

REPUBLIC OF KENYA



NATIONAL YOUTH SERVICE

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NAIROBI
KENYA

Ref: NYS/ST/6/26 (42).....

18th February, 2020.....

All Commanding Officers:

All Principals:

- **Institute of Business Studies, Nairobi**
- **Engineering Institute, Nairobi**
- **Textile & Garment Technology Institute, Nairobi**
- **Technical Training Institute, Naivasha**
- **Centre for Early Childhood Education, Naivasha**
- **Catering School, Gilgil**
- **Advance Building School, Gilgil**
- **School of Agriculture- Yatta**
- **Plant Operator & Mechanic School, Yatta**
- **Nairobi Engineering & Craft Training School, Nairobi**
- **Technical College, Mombasa**
- **Rural Craft Training Centre, Turbo**
- **Vocational Training Institute, Nairobi**
- **On the Job Training School, Nairobi**
- **Driving School, Nairobi**
- **On the Job Training School, Bura Tana**
- **Kerio Valley Development Unit, Kerio Valley**

INTERNAL ADVERTISEMENT

Applications are invited from suitably qualified serving NYS Officers to fill the following posts in this Department. All posts are on Permanent and Pensionable terms of Service.

1. Director NYS PG 13 'R' -1 post
2. Deputy Director PG 11 'P'- 25 posts
3. Senior Assistant Director PG 10 'N' - 30 posts
4. Assistant Director PG 9 'M'- 40 posts
5. Senior Superintendent PG 8 'L' – 50 posts
6. Superintendent PG 7 'K'– 80 posts
7. Chief Inspector PG 6 'K' – 80 posts
8. Director Training Institutions CSG 5 'S' – 1 post
9. Chief Principal Lecturer CSG 6 'R' – 8 posts
10. Senior Principal Lecturer II CSG 7 'P' -16 posts
11. Principal Lecturer CSG 8 'N' – 41 posts
12. Lecturer I CSG 9 'L' – 46 posts
13. Principal Technical Instructor – CSG 8 'N' – 71 posts
14. Senior Technical Instructor – CSG 9 'L' – 32 posts
15. Assistant Director Chaplaincy Services CSG 7 'P'- 1 post
16. Principal Chaplain CSG 8 'N'- 1 post
17. Principal Asst. Office Administrator CSG 8 'N' - 2 posts
18. Senior Assistant Office Administrator CSG 9 'L' - 2 posts
19. Principal Human Resource Management & Development Officer CSG 8 'N' - 1 posts
20. Principal Human Resource Management Assistant CSG 8 'N' - 2 posts
21. Technical Instructor I CSG 10 'K' – 60 posts
22. Senior office Administrative Assistant CSG 10 'K' – 7 posts
23. Senior Chaplain/Senior Imaam, CSG 9 – 'L' – 2 posts
24. Senior Human Resource Management & Development CSG 9 'L' – 2 posts
25. Principal Hospitality Officer CSG 8 'N' – 2 posts
26. Hospitality Officer CSG 10 'K' – 5 points
27. Senior Human Resource Management Assistant CSG 9 'L' – 2 posts
28. Senior ICT Officer CSG 9 – 'L' 2 posts
29. Chief Clerical Officer CSG 11 'J' – 5 posts

Eligible applicants are required to fill one PSC. 2 form (Revised 2016) and submit to the undersigned. The PSC 2 form can be downloaded from the Public Service commission website www.publicservice.go.ke.

The completed application forms should reach the office of the Director General on or before **17th March, 2020**.

Vacancy No. 01/02/2020
Director (NYS) Pay Group 13 'R'- One (1) post

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 119,730.00 – 166,780.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 10,000.00 p.a
Leave Entitlement:	36 working days p.a

Duties and Responsibilities

An officer at this level will be responsible to the Director of National Youth Service for the efficient and effective management and control of one of the functional branches in the Department namely: Administrative, Finance, Planning and Development, Operations and Logistics, Training and Research. Duties and Responsibilities will include: initiating policy formulation, co-ordination and implementation; performance management, monitoring and evaluation; financial control and reporting; human resource management and development; command and supervision of uniformed and non-uniformed staff; staff discipline, project planning and implementation; records management and inventory control; disaster and emergency response; public and state functions; supervision of service farms; overseeing recruits basic training; postings; re-enlistment, discipline and welfare of servicemen and women; overseeing service transport operations, radio communications, public relations of the service; and overseeing Reserve Force issues. An officer at this level may also be deployed as Commandant, NYS College.

Requirements for Appointment:

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

- (i) Served well in the grade of Deputy Director in the National Youth Service for a period minimum period of three (3) years;
- (ii) A thorough knowledge of the National Youth Service Act, Cap. 2018 and other allied legislations;
- (iii) Detailed understanding of the Government Policies, Rules and Procedures;
- (iv) A certificate in computer application from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:-

Personal Qualities

- Ability to articulate and implement NYS Departmental Mandate;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation;
- Technical problem solving; and
- Resource management skills.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

Vacancy No. 02/02/2020

Deputy Director (NYS) Pay Group 11 'P'- Twenty Five (25) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 85,110.00 – 119,730.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 10,000.00 p.a
Leave Entitlement:	36 working days p.a

Duties and Responsibilities

An officer at this level may be deployed as a Commanding officer of a Class "A" Unit in the Service. Duties and responsibilities at this level include: Planning, Coordination and Administration of unit command; training activities and programmes; monitoring and evaluation of programme implementation; performance management, financial control and reporting; human resource management and development; command supervision of uniformed and non- uniformed staff, staff discipline; records management, and inventory control; staff welfare and discipline of servicemen/women.

An officer at this level may also be deployed as the Deputy Head of any of the functional Branches of the Service at the National Youth Service Headquarters.

Requirements for Appointment:

For appointment to this grade the officer must have:-

- (i) Served well for a cumulative period of fifteen (15) years, two of which must be at the level of Assistant Director (NYS) Pay Group '9'.
- (ii) A thorough knowledge of the National Youth Service Act, Cap. 2018 and other allied legislation;
- (iii) Detailed understanding of Government Policies, Regulations, Rules and Procedures;

- (iv) Attended Senior Management course lasting not less than four (4) weeks in a recognized training institution;
- (v) Demonstrated merit and ability as reflected in work performance and results; and
- (vi) A Certificate in Computer application from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:-

Personal Qualities

- Ability to articulate and implement NYS Departmental Mandate;
- Organizational, analytical, managerial and decision making skills;
- Creativity and innovation ; and
- Resource management skills

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordination
- Strategy implementation

Vacancy No. 03/02/2020

Senior Assistant Director (NYS) Pay Group 10 'N'- Thirty (30) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 63,310.00 – 89,350.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 8,000.00 p.a
Leave Entitlement:	36 working days p.a

Duties and Responsibilities

An officer at this level may be deployed as a Commanding Officer of a class "B" Unit in the Service. Duties and Responsibilities at this level may include: Planning, Co-ordination and Administration of unit command and training activities and programmes; monitoring and evaluation of programme implementation; performance management, financial control and reporting; human resource management and development; overall supervision of uniformed and non-uniformed staff; records management and inventory control; welfare and discipline of staff and servicemen/women.

An officer at this level may also be deployed as the head of a division within the functional Branches of the service at the National Youth Service Headquarters or as the Deputy Commanding Officer in a Class "A" Unit.

Requirements for Appointment

For Appointment to this grade an officer must have:-

- (i) Served for a cumulative service period of twelve (12) years, two of which must be at the level of Superintendent Pay Group '7';
- (ii) A thorough knowledge of the National Youth Service Act, Cap. 2018 and other allied legislation;
- (iii) Detailed understanding of Government Policies; Regulations, Rules and Procedures;
- (iv) Attended Senior Management course lasting not less than four (4) weeks in a recognized training institutions;
- (v) Demonstrated high integrity, good communication skills, interpersonal relationship and be a team player;
- (vi) Demonstrated merit and outstanding professional capability in work performance; and
- (vii) A Certificate in Computer application from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:-

Personal Qualities

- Ability to articulate and implement NYS Departmental Mandate;
- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision; and
- Creativity and innovativeness.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

Vacancy No. 04/02/2020**Assistant Director (NYS) Pay Group 9 'L'- Forty (40) Posts**

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,870.00 – 79,640.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	36 working days p.a

Duties and Responsibilities

An officer at this level may be deployed as a commanding Officer of a class "C" Unit in the Service. Duties and Responsibilities at this level will include: Planning, Co-ordination and Administration of Unit command and training activities and programmes; monitoring and evaluation of programme implementation; performance management, financial control and reporting; human resource management and development; overall supervision and discipline of uniformed and non-uniformed staff; records management and inventory control; Staff welfare; and discipline of servicemen/women.

An officer at this level may also be deployed as a Deputy Commanding Officer of a class (B) Unit or as the head of functional division in any of the larger units or to a section in any of the functional branches of the service at the National Youth Service Headquarters.

Requirements for Appointment

For appointment for this grade the officer must have:-

- (i) Served for a cumulative service period of ten (10) years, two of which must be at the level of Chief Inspector Pay Group '6'.
- (ii) Demonstrated good leadership and management skills;
- (iii) Thorough knowledge of the National Youth Service Act, Cap.2018 and other allied legislation;
- (iv) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized training institution;
- (v) Demonstrated merit and outstanding ability as reflected in work performance; and
- (vi) A certificate in Computer applications from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:

Personal Qualities

- Ability to articulate and implement NYS Departmental Mandate;
- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision; and
- Creativity and innovativeness.

Core Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication Skills
- Target Setting
- Administration Skills
- Team Leadership
- Problem Solving

Vacancy No. 05/02/2020

Senior Superintendent (NYS) Pay Group 8 'L' – Fifty (50) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 47,470.00 – 67,660.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	36 working days p.a

(a) Duties and Responsibilities

An officer at this level may be deployed as a Commanding Officer of Class "D" Unit in the Service. Duties and responsibilities at this level will include: providing for the efficient and effective planning, co-ordination and administration of Unit command, and training activities and programmes; monitoring and evaluation of programme implementation; performance Management; financial control and reporting; human resource management and development; overall supervision of uniformed and non-uniformed staff; records management and inventory control; welfare and discipline of staff and servicemen/women.

An Officer at this level may also be deployed as the Deputy Commanding Officer Class "C" Unit or as the head of a functional division in any of the larger Units or as a staff officer at the NYS Headquarters.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served for a cumulative service period of ten (10) years, two of which must be at the level of Chief Inspector Pay Group '6'.
- (ii) attended Middle Management Course or other related courses in Command and Leadership Course lasting not less than three (3) months either within or outside the Service
- (iii) demonstrated a high degree of ability and professional competence; and
- (iv) a certificate in computer application from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:-

(a) Personal Qualities

- Ability to articulate and implement NYS Departmental Mandate;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimal supervision; and
- Creativity and innovativeness.

(b) Cores Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

Vacancy No. 06/02/2020

Superintendent (NYS) Pay Group 7 'K' –Eighty (80) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,240.00 – 59,310.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	36 working days p.a

(a) Duties and Responsibilities

An officer at this level will normally be deployed in the field as deputy commanding officer of a Sub Unit or Adjutant or Section Head. Duties and responsibilities will include: planning and co-ordination of security, public duties and parades, transport operations; procurement, maintenance of unit records and inventory, coordination of servicemen/ women training, nation building, farm activities, disciplinary control of inspectorate and subordinate officers, liaison with local communities, administration of staff welfare, housing and mess operation.

An officer at this rank may also be deployed as a staff officer in a section of the functional branches of the service at the national youth service headquarters.

(b) Requirements for Appointment

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

- (i) Served for cumulative service period of seven (7) years, two of which must be at the level of Inspector Pay Group '5';
- (ii) thorough knowledge of National Youth Service Act, Cap.2018 and other allied legislation;
- (iii) attended NYS Middle Management course lasting not less than three (3) months from a recognized institution;
- (iv) attended NYS Higher Training Course not less than three (3) months at NYS college, Gilgil;
- (v) shown merit and ability as reflected in work performance;
- (vi) certificate of computer applications from a recognized institution;

Note: in special circumstances, officers in the rank of inspector who possesses a specialized degree certificate may qualify to attend NYS higher training course for promotion to this grade.

In addition to the above requirements, an officer must have the following key competencies:-

(a) Personal qualities

- Organizational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision
- Creativity and innovativeness
- Professionalism and integrity
- Interpersonal skills including being a team player

- Good communication skills.

(b) Core skills

- Supervisory management
- Policy implementation
- Oral/ written communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

Vacancy No. 07/02/2020

Chief Inspector (NYS) Pay Group 6 'K'– Eighty (80) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 40,030.00 – 55,870.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	36 working days p.a

(a) Duties and responsibilities

An officer at this level may be deployed as a Divisional Commander in Recruits Basic Training Wing, or Deputy Officer In-charge of a Sub-Unit. Work at this level entails: assisting in planning and co-ordination of security, public duties and parades; transport operations; procurement; maintenance of Unit records and inventories; and providing leadership to staff in the division/sub-Unit.

(b) Requirements for appointment

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

- (i) Served for two (2) years at the level of Inspector Pay Group '5' ;
- (ii) attended Company Command and Leadership Course lasting not less than three (3) months at NYS College, Gilgil;
- (iii) be of exemplary standard in personal turnout and conduct;
- (iv) shown merit and ability as reflected in work performance and result; and
- (v) a certificate in Computer applications.

In addition to the above requirements, an officer must have the following key competencies:-

(a) Personal Qualities

- Organizational, managerial and administrative skills;
- Positive working attitude and ability to give and take instructions;
- Ability to work with minimum supervision;
- Creativity and innovativeness;
- Professionalism and integrity;
- Interpersonal skills including being a team player;
- Good communication skills.

(b) Cores Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

Vacancy No. 08/02/2020

Director Training Institutions (NYS), CSG '5' 'S'- One (1) Post

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 132,000.00 – 195,410.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 10,000.00 p.a
Leave Entitlement:	30 working days p.a

Duties and Responsibilities

The Director, Training Institutions (NYS) will be responsible to the Director General, National Youth Service for the overall management and administration of the Institutes. Specific duties and responsibilities will involve:- planning, developing, reviewing and overseeing implementation of the Institutes' policies and programmes; mobilizing resources; promotion innovation initiatives; and collaborating with stakeholders on research and consultancy in relevant training areas.

In addition, the Director, Training Institutions (NYS) will be responsible for facilitating preparation and implementation of the Institutions' annual work plan and budgetary requirements as per the strategic plan' coordinating the implementation of performance

and financial management controls; ensuring evaluation of the Institutions programmes and projects are conducted; overseeing implementation of performance management systems in the Institutions and ensuring staff management and development.

(a) Requirements for Appointment

For appointment to this grade an officer must:-

- (i) Served for a cumulative service period of eighteen (18) years, two of which must be at the level of Senior Principal Lecturer II CSG '7';
- (ii) Bachelors degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction plant, Civil, Agricultural, Public Relations; Law; Industrial Technology, Production Technology, Instrumentation and Control); Agriculture; Livestock production; Animal health; Agricultural economics; computer science; Economics (upper division); Information Technology; Education; Commerce (Accounts or Finance option with CPA 11/CPS 11); or Food Technology from a recognized institution;

OR

- (iii) Bachelors degree in any of the following disciplines:- Human Resource management; Entrepreneurship; Communication; Tourism; Hospitality / hotel management; Food Technology; Home Economics; Business Administration/ Management; Sociology; Economics (Lower division); Secretarial studies; Supply chain management; Sales and marketing; Kiswahili; English; Clothing and Textile; or Guidance and counselling **plus** Post-graduate diploma in Education from a recognized institution;
- (iv) Have certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution;
- (v) Be conversant with the provisions of the National Youth Service Act (Cap 208);
- (vi) Have certificate in Computer applications from a recognized institution; and
- (vii) Have demonstrated a high standard of professional competence, administration and general management capabilities necessary for creating team work.

Vacancy No. 09/02/2020

Chief Principal Lecturer, CSG '6' 'R'- Eight (8) Posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 98,500.00 – 166,780.00 p.m
House Allowance:	as per prevailing Civil Service rates
Annual Leave Allowance:	Kshs. 10,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Requirements for appointment

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

- (i) Served for a cumulative service period of fifteen (15) years, two of which must be at the level of Principal Lecturer CSG '8';
- (ii) Bachelor`s Degree in any of the following disciplines;- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Public Relations, Law, Industrial Technology, Production Technology, Instrumentation and Control), Agriculture, Livestock Production, Animal Health, Agricultural Economics, Computer Science, Economics(Upper Division), Information Technology, Education, Commerce (Accounts Or Finance Option with CPA II/CPSII), Or Food Technology From Recognized Institution.

OR

Bachelor`s degree in any of the following disciplines:- Human Resource Management, Entrepreneurship, Communication, Tourism, Hospitality/ Hotel Management, Food Technology, Home Economics, Business Administration/ Management, Sociology, Economics (Lower Division), Secretarial Studies, Supply Chain Management, Sales And Marketing Kiswahili, English, Clothing And Textile, Or Guidance and Counseling Plus Post-Graduate Diploma in Education from a recognized institution.

- (iii) Master`s Degree in any of the following disciplines:- Engineering (Electrical, Mechanical, Automotive, Electronics, Telecommunication, Computer Science, Civil, Construction Plant, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Information Systems, Information Technology, Information Communication Technology, Agricultural Economics, Project Management, Entrepreneurship, Communication, Human Resource, Food Technology, Education, Sociology, Economics, Business Administration, Business Management, Tourism, Supply Chain Management, Guidance and Counseling from a Recognized Institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution;
- (vi) demonstrated strong leadership qualities and talent for training, research and administration and general management capabilities.

Vacancy No. 10/02/2020

Senior Principal Lecturer II, CSG '7' 'P'- Sixteen (16) Posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 85,110.00 – 119,730.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 12,000.00 p.m
Annual Leave Allowance:	Kshs. 10,000.00 p.a
Leave Entitlement:	30 working days p.a

(b) Duties and responsibilities

Duties and responsibilities at this level will involve:- preparing schemes of work, lesson notes and lesson plans; lecturing and demonstrating in areas of specialization, setting and making assignments and examinations, ensuring effective setting, moderation, administration and marking of examinations, preparing and implementing training programs, seminars, workshops and symposia, developing and reviewing curriculum and course materials; ensuring routing supply, servicing repair of machines, tools and equipment; preparing and maintaining trainees performance records, guiding and counseling trainees, ensuring safe custody of training materials and equipment, coaching and mentoring other lecturers under the officer's supervision, and carrying out research and consultancy in relevant areas.

An Officer at this level may also be deployed as Principal in Artisan Training Institutions (Vocational Training Institute, Plant Operator Mechanics Training Institutions, On Job Training Schools, Mechanical And Transport Branch, On Job Training Schools in Tana Basin, Advanced Building School and Driving Schools) and be responsible to Director, Training Institutions (NY's) for overall planning, management, and administration of the school.

Specific duties and responsibilities will entail:- Overseeing formulation, interpretation, implementation and review of the school's policies and programs; formulating educational plans and develop strategies for the institution , coordinating acquisition, development and production of training materials, tools and equipment's, monitoring preparation of schemes of works, lesson notes and lesson plans, overseeing the setting, administration and custody of examinations, coordinating implementation of applicable rules and regulations in the schools, liaising with institutions and agencies for effective development and implementation of the school's training programs, ensuring maintenance and custody of training equipment, preparing and maintaining trainees` performance records, monitoring the evaluation of teaching and learning activities in the school and coaching and mentoring staff in their areas of deployment.

(c) Requirements for appointment

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

- (vii) Served at the level of Principal Lecturer/Principal Technical Instructor CSG '8' for a period of two (2) years;
- (viii) Bachelor`s Degree in any of the following disciplines;- Engineering (Computer, Electrical, Telecommunications, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Public Relations, Law, Industrial Technology, Production Technology, Instrumentation and Control), Agriculture, Livestock Production, Animal Health, Agricultural Economics, Computer Science, Economics(Upper Division), Information Technology, Education, Commerce (Accounts Or Finance Option with CPA II/CPSII), Or Food Technology From Recognized Institution.

OR

Bachelor`s degree in any of the following disciplines:- Human Resource Management, Entrepreneurship, Communication, Tourism, Hospitality/ Hotel Management, Food Technology, Home Economics, Business Administration/ Management, Sociology, Economics (Lower Division), Secretarial Studies, Supply Chain Management, Sales And Marketing Kiswahili, English, Clothing And Textile, Or Guidance and Counseling Plus Post-Graduate Diploma in Education from a recognized institution.

- (ix) Master`s Degree in any of the following disciplines:- Engineering (Electrical, Mechanical, Automotive, Electronics, Telecommunication, Computer Science, Civil, Construction Plant, Agricultural, Industrial Technology, Production Technology, Instrumentation and Control); Information Systems, Information Technology, Information Communication Technology, Agricultural Economics, Project Management, Entrepreneurship, Communication, Human Resource, Food Technology, Education, Sociology, Economics, Business Administration, Business Management, Tourism, Supply Chain Management, Guidance and Counseling from a Recognized Institution;
- (x) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (xi) Certificate in computer applications from a recognized institution;
- (xii) Demonstrated strong leadership qualities and talent for training, research and administration and general management capabilities.

Vacancy No. 11/02/2020

Principal Lecturer, CSG 8 `N`- Forty one (41) Posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates

Commuter Allowance: Kshs. 8,000.00 p.m
Annual Leave Allowance: Kshs. 6,000.00 p.a
Leave Entitlement: 30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- Preparing schemes of work, lesson notes and lesson plans; lecturing and demonstrating concepts in areas of specialization; setting and marking assignments and examinations; supervising demonstrations and practical exercises in areas of specialization; conducting extra-curricular activities; guiding and counseling trainees; supervising trainees on attachment; preparing and maintaining trainees performance records; preparing course materials; coaching and mentoring other lecturers under the officer's supervision; evaluating and reviewing of training programs; ensuring safe custody of training materials and equipment; and analyzing data and compiling research reports in areas of specialization.

(b) Requirement for Appointment

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

- (i) Served for a cumulative service period of eight (8) years, two (2) of which must be at the level of Lecturer II/Technical Instructor I CSG '10';
- (ii) Bachelor's degree in any of the following discipline:- Engineering (Computer, Electrical, Telecommunications, Mechanical , Automotive, Electronics, Construction Plant, Civil, Agriculture, Public Relations, Law, Industrial Technology, Production Technology, Instrumentation and Control); Agriculture; Livestock Production; Animal Health; Agricultural Economics; Computer Science; Economics; (Upper Division); Information Technology; Education; Commerce (Accounts or Finance option with CPA II/CPS II); or Food Technology from a recognized institution;

OR

Bachelor's degree in any of the following disciplines:- Human Resource Management; Entrepreneurship; Communication; Tourism; Hospitality/ Hotel Management ; Food Technology; Home Economics; Business Administration/Management; Sociology; Economics (Lower Division); Secretarial Studies; Supply Chain Management; Sales and Marketing; Kiswahili; English; Clothing and Textile; or Guidance and Counseling **Plus** Post-Graduate Diploma in Education from a recognized institution;

- (iii) Certificate in Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;

- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer applications from recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

Vacancy No. 12/02/2020
Lecturer I CSG 9 'L' – Forty six (46) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,770.00 – 57,900.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at the this level will entail:- preparing scheme of work, lesson notes and lesson plans; lecturing and demonstrating concepts to trainees; setting and marking assignments and examinations; supervising demonstrations and practical exercises in areas of specialization; conducting extra-curricular activities; guiding and counseling trainees; supervising trainees on attachment; maintaining trainee progress records; preparing course materials; and collecting research data in areas of specialization.

(b) Requirements for Appointment

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

- (i) served in the grade of Lecturer II/Technical Instructor I for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines:- Engineering (Computer, Electrical, Telecommunication, Mechanical, Automotive, Electronics, Construction Plant, Civil, Agricultural, Public Relations; Law; Industrial Technology, Production Technology, Instrumentation and Control); Agriculture; Livestock Production; Animal Health; Agricultural Economics; Computer Science; Economics (Upper Division); Information Technology; Education; Commerce (Accounts or Finance option with CPA II/CPS II); or Food Technology from a recognized institution;

OR

Bachelors degree in any of the following disciplines:- Human Resource Management; Entrepreneurship; Communication; Tourism; Hospitality/Hotel Management; Food Technology; Home Economics; Business

Administration/Management; Sociology; Economics (Lower Division); Secretarial Studies; Supply Chain Management; Sales and Marketing, Kiswahili; English; Clothing and Textile; or Guidance and Counseling **plus** Post-Graduate Diploma in Education from a recognized institution.

- (iii) Certificate in Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Computer applications from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results. in work performance and results.

Vacancy No. 13/02/2020

Principal Technical Instructor CSG 8 'N'—Seventy one (71) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: facilitating funding of educational tours; guiding and counseling trainees and staff; liaising with industries for trainees attachment; approving requisitions of training materials and equipment; coordinating proper utilization of institutional resources; supervising, guiding, training and developing staff; collaborating with learning institutions, industries and other stakeholders on training matters; initiating research activities on emerging training trends; liaising with relevant authorities on curriculum development, review, implementation and evaluation; facilitating educational tours; supervising the setting and marking of continuous assessment tests and examinations; monitoring and implementing extra-curricular activities; and coordinating performance management system of the institution.

(b) Requirements for Appointment

For appointment to this grade and officer must have;

- (i) Served for a cumulative period of ten (10), two (2) of which must be at the level of Technical Instructor CSG '9';
- (ii) Diploma in any of the following disciplines:- Engineering (Computer, Electronics, Telecommunications, Electrical, Civil, Mechanical, Agricultural, Automotive, Construction Plant, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management;

Entrepreneurship; Agriculture; Tourism; Hotel/Hospitality Management, Information Technology; Public Relations; Law; Computer Science; Agricultural Economics; Food and Beverages; Clothing and Textiles; Secretarial Studies; Supply Chain Management; Sales & Marketing; Business Administration/Management Education; Technical Education; Driving Instructor Certificate from Kenya Police, Driving Instructor Certificate from Kenya Institute of Highways and Building Technology (KIHBT); Animal Health; Mass Communication; Guidance and Counseling from a recognized institution;

- (iii) Instructors' Certificate lasting not less than three (3) months from a recognized institution;
- (iv) Certificate in Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in Computer applications from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

Vacancy No. 14/02/2020
Senior Technical Instructor CSG 9 'L'–Thirty Two (32) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

a) Duties and Responsibilities

Duties and Responsibilities at this level will involve; preparing schemes of work, lesson plans, lesson notes, training materials and teaching aids; training, instructing and demonstrating on various uses and operations of machines and equipment to the trainees;; conducting practical activities in specific tactical subjects; setting and marking continuous assessment tests and examinations; ensuring proper use of machines and equipment; maintaining trainee progress records; coordinating extra-curricular activities: organizing educational tours; guiding and counseling trainees; supervising students on industrial attachment; developing and maintaining training timetables and schedules; requisitioning of training materials and equipment and

ensuring their safe custody; supervising and guiding staff working in specific areas of deployment.

b) Requirements for Appointment

For appointment to this grade and officer must have;

- (viii) Served for a cumulative service period of eight (8) years, two (2) of which must be at the level of Technical Instructor CSG '10';
- (ix) Diploma in any of the following disciplines:- Engineering (Computer, Electronics, Telecommunications, Electrical, Civil, Mechanical, Agricultural, Automotive, Construction Plant, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Tourism; Hotel/Hospitality Management, Information Technology; Public Relations; Law; Computer Science; Agricultural Economics; Food and Beverages; Clothing and Textiles; Secretarial Studies; Supply Chain Management; Sales & Marketing; Business Administration/Management Education; Technical Education; Driving Instructor Certificate from Kenya Police, Driving Instructor Certificate from Kenya Institute of Highways and Building Technology (KIHBT); Animal Health; Mass Communication; Guidance and Counseling from a recognized institution;
- (x) Instructors' Certificate lasting not less than three (3) months from a recognized institution;
- (xi) Certificate in Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (xii) Certificate in computer applications from a recognized institution; and
- (xiii) Shown merit and ability as reflected in the work performance and results.

Vacancy No. 15/02/2020

Technical Instructor I CSG 10 'K' – Sixty (60) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 37,070.00 – 49,950.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 5,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and Responsibilities at this level will involve: preparing schemes of work, lesson plans, lesson notes, training materials and teaching aids; training, instructing and demonstrating on various uses and operations of machines and equipment to the trainees,; conducting practical activities in specific technical subjects; setting and marking continuous assessment tests and examinations; ensuring proper use of machines and equipment; maintaining trainee progress records; supervising students on industrial attachment; conducting extra-curricular activities; organizing educational tours; guiding and counseling trainees; and supervising the workshop staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have;

- (i) Served for a cumulative service period of six (6) years, two (2) of which must be at the level of Technical Instructor II CSG '11';
- (ii) Diploma in any of the following disciplines:- Engineering (Computer, Electronics, Telecommunications, Electrical, Civil, Mechanical, Agricultural, Automotive, Construction Plant, Industrial Technology, Production Technology, Instrumentation and Control); Human Resource Management; Entrepreneurship; Agriculture; Tourism; Hotel/Hospitality Management, Information Technology; Public Relations; Law; Computer Science; Agricultural Economics; Food and Beverages; Clothing and Textiles; Secretarial Studies; Supply Chain Management; Sales and Marketing, Business Administration/Management; Education; Technical Education; Driving Instructor Certificate from Kenya Police, Driving Instructor Certificate from Kenya Institute of Highways and Building Technology (KIHBT); Animal Health; Mass Communication; Guidance and Counseling from a recognized institution;
- (iii) Instructors Certificate lasting not less than three (3) months from a recognized institution;
- (iv) Certificate in Training of Trainers Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in the work performance and results.

Vacancy No. 16/02/2020

Assistant Director Chaplaincy Services CSG 7 'P' – One (1) post

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 85,110.00 – 119,730.00 p.m
House Allowance:	as per prevailing Civil Service rates

Commuter Allowance: Kshs. 12,000.00 p.m
Annual Leave Allowance: Kshs. 10,000.00 p.a
Leave Entitlement: 30 working days p.a

Duties and responsibilities

Duties and responsibilities at those level will entail; implementing chaplaincy policies, standards, guidelines and programs; managing chapels/mosques within prisons; ensuring efficient management and administration of spiritual welfare programs; providing psychological, spiritual counselling and guidance; administering religious rites and ceremonies; sourcing for financial and non-financial resources for chaplaincy programs and activities; coordinating volunteer groups and programs; participating in admission and discharge and boards; coordinating spiritual rehabilitation programs; coordinating the preparation of inmates and their families for reintegration through pre-code release assessment and guidance; ensuring observance of the Christian/Islamic seasonal and special events; identifying chaplain development projects; coordinating seminars workshops and retreats for inmates, staff and their families; coordinating the preparation of inmates and staff for graduation in completion of chaplains courses.

Requirement for appointment

For appointment to this grade a candidate must have:

- i. Served for a minimum period of two (2) years at the level of Principal Chaplain CSG '8';
- ii. Bachelor's degree in any of the following disciplines: Sacred theology, Christian philosophy, Pastoral theology, Theology and Bible, Divinity, Islamic, Arabic studies (Jaami'iyah) or any other equivalent qualification from a recognised institution;
- iii. Masters degree in any of the following disciplines: Sacred theology, Christian philosophy, Pastoral theology, Counselling, Theology, Divinity, Christian ministry Islamic studies, Arabic studies (maajisteer) or any other equivalent qualification from a recognised institution;
- iv. Certificate in Senior Management Course lasting not less than four weeks (4 weeks) from a recognised institution;
- v. A letter of recommendation from the head of church/mosque where the church/mosque must be under the umbrella of any of the following bodies; Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya; Evangelical Fellowship of Churches in Kenya; East African Union of Seventh Day

Adventist Supreme Council for Kenya Muslim or any other recognised spiritual board;

- vi. Be an ordained Pastor/Priest/approved Sheikh and licenced by the Government/Islam authority;
- vii. A proven record of consistent Christian/Islamic character;
- viii. Certificate in Senior Management Course lasting not less than four weeks (4 weeks) from a recognised institution;
- ix. Demonstrate a high degree of professional competence and administrative capabilities.

Vacancy No. 17/02/2020

Principal Chaplain CSG 8 'N' – One (1) post

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

a) Duties and Responsibilities

Duties and responsibilities at this level will entail :officiating religious ceremonies and managing Chapels/mosques within prisons ;offering spiritual and counselling and guidance to inmates , staff and their families ;administering religious rites; sourcing for spiritual materials for preaching and teaching ; identifying volunteer groups and coordinating their programs, participating [in admission and discharge boards; implementing spiritual rehabilitation programs; liaising with the families of the inmates to them for release and re-integration in to the society; ensuring observance of the Christian/Islamic seasonal and special events; managing records on chaplaincy matters; identifying chaplaincy development projects; facilitating seminars , workshops and retreats of inmates, staff and their families; collaborating with external faith based on community organization on matters on matters of spiritual welfare; and preparing inmates and staff for graduation on completion of chaplaincy causes.

b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Served for a minimum period of two (2) years at the level of Senior Chaplain CSG '9'
- ii. Bachelor's degree in any of the following disciplines: Sacred theology, Christian philosophy, Pastoral theology , Theology and Bible, Divinity, Islamic, Arabic studies (Jaami'iyah) or any other equivalent qualification from a recognized institution;
- iii. A letter of recommendation from the head of church/mosque where the church/mosque must be under the umbrella of any of the following bodies; Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya; Evangelical Fellowship of Churches in Kenya; East African Union of Seventh Day Adventist Supreme Council for Kenya Muslim or any other recognized spiritual board;
- iv. Be an ordained Pastor/Priest/approved Sheikh and licensed by the Government/Islam authority;
- v. A proven record of consistent Christian/Islamic character;
- vi. Certificate in Senior Management Course lasting not less than four weeks (4 weeks) from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution;

Show a merit and ability as reflected

Vacancy No. 18/02/2020

Principal Assistant Office Administrator CSG '8' 'N'- Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

An officer at this level will be deployed to work for a head of Department. Duties and responsibilities at this level will entail: taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients;

handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents including classified materials; preparing responses to routine correspondences; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movement; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer enquiries and complaints; establishing and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

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

- (i) Served for a cumulative service period of twelve (12) years, two (2) of which must be at the level of Assistant Office Administrator I;
- (ii) Diploma in Secretarial Studies from Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES&GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (Minimum 120 (w.p.m.);
 - (b) Typewriting III (50w.p.m.)/Computerized Document Processing III
 - (c) Business English III/Communications II;
 - (d) Office Practice II;
 - (e) Commerce II;
 - (f) Office Management III/Office Administration and Management III;
 - (g) Secretarial Duties II;
- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other Government training institution;
 - (iv) Certificate in Supervisory Skills course lasting not less than two (2) weeks from Kenya School of Government or any other recognized institution;
 - (v) Certificate in Computer Applications from a recognized institution; and
 - (vi) Shown merit and ability as reflected in work performance and results.

Vacancy No. 19/02/2020

**Principal Human Resource Management & Development Officer, CSG '8'
JG 'N' – 1 post**

Terms of Service: Permanent and Pensionable

Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and responsibilities

Duties and responsibilities at this level will entail: preparing and processing cases for Ministerial Human Resource Management Advisory Committee; implementing human resource management decisions within existing rules, regulations and procedures; preparing and compiling reports on the implementation of Performance Management systems including Performance Appraisal Systems and supervising keying in of payroll and complement data in the human resource information systems.

Further, duties and responsibilities will entail: - undertaking training needs assessment for all cadres of staff in a Ministry/Department; identifying demand driven training programmes and other relevant staff development programmes; preparing training projections and plans; processing training cases for Human Resource Management Advisory Committee; developing up-date and maintaining human resource development data and records.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three years at the level of Senior Human Resource Management and Development Officer;
- (ii) Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration, Business Administration, Economics, Education, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution;
- (iii) Diploma in Human Resource Management, Human Resource Development, Industrial Relations or Labour Relations from a recognized institution; and

Shown merit and ability as reflected in work performance and results.

Vacancy No. 20/02/2020

Principal Human Resource Management Assistant CSG 8 'N'–2 posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: participating in the planning of human resource management activities such as recruitment, appointment, promotion and discipline; preparing and processing cases for the Ministerial Human Resource Management Advisory Committee; implementing human resource decisions within existing rules regulations and procedures; and verifying pension documents.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of three (3) years in the grade of Senior Human Resource Management Assistant;
- (ii) Diploma in Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or any other relevant qualification from a recognized institution; and

OR

Part III of Certified Public Secretaries Examination

- (iii) Certificate in Management Course lasting not less than for (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated administrative and professional competence.

Vacancy No. 21/02/2020
Principal Hospitality Officer CSG 8 'N' - Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 55,150.00 – 82,330.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

An officer at this level may be deployed either in the housekeeping, kitchen or service area. Duties and responsibilities will involve: directing the daily operations of the hospitality services; ensuring compliance of regulatory, statutory regulations by all staff working under him/her, infection control, supervision of staff working under him/her, developing an environmental policy and ensuring adherence by all staff, and ensuring fire and evacuation drills are carried out frequently.

(b) Requirements for Appointment

For appointment to the grade of Senior Hospitality officer, an officer must have:

- (i) Served for a cumulative service period of eight (8) years, two (2) of which must be at the level of Senior Hospitality Officer, CSG '9';
- (ii) Bachelor degree in either Hotel and catering management or Hotel and Hospitality Management or its equivalent qualification from recognized institution

OR

Diploma in either of the following disciplines: Catering and Hotel Management, Housekeeping and Front office Management, Food and Beverage Production, and service or Hospitality Management or its equivalent qualification from a recognized institution.

- (iii) Attended Senior Management Course or a Management Skills Development Course from a recognized institution lasting not less than four (4) weeks; (for Diploma holders);
- (iv) Certificate in Computer Applications;
- (v) Demonstrated ability and merit as reflected in work performance and result.

Vacancy No. 22/02/2020
Senior Assistant Office Administrator CSG 9 'L' - Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,770.00 – 57,900.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail; taking oral dictation managing e-office; word and data processing; operating office equipment; maintaining office diary; appointments and travel itineraries; attending to visitors/clients; handling telephone calls; co-coordinating schedules of meetings; ensuring security of office records, equipment and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondences, managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative service duties that may be assigned

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES&GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 110w.p.m.);
- (b) Typewriting III (50w.p.m.)/Computerized Document Processing III
- (c) Business English III/Communications II;
- (d) Office Practice II;
- (e) Commerce II;
- (f) Office Management III/Office Administration and Management III;
- (g) Secretarial Duties II;

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Vacancy No. 23/02/2020

Senior Chaplin/Senior Imaam, CSG 9 'L' – Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,770.00 – 57,900.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

a) Duties and Responsibilities

Duties and responsibilities at this level will entail: conducting religious services; sourcing for spiritual materials for preaching and teaching; coordinating volunteer groups and programs, participating in admission and discharge boards; implementing spiritual rehabilitation programmes; preparing inmates and their families for reintegration through pre-release assessment and guidance; ensuring observance of the Christian/Islamic seasonal and special events; managing records on chaplaincy matters; identifying chaplaincy development projects; and organizing seminars, workshops and retreats for inmates, staff and their families.

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served for a cumulative service period of ten (10) years, two (2) of which must be at the grade of Chaplain I/Imaam I, CSG '10'.
- (ii) Bachelors degree in any of the following disciplines: Sacred Theology, Christian Philosophy, Pastoral Theology, theology, Theology and Bible, Divinity, Islamic, Arabic Studies (Jaami'iyah) or any other equivalent qualification from a recognized institution;
- (iii) A letter of recommendation from the head of Church/Mosque where the Church/Mosque must be under the umbrella of any of the following bodies: Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya;

Evangelical Fellowship of Churches in Kenya; East Africa Union of Seventh Day Adventist; Supreme Council for Kenya Muslims or any other recognized spiritual body;

- (iv) Be an ordained Pastor/Priest/approved Sheikh and licensed by the Government/Islamic authority;
- (v) A proven record of consistent Christian/Islamic character;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

Vacancy No. 24/02/2020

Senior Human Resource Management and Development Officer, CSG 9 'L'- Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,770.00 – 57,900.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: overseeing human resource services in such areas as appointment, promotion, discipline and complement; preparing and processing cases for ministerial Human Resource Management Advisory Committee; implementing human resource management decisions within existing rules, regulations and procedures; and preparing and compiling reports on the implementation of Performance Management systems including Performance Appraisal. Further, duties and responsibilities will entail: assessing training needs for all cadres of staff in a Ministry/Department; identifying appropriate courses, seminars, workshops and other relevant staff development programmes; preparing training plans; preparing and processing training cases for Human Resource Management Advisory Committee meetings; implementing the Training Committee decisions within existing rules, regulations and procedures; and developing, updating and maintaining human resource development data and records

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for a minimum period of two (2) years in the grade of Human Resource Management and Development Officer I CSG '10'.

- (ii) Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration, Business Administration, Economics, Education, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

Vacancy No. 25/02/2020

Senior Human Resource Management Assistant, CSG 9 'L' - Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,770.00 – 57,900.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and responsibilities

Duties and responsibilities at this level will entail: preparing cases for the Ministerial Human Resource Management Advisory Committee; verifying information relating to recruitment, appointment and transfer, implementing human resource management decisions within existing rules, regulations and procedures; verifying payroll and complement data; and processing pension documents.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for a cumulative service period of ten (10) years, two of which must be at the level of Human Resource Management Assistant II, CSG '11';
- (ii) Diploma in Human Resources Management, Human Resource Development, Industrial Relations, Labour Relations or any other relevant qualification from a recognized institution; and

OR

Part II of the Certified Public Secretaries Examination

- (iii) Certificate in computer application skills from a recognized institution
- (iv) Shown merit and ability as reflected in work performance and results

Vacancy No. 26/02/2020
Senior ICT Officer CSG 9 'L' - Two (2) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 41,770.00 – 57,900.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve: carrying out system analysis, design and programme specification in liaison with users; developing, implementing and maintaining of systems; ensuring adherence to established ICT standards; supervising and compiling overall system documentation; and advising on ICT related issues; supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals; developing and maintaining ICT standards; recommending and supervising Hardware/Software specifications for Information Communication Technology equipment; logging of problems; drawing and scheduling preventive maintenance; and assisting in feasibility studies as assigned. In addition the officer will train officers working below him/her

(b) Requirements for Appointment

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

- (i) Served in the grade of Information Communication Technology Officer I or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Demonstrated professional, initiative and competence in organizing and directing work.

Vacancy No. 27/02/2020
Senior Office Administrative Assistant CSG 10 'K' - Seven (7) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 37,070.00 – 49,950.00 p.m
House Allowance:	as per prevailing Civil Service rates
Commuter Allowance:	Kshs. 5,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; maintaining diary and scheduling of meetings; ensuring an up to date filing system in the office; supervision of office cleanliness; handling routine correspondences; managing office petty cash; and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

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

- (i) Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES&GC) from the Kenya National Examinations Council in the following subjects:
 - (a) Typewriting III (50 w.p.m.)/Computerized Document Processing III
 - (b) Business English III/Communications II;
 - (c) Office Practice II;
 - (d) Commerce II;
 - (e) Secretarial Duties II
 - (f) Office Management III/Office Administration and Management III;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Vacancy No. 28/02/2020

Hospitality Officer I CSG 10 'K' –Five (5) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 37,070.00 – 49,950.00 p.m
House Allowance:	as per prevailing Civil Service rates

Commuter Allowance: Kshs. 5,000.00 p.m
Annual Leave Allowance: Kshs. 6,000.00 p.a
Leave Entitlement: 30 working days p.a

(a) Duties and Responsibilities

An officer at this level may be deployed either in the housekeeping, kitchen or service area. Specific duties and responsibilities will entail: coordination of training of staff working under him/her; carrying out training needs assessments yearly; developing standard operating procedures; enforcing the use of standard operating procedures; continuous monitoring of the use of standard operating procedures; ensuring smooth inter-sectional relations; and ensuring training projection are done annually.

(b) Requirements for Appointment

For appointment to this grade of Hospitality Officer I, an officer must have:-

- (i) served satisfactorily in the grade of Hospitality Officer II/Head Housekeeper/Chef/Head Waiter for a period of not less than three (3) years;
- (ii) certificate lasting not less than one (1) year in any of the following disciplines; Food Production, Food and Beverage Service and Sales, Housekeeping and Laundry or equivalent qualification from a recognized institution;
- (iii) attended Supervisory Development or Management Skills Development course from a recognized institution;
- (iv) attended an induction course lasting not less than one (1) month; and
- (v) demonstrated ability and merit as reflected in work performance and results.

Vacancy No. 29/02/2020

Chief Clerical Officer CSG 11 'J' - Five (5) posts

Terms of Service: Permanent and Pensionable
Salary Scale: Kshs. 30,170.00 – 40,060.00 p.m
House Allowance: as per prevailing Civil Service rates
Commuter Allowance: Kshs. 4,000.00 p.m
Annual Leave Allowance: Kshs. 4,000.00 p.a
Leave Entitlement: 30 working days p.a

(a) Duties and Responsibilities

This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and

responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

(b) Requirements for Appointment

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

- (i) have served in the grade of Senior Clerical Officer for at least three (3) years ;
- (ii) possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iii) be in possession of an ICT certificate and be proficient in Word Processing, Spread Sheet, Presentation and Database; and
- (iv) have shown merit and ability as reflected in work performance and results.

Matilda P. Sakwa (Ms.), EBS
DIRECTOR GENERAL