations, Diplomacy and International Studies, Public/Business Administration, Public Policy, Peace and Conflict Studies or its equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of regional political integration function.

**Duties and Responsibilities**

Duties and responsibilities at this level include:-

- (i) coordinating the development and implementation of political sector and strategies on East African Community (EAC) integration;
- (ii) monitoring and evaluating EAC political sector projects, programmes, summit and council decisions;
- (iii) initiating development and implementation of activities related to political sector;
- (iv) creating and sustaining networks for constructive exchanges on EAC social integration with the public and private sector;
- (v) making recommendations on analytical background papers, country profiles, reports on EAC political integration process;
- (vi) coordinating research/studies on EAC political integration process;
- (vii) widening and deepening political sector cooperation among the EAC partner states; and
- (viii) coordinating the implementation of the EAC Treaty, Protocols and Agreements’ provisions related to political affairs integration.

**SENIOR ASSISTANT DIRECTOR, REGIONAL ECONOMIC INTEGRATION – ONE (1) POSTS- V/No. 255/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Regional Economic Integration, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Statistics, Economics, Mathematics, Economics and Statistics, Economics and Finance or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, International Trade and Finance, Industrial), Project Planning and Management, Public Policy, Economic of Development or equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

**Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) coordinating implementation of programmes and projects relating to the customs, fiscal, monetary, trade, industry, investment, standardization, quality assurance or metrology matters;
- (ii) coordinating research/studies on EAC economic integration process;
- (iii) coordinating the validation of information, educational and communication(IEC) materials on EAC economic integration issues;
- (iv) overseeing monitoring of the elimination of Non-Tariff Barriers to trade;
- (v) validating and making recommendations on analytical background papers, country profiles, reports on EAC economic integration process;
- (vi) ensuring timely and accurate execution of work and the full engagement of implementing Ministries, Departments Agencies in integration activities on economic issues;
- (vii) providing input in the formulation, review, implementation and monitoring of EAC development strategy and vision; and
- (viii) preparing policy briefs, reviews and monitoring reports on the implementation status of Customs Union, Common Market and Monetary Union.

**STATE DEPARTMENT FOR SOCIAL PROTECTION**

**DEPUTY DIRECTOR, SOCIAL DEVELOPMENT – ONE (1) POST- V/No. 256/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. - (Job Group 'R')**

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

- (i) served for a minimum of two (2) years in the grade of Senior Assistant Director, Social Development, Job Group 'Q';

- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Community Development, Anthropology, Counselling, Gender Studies, Gender and Development from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Sociology, Social Work, Psychology, Community Development, Anthropology, Counselling, Gender Studies, Social Studies, Gender and Development, Project Planning and Management, Public Policy, Disaster Management or Business Administration/Management from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

#### Specific duties and responsibilities

- (i) formulation, interpretation and implementation of social development policies, plans and strategies;
- (ii) coordinating vocational rehabilitation and training for persons with disabilities;
- (iii) mobilization resources for social development programmes and projects;
- (iv) designing programmes/projects that promote Kenya's social development agenda;
- (v) collaborating with government agencies, development partners and other stakeholders in the implementation of social development programmes and projects;
- (vi) coordinating the implementation of community mobilization, community development, social welfare, social protection, older persons, persons with disabilities, community capacity support programme (CCSP), vocational rehabilitation services, volunteerism and family promotion/protection programmes; and
- (vii) coordinating research on social development matters.

### **SENIOR ASSISTANT DIRECTOR, SOCIAL DEVELOPMENT – FOUR (4) POSTS - V/No. 257/2017**

**Basic Salary Scale: Ksh94,850– Ksh 127,110 p.m. - (Job Group 'Q')**

For appointment to this grade, a candidate must have:

- (i) served for a minimum of two (2) years in the grade of Assistant Director, Social Development, Job Group 'P';
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Community Development, Psychology, Anthropology, Disability Studies, Counselling, Business Administration/Management, Gender Studies or equivalent qualifications from a university recognized in Kenya;

- (iii) a Masters degree in any of the following disciplines: Sociology, Social Work, Social Psychology, Anthropology, Disability Studies, Counseling, Economics, Gender Studies, Gender and Development or equivalent qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

#### Duties and Responsibilities

Specific duties and responsibilities include:

- (i) interpreting and implementing the departmental strategic plan, medium term plan;
- (ii) monitoring gender and disability mainstreaming in state departments;
- (iii) promoting research on gender and social development;
- (iv) developing and maintain departmental reporting system;
- (v) analyzing data for policy formulation, implementation and review;
- (vi) disseminating gender and social development policies; and
- (vii) developing framework for quality assurance, promoting and coordinating volunteer services and promoting collaboration and cooperation between individuals, communities and organizations.

#### **DEPUTY DIRECTOR, CHILDREN SERVICES – TWO (2) POSTS - V/No. 258/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. - (Job Group 'R')**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of two (2) years in the grade of Senior Assistant Director, Children Services ;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Community Development, Guidance and Counselling, Child Psychology, Criminology, Social Development, Project Management or any other relevant field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Sociology, Social Work, Community Development, Guidance and Counselling, Child Psychology, Criminology, Social Development, Project Management or any other relevant field from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) knowledge and understanding of the provisions of the Children Act, 2001, the volunteer children's officers (VCO) concept and all the other relevant provisions; and
- (vi) shown merit and ability as reflected in work performance and results.

#### Duties and Responsibilities

Specific duties and responsibilities include:



- (i) developing, implementing, monitoring and evaluation of policies, programmes and legislation for promoting children rights and welfare;
- (ii) liaising with stakeholders and partners on children's matters and designing children's services programmes and activities undertaken;
- (iii) reporting on International and Regional Instruments on children through periodic State Party Reports and responses;
- (iv) interpreting and disseminating research findings on children's services;
- (v) collaboration with stakeholders in implementing children programmes ;
- (vi) promoting children rights and welfare;
- (vii) coordinating the implementation of International and regional resolutions on children's matters;
- (viii) conducting inspections to Charitable children institutions (CCIs) to ensure compliance to standards; and
- (ix) monitoring and evaluating the implementation of Children Act, 2001 and reporting on relevant legislation gaps and coordinating capacity building and development for children services staff.

**DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - ONE (1) POST- V/No. 259/2017**

**Basic Salary Scale: 127,110 – Ksh.189,200 p.m.**

**(Job Group ‘S’)**

For appointment to this grade, a candidate must have:

- (i) served for cumulative service of eighteen (18) years, three (3) of which should have been in the grade of Senior Assistant Director, Occupational Safety and Health Services, Job Group ‘Q’ and above or a comparable and relevant position in the public service;
- (ii) a Bachelor of science degree in any of the following disciplines: Occupational Health Nursing, Industrial Hygiene, Safety Engineering, Disaster Management, Occupational and Health from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Occupational Medicine, Occupational Health Nursing, Industrial Hygiene, Safety Engineering, Disaster Management, Occupational and Health from a university recognized in Kenya;
- (i) attended Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course in a recognized institution;
- (ii) been registered as a member of a relevant professional body(where applicable);
- (v) been a member of Kenya Occupational Safety and Health Association; and
- (vi) shown merit and ability in work performance and results

**Duties and Responsibilities**

An officer at this level will be in charge of the operation of the department and is the chief policy advisor on issues relating to occupational safety and work injury benefits at the national level. Specific duties and responsibilities include:

- (i) formulation, development and implementation of occupational health and safety policies;
- (ii) administration of occupational Safety and Health Act, Work Injury Benefits Act, and all applicable subsidiary legislation; Secretary to the National Council for Occupational Health and Safety;
- (iii) authorization of approved persons appointed under the Act;
- (iv) implementation of programmes in the department;
- (v) liaising with international organizations, local institutions and other Government departments in regard to occupational safety and health matters;
- (vi) development, implementation and realization of the department’s strategic plans and objectives;

- (vii) preparation and implementation of the department's performance appraisal systems and contracts; and
- (viii) overseeing the finances and assets management of the department.

**DEPUTY DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - FOUR (4) POSTS - V/No. 260/2017**

**Basic Salary Scale: 115,290 – Ksh.153,170 p.m.**

**(Job Group 'R')**

For appointment to this grade, a candidate must have:

- (i) served for cumulative service of eighteen (18) years, two (2) of which should have been in the grade of Assistant Director, Occupational Safety and Health Services, Job Group 'P' and above or a comparable and relevant position in the public service;
- (ii) a Bachelor of science degree in any of the following disciplines: Occupational Health Nursing, Industrial Hygiene, Safety Engineering, Disaster Management, Occupational and Health from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Occupational Health Nursing, Industrial Hygiene, Safety Engineering, Disaster Management, Occupational and Health from a university recognized in Kenya;
- (iv) a certificate in a specialized discipline on Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- (v) been a member of Kenya Occupational Safety and Health Association;
- (vi) been registered member of a relevant professional body(where applicable);
- (vii) shown merit and ability in work performance and results.

Note: a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification in a recognized institution will be considered added advantage;

**Duties and Responsibilities**

- (i) developing and implementing occupational safety and health services policies, programmes and projects;
- (ii) approval of architectural plans of premises used as work places as defined under the occupational Safety and Health Act, No.15 Act 2007;
- (iii) monitoring and evaluating and control of environmental hazards in work places;
- (iv) conducting research and related activities in the field of Occupational Safety and Health;
- (v) investigating accidents and cases of occupational diseased in the workplace; and
- (vi) initiating ratification of International standards of work places.

**SENIOR ASSISTANT DIRECTOR, OCCUPATIONAL SAFETY AND HEALTH SERVICES - NINE  
(9) POSTS- V/No. 261/2017**

**Basic Salary Scale: 94,850 – Ksh.127,110 p.m.**

**(Job Group 'Q')**

For appointment to this grade, a candidate must have:

- (i) have served for cumulative service of Fifteen (15) years, three (3) of which should have been in the grade of Principal, Occupational Safety and Health Officer, Job Group 'N' and above or a comparable and relevant position in the public service;
- (ii) a Bachelor of science degree in any of the following disciplines: Medicine, Nursing, Bio Chemistry, Engineering, Occupational Safety and Health from a university recognized in Kenya;
- (iii) have a certificate in a specialized discipline on Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- (iv) be a member of Kenya Occupational Safety and Health Association;
- (v) been registered member of a relevant professional body(where applicable);
- (vi) shown merit and ability in work performance and results.

**Note:** a relevant Masters degree and certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification in a recognized institution will be considered added advantage.

**Duties and Responsibilities**

An officer at this level will head a Regional office or a section at the headquarters.

Specific duties and responsibilities include:

- (i) initiating policy and standards review;
- (ii) coordinating investigations and research in occupational safety and health, inspections and audits, surveillance workers health, prosecution under occupational Safety and health, creating awareness on occupational safety and health, monitoring of activities of approved persons and institutions;
- (iii) setting of specifications and standards for the design and quality of personal protective equipment, safety standards for industrial machinery and equipment; and
- (iv) setting of safety standards for industrial machinery and equipment and approval of architectural plans for proposed, intended extension and renovations of workplace premises.

**VACANCIES IN THE MINISTRY OF TOURISM**

**DEPUTY DIRECTOR OF TOURISM – ONE (1) POST- V/No. 262/2017**

**Basic Salary Scale: 115,290 – Ksh.153,170 p.m.**

**(Job Group 'R')**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Tourism, Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree with a bias in Tourism or in any of the following disciplines: Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, Public Relations or any other equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree with a bias in Tourism or in any of the following disciplines: Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, Public Relations or any other equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated a high degree of professional competence, administrative, capabilities and initiatives in organization and management as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will deputize the Director of Tourism in the Tourism Directorate and represent them in various fora. Specific duties and responsibilities include:

- (i) coordinate implementation of national Tourism policy;
- (ii) formulate operational strategies for the promotion and development of a well regulated tourism sector;
- (iii) facilitate, coordinate and monitor activities performed by all divisions for efficient functioning of the Directorate;
- (iv) coordinate tourism sustainability strategies;
- (v) ensure regular surveys on impact of tourism on economic growth;
- (vi) coordinate local and foreign investment programmes in tourism;
- (vii) coordinate implementation and review of bilateral and multi-bilateral tourism agreements/protocols; and
- (viii) maintain necessary linkages between the Directorate and other stakeholders.

### **SENIOR ASSISTANT DIRECTOR, TOURISM – ONE (1) POST- V/No. 263/2017**

**Basic Salary Scale: Ksh. 89,748 – Ksh.120,270 p.m. (Job Group 'Q')**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Assistant Director of Tourism, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree with a bias in Tourism or in any of the following disciplines: Environmental Science, Business Administration, Economics, Commerce, Sociology,

Geography, Public Relations or any other equivalent qualifications from a university recognized in Kenya;

- (iii) a Masters degree with a bias in Tourism or in any of the following disciplines: Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography, Public Relations or any other equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated a high degree of professional competence, administrative, capabilities and initiatives in organization and management as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will head a Division within the Tourism Directorate at the headquarters or to head a Regional Tourism Office manning a cluster of counties. Specific duties and responsibilities include:

- (i) general supervision of a cluster of County Tourism offices under the Regional Tourism office;
- (ii) being in charge of overall organization of tourism programmes and activities and the efficient functioning of the division;
- (iii) coordinate implementation of the Tourism Act and other statutes;
- (iv) developing and promoting tourism in general;
- (v) coordinate local and foreign investment in tourism;
- (vi) coordinate implementation and review of bilateral/multilateral tourism agreements and protocols; and
- (vii) coordinate monitoring and evaluation exercises on tourism projects and programmes and coordinate tourism promotion in liaison with relevant stakeholders.

### **TOURISM OFFICER II – TWO (2) POSTS - V/No. 264/2017**

**Basic Salary Scale: Ksh.27,680 – Ksh.32,290 p.m. (Job Group ‘J’)**

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

- (i) be serving officers in the civil service on Job Group ‘G’ or ‘H’ and
- (ii) have a Bachelor’s degree in Tourism from a university recognized in Kenya.

### **Duties and responsibilities**

This will be the entry and training grade for Tourism officers. An officer at this level will be deployed at the headquarter, Regional Tourism office or County Tourism Office. Specific duties and responsibilities include:

- (i) maintaining inventory of tourism related activities and services under the area of jurisdiction;
- (ii) inspection and investigation;
- (iii) evaluation of tourism data collection, analysis and production of key tourism statistics and indicators;
- (iv) assisting in carrying out research and tourism intelligence surveys;
- (v) assist in identification and development of tourism products;
- (vi) participate in Community Based Tourism projects;
- (vii) assist in organizing tourism campaigns; and
- (viii) follow-up on linkages between Tourism stakeholders including liaising with trade associations, NGOs, Government departments and institutions on issues related to tourism.

## VACANCIES IN THE MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT

### STATE DEPARTMENT OF TRANSPORT

#### DIRECTOR, ROADS AND RAILWAY TRANSPORT – ONE (1) POST - V/No. 265/2017

**Basic Salary Scale: Ksh.127,110– Ksh.189,200 p.m. (Job Group ‘S’)**

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years as a Deputy Director, Job Group ‘R’ in the Roads or Railways Transport field or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in strategic leadership development programme lasting not less than six (6) weeks in an equivalent course from an institution recognized in Kenya;
- (viii) demonstrated a thorough understanding of National goals, policies, objectives and ability to relate them to Road and Railway Transport function; and

- (ix) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

### **Duties and Responsibilities**

Specific duties and responsibilities will include:

- (i) formulating, implementing, interpreting and reviewing Road and Railway Transport Policy, regulations, standards, guidelines and procedures;
- (ii) liaising with relevant agencies in the modernization of road and railway system in the country including non-motorized facilities in road designs;
- (iii) promoting mass transit system through development of Bus Rapid Transit and light rail in urban areas;
- (iv) ensuring efficient and streamlined public transport system in the country;
- (v) maintaining and keeping safe custody of Road and Railway transport services data base including Road Accident Statistics for policy decisions;
- (vi) providing technical advice on Road and Railway Transport services in the country;
- (vii) liaising with National Transport and Safety Authority, Nairobi Metropolitan Transport Authority, Northern Corridor Transit Transport Coordination Authority and other stakeholders to address road transport and safety matters, including traffic congestion, pollution and pedestrian safety in urban areas;
- (viii) ensuring adherence to professional standards and quality control in major road and railway services in conjunction with the relevant agencies;
- (ix) overseeing research on road and Railway Transport matters; and
- (x) promoting innovation and modern technology in the provision of Road and Railway transport services.

### **DEPUTY DIRECTOR, ROADS TRANSPORT – ONE (1) POST - V/No. 266/2017**

Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years as a Senior Assistant Director, Job Group 'Q' in the Road Transport field or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Transport Economics or its equivalent qualification from a recognized university;
- (iii) a Masters degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology,



- Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in strategic leadership development programme lasting not less than six (6) weeks or in an equivalent course from an institution recognized in Kenya;
  - (vi) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

### **Duties and Responsibilities**

Specific duties and responsibilities will include:

- (i) developing and reviewing of Road Transport policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of road services and related civil works;
- (iii) monitoring and evaluation of adherence to professional standards and quality control in major road services in conjunction with the relevant agencies;
- (iv) coordinating review of regulations and guidelines on road transport services;
- (v) ensuring accuracy and safe custody of data and reports prepared in the department;
- (vi) liaising with relevant agencies in the modernization of road system in the country including non-motorized facilities in road designs; and
- (viii) coordinating preparation of parliamentary responses on matters related to Road Transport services and safety.

### **SENIOR ASSISTANT DIRECTOR, ROADS TRANSPORT – ONE (1) POST- V/No. 267/2017**

Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group 'Q')

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

- (i) served for a minimum period of three (3) years as an Assistant Director, Job Group 'P' in the Road Transport field or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in strategic leadership development programme lasting not less than six (6) weeks or in an equivalent course from an institution recognized in Kenya;

- (vi) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

### **Duties and Responsibilities**

Specific duties and responsibilities will include:

- (i) developing and reviewing of Road Transport Policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of road services and related civil works;
- (iii) monitoring and adherence to professional standards and quality control in major Road services in conjunction with the relevant agencies;
- (iv) guiding, reviewing of regulations and guidelines on road transport services;
- (v) authenticating data prepared in the department and related reports and ensuring automation of database;
- (vi) coordinating development of guidelines for promotion of safe, reliable road transport systems;
- (vii) following up with the road agencies to ensure inclusion of non-motorized facilities in road designs;
- (viii) attending to parliamentary enquiries on matters related to Road transport services and safety;
- (vii) liaising with stakeholders in ensuring proper planning of road transport in urban areas; and
- (ix) coordinating the development of proposals for addressing road traffic congestion and pollution in urban areas in conjunction with stakeholders.

### **DEPUTY DIRECTOR, RAILWAYS TRANSPORT – ONE (1) POST- V/No. 268/2017**

Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m.

(Job Group

‘R’)

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years as a Senior Assistant Director, Job Group ‘Q’ in the Railway Transport field or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Civil Engineering, Mechanical

Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;

- (iv) a certificate in strategic leadership development programme lasting not less than six (6) weeks or in an equivalent Course from an institution recognized in Kenya;
- (v) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) developing and reviewing of Railway Transport policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of railway services and related civil works;
- (iii) monitoring and evaluation of adherence to professional standards and quality control in railway services in conjunction with the relevant agencies;
- (iv) coordinating review of regulations and guidelines on road transport services;
- (v) ensuring accuracy and safe custody of data and reports prepared in the department;
- (vi) liaising with relevant agencies in the modernization of railway system in the country including development of commuter (light) railways system in major towns in the country; and
- (vii) coordinating preparation of parliamentary responses on matters related to Railway transport services and safety.

### **SENIOR ASSISTANT DIRECTOR RAILWAYS – ONE (1) POST - V/No. 269/2017**

Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years as an Assistant Director, Job Group ‘P’ in the Railway Transport field or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelor’s degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or its equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics

- or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent Course from a recognized institution; and
  - (v) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) developing and reviewing of Railway Transport Policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of railway services and related civil works;
- (iii) monitoring and adherence to professional standards and quality control in Railway services in conjunction with the relevant agencies;
- (iv) guiding, reviewing of regulations and guidelines on railway transport services;
- (v) authenticating data prepared in the department and related reports and ensuring automation of database;
- (vi) liaising with relevant agencies in the modernization of railway system in the country including development of commuter (light) railways system in major towns in the country;
- (vii) attending to parliamentary enquiries on matters related to Railway transport services and safety; and
- (viii) liaising with stakeholders in ensuring proper planning of railway transport in urban areas.

### **DEPUTY DIRECTOR, AIRCRAFT ACCIDENT INVESTIGATION (OPERATIONS) – ONE (1) POST - V/No. 270/2017**

Basic Salary Scale: Ksh.127,110 p.m. – Ksh.189,200 p.m. (Job Group 'S')

Three (3) year Contract (Renewable)

For appointment to this grade a candidate must have:

- (i) served for a minimum period of three (3) years as an Assistant Director, Aircraft Accident Investigation (Operations), Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Aviation Safety, Aviation Science, Airline Operations; Psychology, Business Administration, Social Science, Physical Science or equivalent qualifications from a university recognized in Kenya;

- (iii) a Master's degree in any of the following disciplines: Aviation Safety, Aviation Science, Airline Operations; Psychology, Business Administration, Social Science, Physical Science or equivalent qualifications from a university recognized in Kenya **plus:**

a commercial or Airline Transport Pilot License with Instrument and Twin Rating with a minimum of 1250 hours flying experience;

**OR**

an Air Traffic Controller's License with Aerodrome and Approach Ratings with a minimum period of three (3) years experience as an Air Traffic Controller and Private Pilot License;

- (iv) a certificate in Aircraft Accident Investigation Training from a recognized institution;
- (v) a certificate in Government Aviation Safety Inspector's course from an International Civil Aviation Organization recognized institution;
- (vi) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (vii) demonstrated a high level of professional competence, managerial and administrative capability in work performance.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) investigating aircraft accidents and compiling preliminary and final reports;
- (ii) developing, issuing and monitoring implementation of safety recommendations;
- (iii) downloading and analyzing data from flight recorders;
- (iv) testing and analyzing aircraft components and structures;
- (v) overseeing the Aircraft Accident investigation laboratory,
- (vi) promoting aircraft accident prevention programmes;
- (vii) analyzing factual information and writing reports in accordance with Annex 13 to the Chicago Convention; and
- (viii) liaising with aircraft accidents victims and their families and coordinating provision of assistance.

## **STATE DEPARTMENT OF INFRASTRUCTURE**

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (MECHANICAL)-ONE (1) POST - V/No. 271/2017**

**Basic Salary Scale: KSH. 115,290 – 153,170 p.m. (Job Group 'R')**

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

- (i) served for a minimum period of three (3) in the grade of Principal Superintending Engineer (Mechanical), Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's Degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Master's Degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya
- (iv) been registered by the Engineers Registration Board of Kenya;
- (v) current valid annual Practising Licence from the Engineers Registration Board of Kenya;
- (vi) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vii) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks or equivalent course from a recognized Institution; and
- (viii) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

### **Duties and Responsibilities.**

An officer at this level will be deployed to perform duties in one of the following areas:

#### **Planning and Development**

Specific duties and responsibilities in this functional area include:

- (i) implementing mechanical transport and plant policies for the efficient provision of vehicles and plant services;
- (ii) controlling and supervising all activities related to planning, improvement of workshops and workshops facilities;
- (iii) preparing annual mechanical transport and plant development work programmes and budget;
- (iv) co-ordinating performance contracts of the department; and
- (v) monitoring and evaluating implementation of projects and programmes.

#### **Mechanical and Transport Fund**

Specific duties and responsibilities in this functional area include:

- (i) coordinating implementation of consultancy services, equipment utilization and maintenance policies for the efficient provision of activities of Mechanical and Transport Fund (MTF);
- (ii) supervising activities of the MTF at the department;
- (iii) budgeting for the departmental vote; and
- (iv) preparing and implementing programmes for procurement, overhaul, replacement, allocation and disposal of vehicles, plant and mechanical equipment.

**PRINCIPAL SUPERINTENDING ENGINEER [MECHANICAL] -THREE (3) POSTS - V/No. 272/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

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

- (i) served for a minimum period of three (3) years in the grade of Chief Superintending Engineer (Mechanical), Job Group ‘P’ or comparable and relevant position in the Public Service.
- (ii) a Bachelor’s Degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s Degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya
- (iv) been registered by the Engineers Registration Board of Kenya;
- (v) current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (vi) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vii) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks or equivalent course from a recognized Institution; and
- (viii) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

**Duties and Responsibilities.**

An officer at this level will be deployed to perform duties in one of the following functional areas; Consultancy Services; Equipment Utilization; Equipment Maintenance; planning and Development;-

**Consultancy Services**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising activities related to consultancy services which shall include development and related to consultancy services;
- (ii) developing and reviewing of standards for vehicles, plant and equipment;
- (iii) disposal of vehicle, plant, equipment and other mechanical stores;
- (iv) standardization of procurement procedure as per the procurement act;
- (v) designing and modifying vehicle bodies, plant and equipment; and
- (vi) formulating vehicle, plant and equipment hiring strategies.

**Equipment and Utilization**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising the Equipment Utilization activities under the Mechanical and Transport Fund (MTF)

- (ii) monitoring the utilization of vehicles, plant and equipment in field under MTF preparation of progress and output departmental reports;
- (iii) recommending changes in hire rate as necessary; and
- (iv) implementing measures to improve availability of equipment.

### **Equipment Maintenance**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising the Equipment Maintenance activities under MTF in all the regions and the Central Workshops division which shall include coordination and supervision of the preparation expenditure forecasts on maintenance activities;
- (ii) monitoring expenditure in the regions against the department's vote;
- (iii) coordination of vehicle, plant and equipment inventory in all the regions; and
- (iv) coordination of fabrication and manufacturing in the mechanical workshop including inspection activities and testing of drivers.

### **Planning and Development**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising programmes related to mechanical engineering, motor vehicle, plant, equipment and workshop facilities;
- (ii) preparing programmes for availability and utilization, arrangement, allocation, maintenance, replacement and disposal of vehicle, plant and mechanical equipment;
- (iii) long-term planning for equipment management and workshop development programme;
- (iv) development and training of staff which shall include interpretation of the approved plans for the development of Mechanical and Transport Development (MTD);
- (v) costing of the plans for purpose of implementing the plans by preparing realistic budgets as per the funding levels of MTD; and
- (v) development of information technology within the department.

## **STATE DEPARTMENT FOR HOUSING AND URBAN MANAGEMENT**

**DEPUTY DIRECTOR, URBAN MANAGEMENT – ONE (1) POST - V/No. 273/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group 'R')**

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director Urban/Metropolitan Development, Job Group 'P' and above or in a comparable and relevant position in the Public Service;



- (ii) a Bachelor's Degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Surveying and Photogrammetry, Planning (Urban & Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a university recognized in Kenya;
- (iii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (iv) been a registered member of a relevant professional body (where applicable); and
- (v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the urban development function.

**NOTE:** possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing of Urban Management policies, strategies, procedures, plans and legislations;
- (ii) facilitating approvals of projects and programmes on Urban management development;
- (iii) facilitating approvals of terms of reference for urban management for local urban areas and management models for; markets, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure and other related urban management services;
- (iv) ensuring coordination and management of urban management data submitted to the observatory;
- (v) developing and reviewing strategies for domestication of international urban management best practices; and
- (vi) promoting research, innovation, best practices and use of modern technology in urban management and related issues.

**SENIOR ASSISTANT DIRECTOR, URBAN MANAGEMENT– ONE (1) POST - V/No. 274/2017**  
**Basic Salary Scale: Ksh.94, 850 - Ksh.127,110 p.m. - (Job Group 'Q')**

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Principal Urban/Metropolitan Development Officer, Senior Superintending Engineer, Senior Superintending Architect, Senior Superintending

Quantity Surveyor, Job Group 'N' and above or in a comparable and relevant position in the Public Service;

- (ii) a Bachelor's degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Survey and Photogrammetry, Planning (Urban & Regional, Environmental), Engineering (Civil/Mechanical/Structural/Water and Sanitation) or any other relevant qualification from a university recognized in Kenya;
- (iii) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (iv) been a registered member of a relevant professional body (where applicable); and
- (v) demonstrated technical and professional competence as reflected in work performance and results; and
- (vi) demonstrated general administrative ability required for direction, control and implementation of Urban development programme.

**NOTE:** Possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) implementing and reviewing Urban Management policies, strategies, procedures, plans and legislations;
- (ii) facilitating sensitization workshops on ongoing projects and programmes for stakeholders;
- (iii) facilitating approvals of terms of reference for urban management for local urban areas and management models for; markets, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure and other related urban management services;
- (iv) ensuring coordination and management of urban management data submitted to the observatory;
- (v) developing and reviewing strategies to strategies for domestication of international urban management best practices;
- (vi) facilitating approval of joint projects to be implemented by both levels of government in urban management;
- (vii) promoting research, innovation, best practices and use of modern technology in urban management and related issues; and
- (viii) facilitating approval of joint projects to be implemented by both levels of government in urban management.

## **DEPUTY DIRECTOR, HOUSING – THREE (3) POSTS - V/No. 275/2017**

**Basic Salary Scale: Ksh.115, 290 - Ksh.153,170 p.m. - (Job Group 'R')**

For appointment to the grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years, three (3) of which should be at the grade of Assistant Director, Housing, Job Group 'P' and above or in a comparable and relevant position in the housing and human settlements sector;
- (ii) a Bachelor's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a University recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a University recognized in Kenya;
- (v) be a registered member of a relevant professional body where applicable;
- (vi) a certificate in Strategic Leadership Course lasting not less than six (6) weeks or from an equivalent course from a recognized institution
- (v) demonstrated a high degree of professional competence, administrative and initiative in the general organization and management of the housing function;

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

#### **Housing Development and Management Function**

- (i) formulating and implementing policies, guidelines, programmes in the housing and human settlements sector
- (ii) coordination of activities of development partners and other stakeholders involved in housing development;
- (iii) liaising with stakeholders to establish and maintain land banks for housing development;
- (iv) ensuring proper management of resources for housing and human settlements development; and

- (v) overseeing dissemination of information to stakeholders; and

### **Housing Infrastructure Function**

- (vi) reviewing and implementing housing infrastructure development policies and guidelines;
- (vii) co-ordinating and directing overall operations at the headquarters and field offices;
- (viii) promoting public-private partnership in low cost housing infrastructure;
- (ix) coordination of stakeholders participation in housing infrastructure development;
- (x) overseeing resource mobilization and utilization for implementation of projects and programs; and
- (xi) overseeing research and preparation of reports on pertinent issues on housing infrastructure development.

### **DEPUTY DIRECTOR, ESTATE MANAGEMENT – THREE (3) POSTS - V/No. 276/2017**

**Basic Salary Scale: Ksh.115, 290 - Ksh.153,170 p.m. - (Job Group 'R')**

For appointment to the grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been at the grade of Assistant Director, Estates Management, Job Group 'P' and above ;
- (ii) a Bachelors degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a University recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a University recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution

- (v) be a registered member of a relevant professional body, where applicable; and
- (vi) demonstrated a high degree of professional, administrative and managerial competence in work performance necessary for the effective management of the functions of the departments; and
- (vi) ability to articulate, interpret and implement national and international policies and development goals.

### **Duties and Responsibilities**

An officer at this level will be deployed to head a division at the Ministry headquarters. He will be responsible to the Director, Estate Management.

Specific duties and responsibilities at this level include:

- (i) initiation, formulation and review of policies on estate management in relation to maintenance, office accommodation, public servants housing, leasing and housing administration;
- (ii) coordinating the activities of various sections including leasing, inventory management, valuation, maintenance, planning and inspectorate, and technical and policy administration;
- (iii) coordinate the monitoring and evaluation of various government estates projects, feasibility studies of estates for redevelopment and related activities; and
- (iv) provide guidance in the preparation of annual departmental budget.

### **SENIOR ASSISTANT DIRECTOR, ESTATES MANAGEMENT – TWELVE (12) POSTS - V/No. 277/2017**

**Basic Salary Scale: Ksh.94, 850 - Ksh.127,110 p.m. - (Job Group 'Q')**

For appointment to the grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years three (3) of which should have been at the grade of Principal Estates Management, Job Group 'N' and above;
- (ii) a Bachelor's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a University recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management,

Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;

- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- (v) be a registered member of a relevant professional body, where applicable; and
- (vi) demonstrated outstanding capabilities in management within the housing sector.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Estate Management.

Specific duties and responsibilities at this level include:

- (i) reviewing and implementing policies on estate management in relation to maintenance, office accommodation, public servants housing, leasing and housing administration;
- (ii) coordinating the activities of a section including leasing, inventory management, valuation, maintenance, planning and inspectorate, and technical and policy administration; and
- (iii) monitoring and evaluation of various government estates projects, feasibility studies of estates for redevelopment and related activities; and

### **DIRECTOR -BUILDING INSPECTION AND AUDIT ONE (1) POST - V/No. 278/2017**

**Basic Salary Scale: Kshs.127, 110 – 189,200 p.m.**

**Job Group 'S'**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of eighteen (18) years, three (3) years of which must have been in the grade of Principal Superintending Engineer/Architect/Quantity Surveyor, Job Group 'Q' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines:- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics, Project Planning and Management, or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines:- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics, Project Planning and Management, or equivalent qualification from a university recognized in Kenya;

- (iv) been a registered/member of a professional body (where applicable) ; and
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from an institution recognized in Kenya;
- (vi) demonstrated professional competence and managerial skills as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) developing, reviewing and implementing Built Environment inspection and audit policies, strategies, programs, procedures, guidelines and standards;
- (ii) control and coordinate multi-sectoral agencies on pre-inspection, inspection and post inspection of built environment;
- (iii) direct and control national database on built environment inspection and audit records;
- (iv) coordinate multi-sectoral agencies in inspecting and auditing built environment in compliance with required guidelines and standards;
- (v) collaborate with stakeholders to promote inspection and audit of built environment;
- (vi) provide technical advice in physical structural adjustment and to vetting committees for audit on built environment;
- (vii) manage database on audit records for built environment;
- (viii) liaise with other multi-sectoral agencies to initiate review of existing acts and regulations to incorporate emerging issues in the Built Environment Audit; and
- (ix) promote research and innovation on built environment audit.

**DIRECTOR-BUILDING SAFETY ,TESTING ,QUALITY AND COMPLIANCE - ONE (1) POST - V/No. 279/2017**

**Basic Salary Scale: Kshs.127, 110 – 189,200 p.m. Job Group ‘S’**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of eighteen (18) years , three (3) of which must have been in the grade of Principal Superintending Engineer/Architect/Quantity Surveyor, Job Group ‘Q’ and above or comparable and relevant position in the Public Service;
- (ii) a Bachelor’s degree in any of the following disciplines:- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics, Project

Planning and Management, or equivalent qualification from a university recognized in Kenya;

- (iii) a Master's degree in any of the following disciplines:- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics, Project Planning and Management, or equivalent qualification from a university recognized in Kenya;
- (iv) Be a registered/member of a professional body where applicable;
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from an institution recognized in Kenya; and
- (vi) Demonstrated professional competence and managerial skills as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) developing, reviewing and implementing Built Environment safety testing policies, strategies, programs, procedures, guidelines and standards ;
- (ii) coordinate multi-sectoral agencies on testing of physical, chemical and micro structural analysis of building materials for developers;
- (iii) developing a database on safety testing records for built environment;
- (iv) promoting research and innovation in built environment.
- (v) conducting inspection and audit of built environment in accordance to set standards; and
- (vii) compiling of data for review of technical manuals and specifications for quality assurance; and

## **STATE DEPARTMENT FOR PUBLIC WORKS**

### **CHIEF ARCHITECT – ONE (1) POST - V/No. 280/2017**

Basic salary Scale: Kshs. 160,660 - Kshs. 315,700 pm (Job Group 'T')

For appointment to this grade, candidate must have:

- (i) served for a minimum period of twenty (20) years and currently serving in the grade of Senior Principal Superintending Architect, Job Group 'R' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in Architecture or its equivalent and relevant qualification from a recognized University;
- (iii) been registered by the Board of Registration of Architects and Quantity surveyors of Kenya;



- (iv) a corporate membership with the Architectural Association of Kenya (AAK);
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or in equivalent course from a recognized Institution;
- (vi) demonstrated high degree of professional competence, administrative capability required for effective planning, direction, control and coordination of building services development programmes; and
- (vii) a thorough understanding of National goals, policies and Programmes and the ability to translate them to the architectural functions.

**Note:** *Possession of a relevant Master's degree will be considered as an added advantage*

### **Duties and Responsibilities**

An officer at this level will head the architectural Department of the Ministry and is responsible to the Works Secretary for all the activities of the Department comprising Architectural, Maintenance, Research, Forward Planning Group and Surveying both at the headquarters and field.

Specific duties and responsibilities include:

- (i) formulation and implementation of architectural policies;
- (ii) formulation and review of legislation related to building construction;
- (iii) approval of architectural drawings and advising the government on building matters;
- (iv) implementation of department strategic objective;
- (v) preparation and implementation of the department performance contracts;
- (vi) overseeing financial and access management issues of the department;
- (vii) direction, control, coordination and supervision of all human resource dealing with design, construction and maintenance of public buildings; and
- (xi) preparation and implementation of the departments performance contracts.

### **DEPUTY CHIEF ARCHITECT – ONE(1) POST - V/No. 281/2017**

Basic salary Scale: Kshs. 127,10 - Kshs. 189,200 pm

(Job Group 'S')

For appointment to this grade, candidate must have:

- (i) served for a minimum period of eighteen (18) years and currently serving in the grade of Senior Principal Superintending Architect, Job Group 'R' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's Degree in Architecture or its equivalent and relevant qualification from a recognized University;
- (iii) been registered by the Board of Registration of Architects and Quantity surveyors of Kenya;

- (iv) a corporate membership with the Architectural Association of Kenya (AAK);
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or in equivalent course from a recognized Institution;
- (vi) demonstrated high degree of professional competence, administrative capability required for effective planning, direction, control and coordination of building services development programmes; and
- (vii) a thorough understanding of National goals, policies and Programmes and the ability to translate them to the architectural functions.

**Note:** *Possession of a relevant Master's degree will be considered as an added advantage*

#### Duties and Responsibilities

An officer at this level will deputize the Chief Architect for all the activities of the departments using Architectural, Maintenance, Research, Forward planning group and group and surveying both at the headquarters and field.

#### Specific duties and responsibilities

- (i) implementation of Architectural policies, plans and strategies;
- (ii) assisting in review of legislation related to building construction;
- (iii) preparation of approval of spatial requirement for government building;
- (iv) implementation of departmental performance contract;
- (v) coordinate research on building technologies, methodologies, processes and material and disseminate research findings;
- (vi) monitor expenditure on the government building development programme; and
- (viii) administration of general staff matter for the department.

### **CHIEF QUANTITY SURVEYOR – ONE (1) POST - V/No. 282/2017**

Basic salary Scale: Kshs. 127,10 - Kshs. 189,200 pm (Job Group 'S')

For appointment to this grade, candidate must have:

- (i) served for a minimum period of eighteen (18) years and currently serving in the grade of Senior Principal Superintending Quantity Surveyor, Job Group 'R' and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in Building Economics/Quantity Surveying or its equivalent from a recognized university;
- (iii) been registered by the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;
- (iv) a corporate membership of the Institute of Quantity Surveyors of Kenya;
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or in equivalent course from a recognized Institution;

- (vi) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control, coordination of quantity surveying development programmes; and
- (vii) a thorough understanding of National goals, policies and programmes and the ability to translate them to the quantity surveying functions.

**Note:** *Possession of a relevant Master's degree will be considered as an added advantage*

### **CHIEF GRAPHIC DESIGNER – ONE (1) POST - V/No. 283/2017**

Salary Scale: Kshs. 127,110 -189,200 P.M.

Job Group 'S'

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

- (i) Served for a minimum period of three (3) years in the grade of Senior Principal Superintendent Graphic Designer , Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in Design or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks or in an equivalent qualification from a recognized Institution;
- (iv) demonstrated high degree of professional competence and administrative capability requirement for effective planning, direction, control and coordination of building development programmes; and
- (v) a thorough understanding of national goals, policies and programmes and the ability to translate them to the graphic design functions.

**Note:** *Possession of a relevant Masters degree will be considered as an added advantage*

### **Duties and Responsibilities**

The Chief Graphic Designer will head the Graphic Design Department of the Ministry and is responsible to the Works Secretary for all activities of the Department.

Specific duties and responsibilities will include:

- (i) developing and implementing graphic design policies and standards;
- (ii) approving colour schemes affecting interior and exterior facades of government buildings and institutions;
- (iii) advising on typography and art as a means of visual communication;
- (iv) coordinating graphic design work for local and international exhibitions and fairs;
- (v) providing consultancy on graphic designs; and
- (vi) representing the Government in the Marketing Society of Kenya (MSK).

**SENIOR PRINCIPAL SUPERINTENDING GRAPHIC DESIGNER – FOUR (4) POSTS - V/No. 284/2017**

Salary Scale: Kshs. 115,290 -153,170 p.m

Job Group 'R'

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of eighteen(18) years, three (3) of which must have been at the grade of Chief Superintending Graphic Designer, Job Group 'P' or comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in Design or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) attended a Project Development and Management course lasting not less than four(4) weeks from an institution recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or in an equivalent course from a recognized Institution; and
- (v) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of building development programmes.

**Note:** *Possession of a relevant Masters degree will be considered as an added advantage*

**Duties and Responsibilities**

An officer at this level will be responsible for all activities of a design division.

Specific duties and responsibilities will include:

- (i) reviewing and implementing graphic design policies;
- (ii) planning, coordinating and directing overall operations of various sections;
- (iii) monitoring of workloads and recommending distribution;
- (iv) giving technical advice on color schemes affecting interior and exterior designs of government buildings;
- (v) coordinating local and international exhibitions and fairs relevant to the employing ministry/department/local authority/parastatal; and
- (vi) approving stage designs, television design broadcast materials.

**PRINCIPAL SUPERINTENDING GRAPHIC DESIGNER - SIX (6) POSTS - V/No. 285/2017**

Salary Scale: Kshs. 94,850 -127,110 p.m

(Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of fifteen(15) years, three (3) of which must have been at the grade of Senior Superintending Graphic Designer , Job Group 'N or in a comparable and relevant position in the Public Service;

- (ii) a Bachelors degree in Design or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) attended a Project Development and Management course lasting not less than
- (iv) a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks or in an equivalent course from a recognized Institution; and
- (v) demonstrated general administrative ability requires for direction, control and implementation of landscape works in building programmes.

**Note:** *Possession of a relevant Masters degree will be considered as an added advantage*

### **Duties and Responsibilities**

An Office at this level may be deployed as a section head and will be responsible for coordination and supervision of design work.

Specific duties and responsibilities include:

- (i) recommending photographic work and dimensional designs;
- (ii) product designing, model making, plate making, artwork and printing works;
- (iii) advising on colour schemes affecting government buildings, interior and exterior designs;
- (iv) liaising with programme producers, clients on commercial requirements in design for television advertisement and stage designing and interiors; and
- (v) ensuring that local and international standards of graphic design are maintained;.

### **CHIEF BUILDING SURVEYOR - ONE (1) POST**

**Salary Scale: Ksh. 127,110 -189,200 p.m. - Job Group 'S' - V/No. 286/2017**

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

- (i) served for a minimum of eighteen (18) years and currently serving in the grade of Senior Principal Superintending Building Surveyor , Job Group 'R' or in a comparable and relevant position;
- (ii) a Bachelor Degree in land Economics or Real Estate or its comparable and relevant qualifications from a university recognized in Kenya;
- (iii) been a full member of the Institute of Surveyors of Kenya (Building Surveyors Chapter)'
- (iv) been a registered member with the Institute of Surveyors of Kenya (Building Surveyor Chapter);
- (v) a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks or in an equivalent Course from a recognized Institution;
- (vi) demonstrated excellent staff management skill, a high degree of professional competence, administrative capability required for effective planning, direction, control

and coordination of building surveying function, merit and ability as reflected in work performance and results; and

- (vii) demonstrated a thorough understanding of national goals, policies and programmes and the ability to translate them to the Public Office Accommodation building surveying functions.

**Note:** *Possession of a relevant Masters degree will be considered as an added advantage*

### **Duties and Responsibilities**

The Chief Building Surveyor will head the Public Office Accommodation Department of the Ministry and will be responsible to the Works Secretary for the building surveying function.

Specific duties and responsibilities include:

- (i) Government leasing, registration and classification of Government Building, purchase of Public Buildings and facilities and formulation of public office accommodation standards and principles
- (ii) direction, control and coordination supervision of human resource department;
- (iii) implementation of the department's strategic objectives preparation and implementation of the department's performance contracts;
- (iv) mobilize team building; overseeing the financial and asset management issues of the department;
- (v) instituting operational accountability and transparency; and
- (vi) secure and manage financial support for development plans and overall supervision; training and development of department staff.

### **SENIOR PRINCIPAL SUPERINTENDING BUILDING SURVEYOR – THREE (3) POSTS - V/No. 287/2017**

Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of eighteen (18) years, three(3) of which must have been at the grade of Chief Superintending Building Surveyor , Job Group 'P' or in an equivalent and relevant position in the Public Service;
- (ii) a Bachelor Degree in Land Economics or Real Estate or its comparable and relevant qualifications from a university recognized in Kenya;
- (iii) been a full member of the Institute of Surveyors of Kenya (Building Surveyors Chapter)';
- (iv) a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks or in an equivalent course from a recognized Institution;

- (v) been a registered member with the Institute of Surveyors of Kenya (Building Surveyor Chapter) ; and
- (vi) demonstrated excellent staff management skill, a high degree of professional competence, administrative capability required for effective planning, direction, control and coordination of building surveying function :

**Note:** *Possession of a relevant Masters degree will be considered as an added advantage*

### **Duties and responsibilities**

An officer at this level may be deployed to Head the Public Office Accommodation Division of Government owned offices, Government leased offices and Technical Administration, Research and Development.at the Headquarters.

Specific duties and responsibilities include:

- (i) Government leasing, registration ad classification of Government Building, purchase of Public Buildings and facilities and formulation of public office accommodation standards and principles
- (ii) direction, control and coordination supervision of human resource department;
- (iii) implementation of the department’s strategic objectives preparation and implementation of the departments performance contracts;
- (iv) mobilize team building; overseeing the financial and asset management issues of the department;

### **PRINCIPAL SUPERINTENDING BUILDING SURVEYOR– SIX (6) POSTS - V/No. 288/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

For appointment to this grade, a candidate must have:

- (i) served for a minimum of fifteen (15) years , three(3) of which must have been at the Senior Superintending Building Surveyor , Job Group ‘N’ or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor Degree in land Economics or Real Estate or its equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) been a full member of the Institute of Surveyors of Kenya (Building Surveyors Chapter)’
- (iv) been registered member with the Institute of Surveyors of Kenya (Building Surveyor Chapter);
- (v) a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks or in an equivalent course from a recognized Institution; and
- (vi) demonstrated excellent staff management skill, a high degree of professional competence, administrative capability required for effective planning,

*Note: Possession of a relevant Masters degree will be considered as an added advantage*

### **Duties and Responsibilities**

An officer at this level may be deployed as a Deputy Head of a section at Headquarters or Head of Public Office Accommodation function in a region

Specific duties and responsibilities include:

- (i) being in charge of a section of Public accommodation dealing with Nairobi Region, Counties, Research and Development and Technical Administration; and
- (ii) drawing targets for section, monitoring and evaluation, administration and supervision of all staff working under him/her.

### **ASSISTANT ENGINEER II -MECHANICAL (BUILDING SERVICES) – TWENTY (20) POSTS - V/No. 289/2017**

**Basic Salary Scale: Ksh.34,260 – Ksh.44,750 p.m.**

**Job Group ‘K’**

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

- (i) have a Bachelors degree in Mechanical Engineering; and
- (ii) be registered by Engineers Board of Kenya (EBK) as a graduate Engineer.

### **Duties and Responsibilities**

This is the entry and training grade of this cadre. An officer at this level will be assigned Mechanical Engineering duties and will work under close supervision of an experience officer.

Specific duties and responsibilities include:

- (i) design of mechanical services in Government buildings and construction works;
- (ii) repair and maintenance of mechanical installations in airports, waterworks, offices, workshops conferences complexes and other government facilities.

### **ASSISTANT ENGINEER II -ELECTRICAL (BUILDING SERVICES) – TEN (10) POSTS - V/No. 290/2017**

**Basic Salary Scale: Ksh.34,260 – Ksh.44,750 p.m.**

**Job Group ‘K’**

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

- (i) have a Bachelors degree in Electrical Engineering or equivalent and relevant qualification from a university recognized in Kenya; and



- (ii) be registered by the Engineers Board of Kenya (EBK) as a graduate engineer.

### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be assigned Electrical Engineering duties and will work under close supervision of an experienced officer.

### **ASSISTANT ENGINEER II -STRUCTURAL(BUILDING SERVICES) – TWENTY (20) POSTS - V/No. 291/2017**

**Basic Salary Scale: Ksh.34,260 – Ksh.44,750 p.m. (Job Group 'K')**

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

- (i) have a Bachelors degree in Civil Engineering ; and
- (ii) have been registered by Engineers Board of Kenya (EBK) as a Graduate Engineer.

### **Duties and Responsibilities**

This is the training grade to this cadre. An officer at this level will work under a Senior Officer. Specific duties and responsibilities include designing, preparation of drawings and supervision of construction of civil and structural works for simple projects.

## **MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES -**

### **STATE DEPARTMENT FOR ENVIRONMENT**

### **DEPUTY DIRECTOR, METEOROLOGICAL SERVICES – ONE (1) POST - V/No. 292/2017**

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group 'R')**

For appointment to this grade, a candidate must have:

- (i) served for a minimum of three (3) years in the grade of Senior Assistant Director of Meteorological Services, Job Group 'Q' in the civil service;
- (ii) a Bachelors degree in Meteorology or its equivalent from a university recognized in Kenya;

**OR**

- A Bachelors in Mathematics and Physical plus a Post-Graduate Diploma in Meteorology or its equivalent qualification from a recognized university;
- (iii) a Master of Science degree in Meteorology or equivalent qualifications from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;

- (v) a clear understanding of the national development goals, policies and programmes and the ability to relate them to the meteorological functions; and
- (vi) demonstrated professional competence and leadership capability in work performance and results.

#### **Duties and Responsibilities**

- (i) developing and implementing of national Meteorological policies and strategies;
- (ii) facilitating the preparation of weather and climate forecasts and products;
- (iii) conducting public education and outreach programmes on weather and climate;
- (iv) verifying and issuing meteorological advisories, alerts and warnings for the various sectors and information for search and rescue operations;
- (v) facilitating development and testing of various forecasting techniques;
- (vi) coordinating the developing and revising training curricula for meteorological personnel;
- (vii) coordinating implementation of meteorological projects, public education and outreach programmes on weather and climate; and
- (viii) carrying out research in meteorology and related science, training and capacity building on meteorology and related sciences.

#### **SENIOR ASSISTANT DIRECTOR, METEOROLOGICAL SERVICES – FIVE (5) POSTS - V/No. 293/2017**

**Basic Salary Scale: Ksh.94,850– 127,110 p.m.**

**(Job Group ‘Q’)**

For appointment to this grade, a candidate must have:

- (i) served for a minimum of three (3) years in the grade of Assistant Director of Meteorological Services, Job Group ‘P’ in the civil service;
- (ii) a Bachelors degree in Meteorology or its equivalent from a university recognized in Kenya;

**OR**

- (iii) A Bachelors in Mathematics and Physical plus a Post-Graduate Diploma in Meteorology or its equivalent qualification from a university recognized in Kenya;
- (iv) a Master of Science degree in Meteorology or equivalent qualifications from a university recognized in Kenya;
- (v) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
- (vi) shown professional and managerial capability in work performance and results.

#### **Duties and Responsibilities**

- (i) interpreting and implementing of national Meteorological policy;
- (ii) developing and updating meteorological data management and processing software;

- (iii) coordinating the preparation of weather and climate forecasts and products;
- (iv) coordinating the running of meteorological forecasting models;
- (v) providing information for updating international procedural and operational manuals;
- (vi) verifying meteorological advisories, alerts and warnings for various sectors and information for search and rescue operations;
- (vii) coordinating the downscaling and disseminating meteorological information; and
- (viii) interpreting climate change scenarios;and issuing weather forecasts and preparing reports on the status of air quality;

**DEPUTY DIRECTOR, MULTI-LATERAL ENVIRONMENTAL AGREEMENTS AND DOMESTICATION (NATIONAL, REGIONAL AND INTERNATIONAL) - ONE (1) POST - V/No. 294/2017**

**Basic Salary Scale: Ksh.115,290– 153,170 p.m. (Job Group ‘R’)**

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Multilateral Environmental Agreements (MEAs) and Domestication (National and International), Job Group ‘Q’ or in a comparable position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental science, Conservation-Biology, Environmental Law, Environmental Diplomacy and skills in negotiation, policy analysis or fields related to Natural Resource Management or equivalent from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental science, Conservation-Biology, Environmental Law, Environmental Diplomacy and skills in negotiation, policy analysis or fields related to Natural Resource Management or equivalent from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (v) demonstrated knowledge of international environment agreements/ conventions/ protocols and processes; and
- (vi) vast knowledge and experience involving international environment governance principles structures and processes;

**Duties and Responsibilities**

Specific Duties and Responsibilities include:

- (i) designing strategies for domestication of Multi-Lateral Environmental Agreements, Protocols and Conventions;

- (ii) coordinating issues related to environmental conventions, international agreements and regional protocols, in liaison with other ministries, lead agencies and stakeholders;
- (iii) developing mechanisms for the country's effective representation, participation and reporting in international meetings or processes;
- (iv) domesticating environmental agreements in line with national policies, legislation, development plans and programmes;
- (v) preparation of country position papers and background papers for presentation in national and international fora;
- (vi) coordinating all activities of MEAs focal points and desk officers and enabling effectiveness;
- (vii) carry out analysis of evolving and emerging regional as well as international governance issues ; and
- (viii) support liaison between the Ministry between the Ministry, UNEP and office of the Permanent Representative to UNEP(Kenya), and other UN agencies collaborating in development and implementation of MEAs.

**SENIOR ASSISTANT DIRECTOR, MULTI-LATERAL ENVIRONMENTAL AGREEMENTS AND DOMESTICATION (NATIONAL, REGIONAL AND INTERNATIONAL) - ONE (1) POST - V/No. 295/2017**

**Basic Salary Scale: Ksh.94,850– 127,110 p.m. (Job Group 'Q')**

For appointment to this post, a candidate must have:

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Multilateral Environmental Agreements (MEAs) and Domestication (National and International), Job Group 'P' or in a comparable position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental science, Conservation-Biology, Environmental Law, Environmental Diplomacy and skills in negotiation, policy analysis or fields related to Natural Resource Management or equivalent from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental science, Conservation-Biology, Environmental Law, Environmental Diplomacy and skills in negotiation, policy analysis or fields related to Natural Resource Management or equivalent from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent Course from a recognized institution;
- (v) demonstrated knowledge of international environment agreements/conventions /protocols and processes; and

- (vi) vast knowledge and experience involving international environment governance principles structures and procedures;

### **Duties and responsibilities**

Specific duties and responsibilities include:

- (i) developing ,reviewing and implementing policies and legislation in terms of potential impacts on environment and advice on remedial/mitigation measures;
- (ii) administration, direction, control and liaising between the ministry and its agencies on environmental and natural resources management matters and promoting linkages with other government, civil society and private agencies;
- (iii) coordinating issues related to regional protocols, Environmental conventions on international agreements in liaison with other Ministries, lead agencies and stakeholders;
- (iv) facilitate the development of mechanisms for the country's effective representation and reporting in international meetings or processes;
- (v) coordinating all activities of MEAs focal points and desk officers as well as implementing institutions effectively;
- (vi) implement results of analysis in evolving/emerging regional and international environment governance issues to inform policy and political process;
- (vii) mainstreaming international protocols and environment agreements in the national environment agenda (policies, strategies, NEAPs); and
- (viii) support liaison between the Ministry between the Ministry, UNEP and office of the Permanent Representative to UNEP(Kenya), and other UN agencies collaborating in development and implementation of MEAs.

## **VACANCIES IN THE MINISTRY OF WATER AND IRRIGATION**

### **STATE DEPARTMENT FOR WATER SERVICES**

#### **DIRECTOR, NATIONAL WATER RESOURCES – ONE (1) POST - V/No. 296/2017**

**Basic Salary Scale Ksh.127,110 – Ksh.189,200 p.m. (Job Group 'S')**

For appointment to this grade, a candidate must:

- (i) have served for a minimum period of three (3) years in the grade of Senior Principal Superintending Geologist (Water)/ Principal Superintending Hydrologist/Deputy Government /Chief Principal Water Research Officer, Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) have a Bachelor of Science degree in any of the following disciplines: Geology, Hydrogeology, Environmental Geology, Engineering Geology, Applied Hydrology, Operational Hydrology, Engineering Hydrology, Chemistry, Geochemistry,

- Integrated Water Resources Management or its equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters degree in any of the following disciplines: Geology, Hydrogeology, Environmental Information System, Engineering Geology, Applied Hydrology, Operational Hydrology, Engineering Hydrology, Chemistry, Geochemistry, Integrated Water Resources Management or its equivalent qualification from a university recognized in Kenya;
  - (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
  - (v) be a member of the Geological Society of Kenya or Hydrological Society of Kenya or Chemical Society of Kenya or any other relevant professional science body recognized in Kenya;
  - (vi) be registered by the Geologists Registration Board of Kenya or any other relevant Professional Registration Board recognized in Kenya;
  - (vii) have demonstrated ability to interpret, articulate and implement departmental/ministerial mandates; and
  - (viii) have a clear understanding of the overall National goals, policies and development objectives and ability to translate them into water resources management and development policies and programmes in various areas of operation;

### **Duties and Responsibilities**

An officer at this level will be responsible to the Water Secretary. Specific duties and responsibilities include:

- (i) developing, reviewing and implementing policies, strategies, plans and programmes of all matters pertaining to water resources affairs;
- (ii) liaising with other stakeholders and facilitating and mobilizing resources in the water sector for effective implementation of water resources projects and programmes;
- (iii) water resources investigation and development to meet national and international goals monitoring and evaluation;
- (iv) coordinating environmental issues relating to water resources projects and programmes and training requirement for programmes.

### **SENIOR PRINCIPAL SUPERINTENDING GEOLOGIST – ONE (1) POST - V/No. 297/2017**

**Basic Salary Scale: Ksh.115290 – Ksh.153,170 p.m. (JOB GROUP ‘R’)**

For appointment for this grade, candidate must;

- (i) have served for at least three (3) years at the grade of Principal Superintending Geologist (Water), Job Group ‘Q’ in the civil service;

- (ii) have a Bachelor of Science degree in any of the following disciplines: Geology, Geochemistry, Geophysics, Hydrogeology, Engineering Geology or its equivalent qualification from a university recognized in Kenya;
- (ii) a Masters degree in any of the following disciplines: Geology, Hydrogeology, Geospatial Information Systems, Engineering Geology, Environmental Geology or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) been registered by the Geologists' Registration Board of Kenya; and
- (vi) have gained wide experience and demonstrated professional competence and high administrative ability in groundwater affairs.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director, National Water Resources . Specific duties and responsibilities include:

- (i) planning of groundwater resources management, development and conservation programmes;
- (ii) preparation and negotiation for resources required for effective
- (iii) implementation, supervision, coordination, review and verification of programmes;
- (iv) liaising with stakeholders in the water sector for effective implementation of water resources projects and programmes;
- (v) overseeing review and appraisal of performance of staff in the department; and
- (vi) coordinating environmental issues relating to projects and programmes; and training requirement for programmes.

### **PRINCIPAL SUPERINTENDING GEOLOGIST – TWO (2) POSTS - V/No. 298/2017**

**Basic Salary Scale: Ksh.94,850- 127,110 p.m. (JOB GROUP 'Q')**

For appointment for this grade , candidate must;

- (i) have served for at least three (3) years at the grade of Chief Superintending Geologist (Water), Job Group 'P' in the civil service;
- (ii) have a Bachelor of Science degree in any of the following disciplines: Geology, Geochemistry, Geophysics, Hydrogeology, Engineering Geology or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) been registered by the Geologists' Registration Board of Kenya; and

- (vi) have gained wide experience and demonstrated professional competence and high administrative ability in groundwater affairs.

**Note:** a relevant Masters degree will be considered an added advantage

### **Duties and Responsibilities**

An officer at this level will be responsible to the Senior Principal Superintending Geologist .

Specific duties and responsibilities include:

- (i) undertaking medium term planning of groundwater resources management, development and conservation programmes;
- (ii) preparation and negotiation for resources required for effective
- (iii) implementation, supervision, coordination, review and verification of programmes;
- (iv) liaising with stakeholders in the water sector for effective implementation of water resources projects and programmes; and
- (v) overseeing review and appraisal of performance of staff in the department; and
- (vi) coordinating environmental issues relating to projects and programmes; and training requirement for programmes.

(vii)

## **STATE DEPARTMENT FOR IRRIGATION**

**DIRECTOR, IRRIGATION WATER MANAGEMENT – ONE (1) POST - V/No. 299/2017**

**Basic Salary Scale Ksh.127,110 – Ksh.189,200 p.m. (Job Group ‘S’)**

For appointment to this grade, a candidate must have :

- (i) served for a minimum period of eighteen (18) years, three (3) of which should have been at the grade of Senior Assistant Director, Irrigation Water Management ,Job Group ‘Q’ and above or in a relevant and comparable position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Agriculture, Horticulture, Agricultural Economics, Agribusiness’, Agricultural Resource Management or any other relevant qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Agronomy, Soil Science, Horticulture, agricultural Economics, Agricultural Extension, Land and Water Management or any other relevant qualifications from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to irrigation water management function.

### **Duties and Responsibilities**



An officer at this level will be responsible to the Irrigation Secretary. Specific duties and responsibilities include:

- (i) developing, reviewing, interpreting and ensuring implementation of the Irrigation policy;
- (ii) identifying, designing and implementing national programmes/projects that promote irrigation water management towards sustainable management of irrigation schemes;
- (iii) facilitating and promoting research, innovations and technology transfer in irrigation water management;
- (iv) promoting public-private partnership in irrigation development;
- (v) collaborating with development partners and other stakeholders nationally, regionally and internationally to enhance impact of irrigation on economic performance;
- (vi) overseeing the establishment of Irrigation Management Information system;
- (vii) ensuring effective resolution of conflicts amongst irrigation water users; and
- (viii) overseeing management of departmental finances and assets and management and development of staff.

**DEPUTY DIRECTOR, IRRIGATION WATER MANAGEMENT – FOUR (4) POSTS - V/No. 300/2017**

**Basic Salary Scale: Ksh.115,290 – 153,170 p.m. (Job Group ‘R’)**

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 at the grade of Assistant Director, Irrigation Water Management ,Job Group ‘P’ and above or in a relevant and comparable position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Agriculture, Horticulture, Agricultural Economics, Agribusiness’, Agricultural Resource Management or any other relevant qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Agronomy, Soil Science, Horticulture, agricultural Economics, Agricultural Extension, Land and Water Management or any other relevant qualifications from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognized institution; and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to irrigation water management function.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director, Irrigation Water Management Department. Specific duties and responsibilities include:

- (i) formulating and implementing policies, and programmes for irrigation water management;
- (ii) coordinating training for irrigation water management programmes and materials;
- (iii) ensuring compliance with legal and statutory requirements in irrigation development;
- (iv) supervising, monitoring and evaluation, and compiling reports for irrigation planning and decision making;
- (v) collaborating with development partners and other stakeholders, nationally, regionally and internationally to enhance impact of irrigation on economic development; and
- (vi) arbitrating in conflict resolutions amongst irrigation water users;

**SENIOR ASSISTANT DIRECTOR, IRRIGATION WATER MANAGEMENT – SIX (6) POSTS - V/No. 301/2017**

**Basic Salary Scale: Ksh.94,850 – 127,110 p.m. (Job Group ‘Q’)**

For appointment to this grade, a candidate must have:

- (vii) served for a minimum period of fifteen (15) years, three (3) of which should have been at the grade of Principal Irrigation Water Management Officer ,Job Group ‘N’ and above or in a relevant and comparable position in the public service;
- (viii) a Bachelors degree in any of the following disciplines: Agriculture, Horticulture, Agricultural Economics, Agribusiness’, Agricultural Resource Management or any other relevant qualifications from a university recognized in Kenya;
- (ix) a Masters degree in any of the following disciplines: Agronomy, Soil Science, Horticulture, agricultural Economics, Agricultural Extension, Land and Water Management or any other relevant qualifications from a university recognized in Kenya;
- (x) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution; and
- (xi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to irrigation water management function.

**Duties and Responsibilities**

An officer at this level may be deployed at the Headquarters to head any one of the following sections within the Irrigation Water Management Department; Research and Innovation, Capacity Strengthening; Enterprise Selection and Management; Irrigation Water and Environmental Management; Irrigation Water Use Rights; Irrigation Water Management Regulation; Planning, Monitoring and Evaluation and Irrigation Water Management Information Management. Specific duties and responsibilities include:

- (i) implementing policies and programmes for irrigation water management;

- (ii) establishing irrigation management information systems for effective decision making;
- (iii) coordinating irrigation research and extension;
- (iv) analyzing and interpreting data for irrigation planning;
- (v) promoting transfer and adoption of modern appropriate irrigation water management technologies;
- (vi) organizing and facilitating irrigation water management training programmes;
- (vii) coordinating socio-economic surveys during feasibility studies;
- (viii) promoting partnership collaboration and participation with private sector and other stakeholders in irrigation development ; and
- (ix) arbitrating in conflict resolutions amongst irrigation water users ;

## VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING

### DEPUTY DIRECTOR OF PHYSICAL PLANNING – THREE (3) POSTS - V/No. 302/2017

**Basic Salary Scale: Ksh.115,290 – Ksh.153,170 p.m. (Job Group ‘R’)**

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

- (i) have served for a cumulative period of fifteen (15) years, two (2) of which must have been in the grade of Assistant Director of Physical Planning Job Group ‘P’ and above or in a comparable and relevant position in the Public Service;
- (ii) have a Bachelors degree in Urban and Regional Planning, Urban Planning, Regional Planning ,Town Planning or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) have a Masters degree in Urban and Regional Planning, Urban Planning, Regional Planning ,Town Planning or equivalent and relevant qualification from a university recognized in Kenya;
- (iv) be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) be registered by the Physical Planners Registration Board;
- (vi) a certificate in Strategic Leadership Development programme lasting not less than six (6) weeks or equivalent course from a recognized institution;
- (vii) have proven administrative ability and professional competence necessary for the effective performance of work at this level; and
- (viii) demonstrated managerial and professional competence in work performance and exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to the Physical Planning function.

### **Duties and Responsibilities**

Duties and responsibilities include:

- (vii) developing, reviewing and implementing physical planning policy, guidelines and standards;
- (viii) coordinating key result areas such as planning and management of the Lamu Port South Sudan Ethiopia Transport corridor (LAPSSET), new towns planning and implementation, urban areas planning and implementation, cities and metropolitan planning and implementation, county planning, inter-county (regional) planning, development control;
- (iii) coordinating research on matters relating to strategic national projects and programmes, human settlement patterns, urbanization patterns, urban sprawl and emerging methodologies, issues and trends;
- (iv) coordinating preparation of county, metropolitan, regional, urban and rural physical development plans;
- (vi) overseeing the preparation of annual state of physical planning reports; and
- (vi) monitoring and evaluation of physical planning projects/programmes at the county and national levels;

**SENIOR ASSISTANT DIRECTOR OF PHYSICAL PLANNING – FIVE (5) POSTS - V/No. 303/2017**

**Basic Salary Scale: Ksh.94,850 – Ksh.127,110 p.m. (Job Group ‘Q’)**

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

- (i) served for a cumulative period of fifteen (15) years, two (2) of which should have been at the grade of Principal Physical Planner, Job Group ‘N’ and above or in a comparable and relevant position in the Public Service;
- (ii) have a Bachelors degree in Urban and Regional Planning, Urban Planning, Regional Planning ,Town Planning or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in Urban and Regional Planning, Urban Planning, Regional Planning, Town Planning from a university recognized in Kenya;
- (iv) be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) be registered by the Physical Planners Registration Board;
- (vi) a certificate in Strategic Leadership Development Programme lasting not less than six(6) weeks or equivalent course from a recognized institution; and
- (vii) have demonstrated technical and professional competence as reflected in work performance and results.

**Duties and responsibilities include:**

- (i) implementing national policies ,strategies, standards and programmes;

- (ii) developing plans for strategic national projects and programs such as Lamu Port South Sudan Ethiopia Transport corridor (LAPSSET), techno-cities, resort cities, resettlement and special economic zones;
- (iii) conducting thematic research on matters relating to strategic national projects and programmes;
- (iv) preparation of county, metropolitan, regional, urban and rural spatial plans;
- (v) preparing annual state of panning reports on Strategic National projects/programmes; and
- (vi) providing guidance to liaison committees and secretariat.

## VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES

### STATE DEPARTMENT FOR AGRICULTURE

#### ENGINEER II (AGRICULTURE) – ELEVEN (11) POSTS - V/No. 304/2017

Basic Salary Scale: Ksh.34,260 – Ksh.44,750 p.m. (Job Group ‘K’)

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering from a university recognized in Kenya; and
- (ii) been registered by the Engineers Board of Kenya as a Graduate Engineer;

#### **Duties and Responsibilities:**

This is the entry and training grade for this cadre. An engineer at this level will work under the guidance and supervision of a Senior Engineer. Specific duties and responsibilities include:

- (i) collecting agricultural engineering field data for investigation and analysis;
- (ii) conducting survey for engineering works;
- (iii) carrying out preliminary design of agricultural engineering works;
- (iv) carrying out repairs and maintenance of machines and equipment; and
- (v) conducting on-farm trials and demonstrations.

### STATE DEPARTMENT FOR LIVESTOCK

#### PRINCIPAL, (LTI WAJIR)– ONE (1) POST - V/No. 305/2017

Salary Scale: Kshs 127,110 - 189,200p.m Job Group ‘S’

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

- (i) served for a minimum period of three (3) years in the grade of Senior Deputy Principal, Job Group ‘R’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology,

Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics /Sociology/Community Development/Psychology/Home Economics), Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science , Dairy Science and Technology, Dairy Technology and Management or its equivalent qualification from a university recognized in Kenya;

- (iii) a Masters degree in any of the following disciplines:- Animal Production, Veterinary Medicine, veterinary epidemiology and Economics, veterinary Agriculture, Dairy Science, Meat Science and Technology, Dairy Science and Technology, Dairy Technology and Management, Range Management, Zoology, Food Science and Technology, Food Science, Engineering in Food Science, Ethno-Veterinary, Agricultural Economics/Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Poultry Science, Chemistry, Biology, Mathematics, Physics, Sociology, Psychology, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Home Economics, Environmental Science, Project Management, Animal Nutrition, Animal Breeding, Animal Genetics and Breeding, Livestock Production Systems, Business Administration, Entrepreneurship, Marketing, Agriculture and Rural Development, Agronomy, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology , Micro-biology, Applied Veterinary Parasitology, Applied Micro-Biology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Veterinary Public Health and Management, Curriculum Development, Reproduction and Obstetrics or its equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognised institution; and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to livestock personnel trainers function.

### **Duties and Responsibilities**

Duties and responsibilities at this level include:-

- (i) formulating and reviewing livestock training policies
- (ii) facilitating development, implementation and review of the curriculum;
- (iii) liaising with stakeholders and development partners for effective development and implementation of the training programmes; and
- (iv) ensuring that the curriculum is aligned to sectoral and national priorities.
- (v) development, implementation and realization of the Institute's strategic plans and objectives;

- (vi) preparation and implementation of the Institute's performance appraisal systems and contracts; and
- (vii) overseeing the finances and assets management of the Institutes;

**SENIOR DEPUTY PRINCIPAL – THREE (3) POSTS - V/No. 306/2017**

**Basic Salary Scale: Ksh 115,290- 153,170p.m (Job Group 'R`)**

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

- i. served for a minimum period of three (3) years in the grade of Deputy Principal, Job Group 'Q' or in a comparable and relevant position in the public service ;
- ii. Bachelors Degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health management, Human Ecology, Education( Chemistry, Biology, Mathematics, Physics, Sociology, Community Development/ Psychology, Home Economics), Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a university recognized in Kenya;
- iii. Masters degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Veterinary Epidemiology and Economics, Veterinary Agriculture, Dairy Science, Meat Science and Technology, Dairy Science and Technology, Dairy Technology and Management, Range Management, Zoology, Food Science and Technology, Food Science, Engineering in Food Science, Ethno-Veterinary, Agricultural Economics/Agribusiness, Leather Technology, Animal Health Management, Human Ecology, Poultry Science, Chemistry, Biology, Mathematics, Physics, Sociology, Psychology, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Home Economics, Environmental Science, Project Management, Animal Nutrition, Animal Breeding, Animal Genetics and Breeding, Livestock Production Systems, Business Administration, Entrepreneurship, Marketing, Agriculture and Rural Development, Agronomy, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology, Micro-biology, Applied Veterinary Parasitology, Applied Micro- Biology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Veterinary Public Health and Management, Curriculum Development, Reproduction and Obstetrics or equivalent qualifications from a university recognized in Kenya;

- iv. Certificate in Training of Trainers (ToT) course lasting not less than two (2) weeks from a recognized institution.
- v. a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course from a recognised institution; and
- vi. demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to livestock training function.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal for planning, directing, controlling and coordinating training, farm and administrative activities within the institute.

Specific duties and responsibilities include:-

- (i) initiating action on the review of policy issues in livestock training;
- (ii) interpreting and implementing government manpower training policies;
- (iii) developing, implementing and reviewing curriculum and liaising with other institutions and agencies for effective development and implementation of training programmes;
- (v) team building and setting performance targets and standards ;

As Dean of students, an officer will be overall in- charge of students' welfare in the institute.

Specific duties will include:-

- (i) supervising review of rules and regulations;
- (iii) ensuring sick students get medical attention and overseeing students' catering, accommodation , student council elections and extracurricular activities;
- (v) coordinating guidance and counselling of students; and resolving students' disputes.

As Director of Studies, an officer will ensure effective coordination and implementation of academic programmes in the institute. Specific duties will include:-

- (i) coordinating development of guidelines on training programmes, research and consultancy activities,
- (ii) review of curriculum and training manuals, and inducting new staff in the institute; (iii) ensuring security of students' academic records , examinations and preparation of examination timetable; and
- (iv) coordinating education tours, visits, field attachments, internship, periodic reviews and updating of training strategies

As Registrar, an officer will ensure that students adhere to the institute's rules and regulations.

Specific duties include: -



- (i) validating students' application; coordinating recruitment and admission of students, graduation and clearance of students upon exit;
- (ii) managing and maintaining students' records and class lists;
- (iii) evaluating transcripts; and validating and verifying certificates for the graduands.

As a Farm Manager, an officer will

- (i) oversee effective and efficient management of the institute's farm;
- (ii) keeping accurate farm records;
- (iii) ensuring compliance with government regulations and health and safety standards;
- (iv) advertising and marketing farm products;
- (v) keeping an up-to-date knowledge of pests and diseases;
- (vi) coordinating maintenance/repair of farm property, equipment and machinery;
- (vii) overseeing sales and purchases of livestock, farm equipment, crops and agricultural products;
- (viii) recruiting, supervising, training and instructing farm workers; and
- (ix) ensuring health and welfare of livestock.

#### **DEPUTY PRINCIPAL – NINE (9) POSTS - V/No. 307/2017**

**Basic Salary Scale Ksh94,850 - 127,110 p.m**

**Job Group 'Q'**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Principal Lecturer , Job group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education( Chemistry, Biology/Mathematics/Physics/Sociology/Community Development/Psychology/Home Economics), Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a university recognized in Kenya.
- (iii) a Masters degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Veterinary Epidemiology and Economics, Veterinary Agriculture, Dairy Science, Meat Science and Technology, Dairy Science and Technology, Dairy Technology and Management, Range Management, Zoology, Food Science and Technology, Food Science, Engineering in Food Science ,Ethno- Veterinary, Agricultural Economics/Agribusiness, Leather Technology Animal Health Management, Human Ecology, Poultry Science,

Chemistry, Biology, Mathematics, Physics, Sociology, Psychology, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Home Economics, Environmental Science, Project Management, Animal Nutrition, Animal Breeding, Animal Genetics and Breeding, Livestock Production Systems, Business Administration, Entrepreneurship, Marketing, Agriculture and Rural Development, Agronomy, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology, Microbiology, Applied Veterinary Parasitology, Applied Micro-Biology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Veterinary Public Health and Management, Curriculum Development, Reproduction and Obstetrics or equivalent qualification from a university recognized in Kenya.

- (iv) A Certificate in Training of Trainers (ToT) course lasting not less than two (2) weeks from a recognized institution.
- (vi) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognised institution; and
- (v) Demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock training policies

### **Duties and Responsibilities**

Duties and responsibilities include:-

- (i) designing and coordinating research, courses, seminars, workshops and symposium, specialized training programmes;
- (ii) organizing development and review of the curriculum;
- (iii) organizing the development, production and acquisition of training materials and coordinating field trips.

As a head of department, an officer will co-ordinate and supervise training activities, programmes and staff within the department. Specific duties include:

- (i) coordinating the development and review of the curriculum and training manuals; and
- (ii) coordinating, setting and moderation of exams.

As Assistant Dean of students, an officer will be in charge of students' welfare in the institute. Specific duties will include:-

- (i) reviewing rules and regulations; ensuring safe custody of the first aid kit;
- (ii) facilitating sick students to get medical attention;
- (iii) supervising students' catering and accommodation; and co-ordinating student council elections and extracurricular activities.

As Deputy Director of Studies, an officer will coordinate the implementation of academic programmes in the institute. Specific duties include:-

- (i) developing guidelines on training programmes;
- (ii) coordinating research and consultancy activities; ensuring safe custody of students' academic records and examinations;
- (iii) preparing examination timetable; organizing education tours, visits, field attachments, internship, periodic reviews and updating of training strategies; participating in reviewing curriculum and training manuals; and
- (iv) inducting new staff in the institute.

As Deputy Registrar, an officer will ensure that students adhere to the institute's rules and regulations. Specific duties include: -

- (i) verifying students' application;
- (ii) recruiting and admitting students;
- (iii) organizing graduation and clearing students upon exit;
- (iv) managing students' records; maintaining class lists; evaluating transcripts; and preparing certificates for graduands.

As a Farm Manager, an officer will oversee effective and efficient management of the institute's farm. Specific duties include:-

- (i) keeping accurate farm records; ensuring compliance with government regulations and health and safety standards;
- (ii) advertising and marketing farm products; keeping an up-to-date knowledge of pests and diseases;
- (iii) coordinating maintenance/repair of farm property, equipment and machinery; overseeing sales and purchases of livestock, farm equipment, crops and agricultural products;
- (iv) recruiting, supervising, training and instructing farm workers; and
- (v) ensuring health and welfare of livestock.

## VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS

### STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH

#### SECRETARY, HUMAN RESOURCE MANAGEMENT (POLICY DIVISION) – ONE (1) POST

- V/No. 308/2017

Basic Salary Scale:Ksh.160,600 – Ksh.315,700 p.m.

(Job Group 'T')

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

- (i) served for a minimum period of two (2) years at the grade of Director Human Resource Management & Development, Job Group 'S' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Political Science/Government, Anthropology or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Business Administration, Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling, Psychology or equivalent qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body;
- (v) attended Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent course in a recognized institution;
- (vi) a thorough knowledge of strategic Human Resource Management including structuring, policy formulation, interpretation and monitoring of performance results;
- (vii) proven managerial and leadership skills in areas relating to change management, succession management, human resource planning and recruitment; and
- (viii) thorough knowledge of competence profiling and sound knowledge of the Kenya labour laws;

**Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the overall strategic direction for the Human Resource Management function in Public Service. Specific duties and responsibilities include:

- (i) providing leadership in identifying and developing key strategies and activities in human resource planning, development and management in the civil service;
- (ii) dealing with matters relating to formulation, review and interpretation of Human Resource Management policies, procedures and systems;
- (iii) developing modern Human resource Management Strategies and comprehensive Action plans that will revitalize the Human Resource Management function in the civil service;
- (iv) building capacity in human resource management divisions internally and in Ministries/Departments for effective execution of the human resource function;
- (v) reviewing and developing strategies for enhancing high performance and achievement of results; and
- (vi) building and maintaining mutual and consultative relationships with line ministries/departments, agencies and state corporations.

**SECRETARY, HUMAN RESOURCE DEVELOPMENT – ONE (1) POST - V/No. 309/2017**

**Basic Salary Scale:Ksh.160,600 – Ksh.315,700 p.m. (Job Group ‘T’)**

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

- (i) served for a minimum period of two (2) years at grade of Director Human Resource Management & Development, Job Group ‘S’ or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Political Science/Government, Anthropology or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Business Administration, Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling, Psychology or equivalent qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body;
- (v) attended Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification in a recognized institution; and
- (vi) demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them in Human Resource Management and Development policies and programmes.

**Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the overall strategic direction for the Human Resource Development function in Public Service Specific duties and responsibilities include:

- (i) formulating, reviewing and interpreting of human resource development policies, procedures and systems;
- (ii) setting goals for human resource development in the Public Service in line with the constitution and other national development priorities;
- (iii) overseeing the analysis of competency development reports from public sector organizations and advising on appropriate intervention strategies to be undertaken to bridge identified gaps;
- (vii) coordinating in-service training programmes in liaison with government training institutions, professional bodies and other stakeholders;
- (viii) building capacity of Human Resource Development for effective execution of the human resource development function; and

- (ix) developing human resource development plans to ensure effective succession management in the public service.

## **STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH (NATIONAL YOUTH SERVICE)**

### **DEPUTY DIRECTOR GENERAL (NYS) – TWO (2) POSTS - V/No. 310/2017**

**Basic Salary Scale: Ksh.127,110 – Ksh.189,200 p.m. (PG 14/ Job Group ‘S’)**

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

- (i) served for a minimum of eighteen (18) years, three (3) of which should have been in the grade of in the grade of Senior Deputy Director II PG 12 and above;
- (ii) a Bachelors degree in any discipline from a university recognized in Kenya;
- (iii) a thorough understanding of the national goals, policies and objectives and an ability to relate them to the proper management of the operations of the National Youth Service;
- (iv) thorough knowledge of legislation governing the various disciplined forces with special emphasis on the National Youth Service Act, Cap.208 and other allied legislation; and
- (v) demonstrated outstanding professional competence and leadership ability for excellence in work performance.

**Note:** possession of a relevant Masters degree will be considered an added advantage

#### **Duties and responsibilities**

An officer at this level will be responsible to the Director General for execution of administrative function. Specific duties and responsibilities include:

- (i) coordination of all development programmes in the service and ensuring their successful implementation;
- (ii) coordinating planning for the service including budgetary, work plans among others;
- (iii) coordination, supervision, appraisal of Directorates, commanding officers and other senior staff;
- (iv) coordinate youth empowerment; and
- (v) managing financial, human and other resources assigned for service programme.

### **DIRECTOR (NYS) – THREE (3) POSTS - V/No. 311/2017**

**Basic Salary Scale: Ksh.115,170 – Ksh.153,170 p.m. (PG 13/ Job Group ‘R’)**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Deputy Director II PG. 12;

- (ii) a Bachelors degree in any discipline from a university recognized in Kenya;
- (iii) a thorough understanding of the national goals, policies and objectives and an ability to relate them to the proper management of the operations of the National Youth Service;
- (iv) thorough knowledge of legislation governing the various disciplined forces with special emphasis on the National Youth Service Act, Cap.208 and other allied legislation; and
- (v) demonstrated outstanding professional competence and leadership ability for excellence in work performance.

**Note:** possession of a relevant Masters degree will be considered an added advantage

### **Duties and responsibilities**

An officer at this level will be responsible for the efficient and effective management of any of the following divisions: Paramilitary training, National Service, Administration Vocational Training, Operations and Logistics and may be deployed as Commandant, NYS College.

Specific duties and responsibilities include:

- (i) initiating policy formulation and implementation on disaster and emergency response ,vocational training and public and state functions
- (ii) supervision of service farms
- (iii) paramilitary training and service regimentation;
- (iv) youth engagement strategy
- (v) management of vocational training programs; and
- (vi) service transport operations and radio communication.

## **STATE DEPARTMENT FOR GENDER AFFAIRS**

### **GENDER OFFICER II – TEN (10) POSTS - V/No. 312/2017**

**Basic Salary Scale: Ksh.27,680 – Ksh.32,290 p.m. (Job Group ‘J’)**

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

a Bachelors degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics or Law from a university recognized in Kenya.

### **Duties and Responsibilities**

This is the entry and training grade for Gender officers. An officer at this level will work under a more senior and experienced officer. Specific duties and responsibilities include:

- (iii) collecting data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence programmes and projects;

- (iv) handling logistics issues relating to administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence; and
- (v) counseling victims of Gender Based Violence.

## VACANCIES IN THE GOVERNMENT OF SOUTHERN SUDAN RSS/IGAD PROJECT PHASE III

### **DIRECTOR, FLIGHTS (OPAS) - GRADE 3/ JOB GROUP 'Q'– ONE (1) POST - V/No. 313/2017**

**Consolidated Technical Allowance (CTA): USD. 4,023 per month**

Terms of Service:	Two (2) Years contract
International Travel:	Two return air tickets per year for the two years duration
Annual Leave:	Forty Five (45) calendar days per year
Work Station:	National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatorial State, South Sudan

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

- (i) at least Ten (10) years' experience as a flight operations inspector in a civil aviation administration or as a check pilot in an international airline;
- (ii) hold or have held an Airline Transport Pilot License with one or more type ratings on medium and large commercial jet transport aircraft (preferably on Airbus A-340, and B-737 aircraft. Some experience in business aviation and in helicopter operations would also be desirable

**OR**

management or supervisory experience in a substantial airline or with Government department of Civil Aviation, directly associated with the preparation and responsibility for implementation of rules, regulations, operating manuals and flight and ground procedures deemed necessary for flight safety, inspection and certification;

- (iii) Extensive experience as a Government Flight Operations Inspector dealing with the certification process for the issuance of AOCs, flight operations inspections, accident investigation and prevention and safety transportation of goods by air;
- (iv) knowledge of the requirements of personnel licensing, training, and maintenance of competency of flight and ground crews concerned with safety oversight functions. In particular, the training, experience and OJT requirements of aircraft inspection and certification personnel will be desirable asset;
- (v) knowledge of legal responsibilities and administrative procedures for the issuance of document under State of Registry approval relating to supervision of flight operations;
- (vi) experience in all facets of air operator and AMO certification, surveillance and enforcement requirement;



- (vii) experience in developing and managing an audit inspection programme including the ramp inspection of State and foreign registered aircrafts; and
- (viii) sound knowledge of related ICAO Annexes, recommended practices and related documentation;

**Duties and Responsibilities**

The Director of Flights will be responsible for coaching and mentoring staff in the South Sudan Civil aviation Authority the Officer staff in:

- (i) reviewing existing civil aviation legislation and flight operations regulations and process their revision to conform to ICAO Annexes to be applied to all operations in South Sudan;
- (ii) establishing a safety oversight structure within the DCA;
- (iii) planning, developing and implementing Safety oversight human resources recruitment, retention and training plan;
- (iv) establishing a Certification and Surveillance programme;
- (v) reviewing, revising and processing the approval of operations manuals, aircraft operating manuals, minimum equipment lists flight crew and cabin attendant training programmes;
- (vi) participating in the development and implementation of the State Safety Programme (SSP), conduct seminars, workshops and groups on safety Management Systems (SMS) for DCA personnel and service providers;
- (vii) developing and implementing coordination procedures between all concerned sections in the DCA to personnel and service providers;
- (viii) developing procedures for AMO, ATO inspections and other airworthiness related organizations and implement same; and
- (ix) developing the surveillance policy and procedures and create an audit programme complete with checklists.

**CIVIL ENGINEER - GRADE 3 /JOB GROUP ‘Q’ – ONE (1) POST - V/No. 314/2017**

**Consolidated Technical Allowance (CTA): USD. 4,023 per month**

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two (2) years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Physical Infrastructure and Public Utilities,  
Western Equatorial State, Yambio, Republic of South Sudan

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

- (i) served for a minimum of period of eight (8) years in civil engineering.
- (ii) a Bachelor’s Degree in Civil Engineering from a university recognized in Kenya;
- (iii) be registered by the Engineers Registration Board of Kenya;
- (iv) a current valid annual practicing license from the Engineers’ Registration Board of Kenya;

- (v) corporate membership with the Institution of Engineers of Kenya (IEK); and
- (vi) familiar with the latest Civil Engineering computer application and recent technological advancement in civil engineering world;

**Note:** *Coaching and mentoring experience in post conflict scenario is an added advantage*

**Duties and Responsibilities**

- (i) assisting in the preparation of structural or civil designs as well as Bills of Quantities (BOQs);
- (ii) providing advisory support in constructional works;
- (iii) supporting the state authorities in the maintenance of transport infrastructure;
- (iv) assisting the capacity building to the technicians in Roads and Bridges, Housing and construction Directorates;
- (v) supporting formulation of at least three (3) institutional policies including a policy on road toll;
- (vi) ensuring comprehensive training of at least four (4) twins and improve work related performance; and
- (vii) contributing to improved work ethics and public service delivery.

**OBSTETRICIAN & GYNAECOLOGIST - GRADE 3/JOB GROUP 'Q' –TWO (2) POSTS - V/No. 315/2017**

**Consolidated Technical Allowance (CTA):USD. 4,023 per month**

Terms of Service:	Two (2) Years contract
International Travel:	Two return air tickets per year for the two (2) years duration
Annual Leave:	Forty Five (45) calendar days per year
Work Station:	State Ministry of Health, Western Equatorial States, Republic of South Sudan

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

- (i) a minimum of six (6) years' experience in medicine, three (3) of which should be as an Obstetrician & Gynaecologist at a public hospital;
- (ii) a Bachelor of Medicine degree from a university recognized in Kenya;
- (iii) a Masters' Degree in Obstetrics and Gynaecology from a university recognized in Kenya;
- (iv) certificate of registration by the Medical Practitioners and Dentists Board;
- (v) valid practicing license from the Medical Practitioners and Dentists Board;
- (vi) have excellent interpersonal skills and competencies; and
- (vii) be courteous, a good team player with ability to get well with diverse workforce.

**Duties and Responsibilities**

The Specialist will support coaching and mentoring for medical personnel in the State Ministry of Health. The officer will be responsible for:

- (i) analyzing records, reports, test results, or examination information to diagnose medical condition of patients;
- (ii) diagnosing, caring and treating diseases during prenatal, natal and post-natal periods;
- (iii) prescribing or administering therapy, medication and other specialized medical care to treat or prevent illness, disease, or injury;
- (iv) performing caesarean sections or other surgical procedures as needed to preserve patients' health and deliver babies safely;
- (v) monitoring patients' conditions and progress and re-evaluate treatments as necessary;
- (vi) training, supervising and mentoring nurses, students, assistants, specialists, therapists, and other medical staff;
- (vii) assisting in the planning and implementation in health programs in hospitals, or communities for prevention and treatment of injuries or illnesses; and
- (viii) offering support in formulation of institutional policies, strategies, guidelines and programmes.

**PAEDIATRICIAN - GRADE 3/JOB GROUP 'Q' – TWO (2) POSTS - V/No. 316/2017**

**Consolidated Technical Allowance (CTA): USD. 4,023 per month**

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two (2) years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health, Eastern Equatorial States – Torit,  
Republic of South Sudan

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

- (i) at least six (6) years' experience in medicine in civil service; three (3) of which as a Pediatrician in a public hospital;
- (ii) a Bachelors of Medicine from a university recognized in Kenya;
- (iii) a Masters' Degree in Pediatrics from a university recognized in Kenya;
- (iv) certificate of registration by the Medical Practitioners and Dentists Board;
- (v) valid practicing license from the Medical Practitioners and Dentists Board; and
- (vi) have excellent interpersonal skills and competencies; and
- (vii) be courteous, a good team player with ability to get well with diverse workforce.

**Duties and Responsibilities**

The Specialist will support coaching and mentoring for medical personnel in the state Ministry of Health. The officer will be responsible for:

- (i) examining children regularly to assess their growth and development;

- (ii) prescribing or administering treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury in infants and children.
- (iii) explaining procedures and discussing test results or prescribed treatments with patients and parents or guardians.
- (iv) supporting the planning and execution of medical care programs to aid in the mental and physical growth and development of children and adolescents;
- (v) training, supervising and mentoring nurses, assistants, specialists, residents, students and other medical staff;
- (vi) assisting in the planning and implementation of health programs or standards in hospitals and communities for prevention and treatment of injury or illness;
- (vii) support the development of institutional strategic plans and frame work; and
- (viii) contributing to improve work ethics and public service delivery