



## **MINISTRY OF ENVIRONMENT AND FORESTRY**

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**NHIF BUILDING  
RAGATI ROAD  
P.O. BOX 30126  
NAIROBI**

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**Date:** 26<sup>th</sup> July, 2018

### **ADVERTISEMENT OF POST OF CLERICAL OFFICER II – JOB GROUP 'F'- TWENTY (20) POSTS**

The Ministry of Environment and Forestry wishes to advertise twenty (20) posts of Clerical Officer II, Job group 'F'.

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

All applications should be addressed to;

The Cabinet Secretary,  
Ministry of Environment and Forestry,  
P.O. Box 30126-00100,  
NAIROBI

**OR**

Hand delivered to Ministry of Environment and Forestry,  
National Hospital Insurance Fund (NHIF) Building, 13<sup>th</sup> floor Registry,  
On or before 20<sup>th</sup> August, 2018.

## **1. CLERICAL OFFICER II, JOB GROUP ‘F’ – TWENTY (20) POSTS**

<b>TERMS OF SERVICE:</b>	<b>Permanent and Pensionable</b>
<b>SALARY SCALE -</b>	<b>Kshs. 16,890 - Kshs. 20,800 monthly</b>
<b>HOUSE ALLOWANCE -</b>	<b>Kshs. 4,500 monthly</b>
<b>COMMUTER ALLOWANCE -</b>	<b>Kshs. 3, 000 monthly</b>
<b>LEAVE ALLOWANCE -</b>	<b>Kshs. 4 ,000 once annually</b>

### **DUTIES AND RESPONSIBILITIES**

This is the entry and training grade for the Clerical Officer Cadre. An officer at this level may be deployed in any of the following Units/Sections; Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail; collection statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filing and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; index of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

### **REQUIREMENTS FOR APPOINTMENT**

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

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- ( Minus) or its equivalent qualification; and
- ii. Certificate in computer application skills from a recognized institution.

Women, Persons with Disability and those from Marginalized areas are encouraged to apply.

**KERIAKO TOBIKO, CBS,SC,  
CABINET SECRETARY**