

REPUBLIC OF KENYA



THE PRESIDENCY MINISTRY OF PUBLIC SERVICE, AND GENDER Office of the Cabinet Secretary

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 2227411
Telex: 23125
Fax: 243620

P.O. BOX 30050 – 00100
NAIROBI
KENYA
7th February, 2020

WHEN REPLYING PLEASE QUOTE

Ref: No.MPYG/HRMS/CON/2/VOL.VII (18)

All Cabinet Secretaries
The Secretary/CEO, PSC (K)
All County Public Service Boards
Council of Governors
All County Commissioners
The Solicitor General & Department of Justice
The Comptroller of State House
The Inspector General National Police Service
The Attorney General



REF: VACANCIES IN THE MINISTRY OF PUBLIC SERVICE AND GENDER (FOR VARIOUS MINISTRIES)

Applications are invited from suitably qualified serving officers in the Public Service for the posts of:

1. Assistant Head Waiter 'CSG 12'- Fourteen (14) posts
2. Assistant House Keeper 'CSG 12' Thirty Six (36) posts
3. Assistant Chef 'CSG 12'- Fifty (50) posts
4. Head Waiter 'CSG 11'- Twelve (12) posts
5. Chef, 'CSG 11' - Forty Five (45) posts
6. Head House Keeper, 'CSG 11'- Twenty(20) posts
7. Hospitality Officer, 'CSG 10' – One hundred and Four (104) post;
8. Senior Hospitality Officer, 'CSG 9'– Eighteen (18) posts;
9. Principal Human Resource Management & Development Officer, CSG 8'- Fifteen (15) posts
10. Principal Human Resource Management & Development Assistant, 'CSG 8'-Twenty (20) post

Interested and qualified persons are requested to make their applications by completing ONE application form PSC.2A (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke

Completed application form PSC. 2A (Revised 2016) together with certified copies of certificates should reach the Principal Secretary, Ministry of Public Service, and Gender State Department for Public Service, P. O. Box 30050 – 00100 NAIROBI or hand delivered to Uchumi House, Registry, 16th Floor - Room 1601 on or before 28th February, 2020.

Advert. No. 7/2020 - Assistant Waiter 'CSG 12', Fourteen (14) posts.

SALARY SCALE Kshs. 22,380 to Kshs. 27,680 p.m.

Salary - Ksh.22, 380 p. m.
Commuter Allowance - Ksh. 4,000 p .m
House Allowance - Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served satisfactorily in the grade of waiter assistant I, 'CSG 13' for at least three (3) years in the Public Service;
- (ii) Diploma in any of the following fields: Hotel Management, Food and Beverage Production and service or Hospitality Management or any other equivalent qualification from a recognized institution; and
- (iii) Demonstrated knowledge and skills in institutional food and beverage service

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Coordinating of food and beverage services;
- (ii) Making reservations in the food service areas;
- (iii) Giving timely direction on reserved tables and conference rooms;
- (iv) Ensuring proper and timely setting up of out station service points;
- (v) Ensuring replenishing of conference rooms as required;
- (vi) Ensuring the environment within the service area is clean and comfortable for guests; and
- (vii) Handling guest complaints or requests during service.

Advert No. 8/2020 Assistant House Keeper 'CSG 12', Thirty Six (36) posts.

SALARY SCALE: Kshs.22, 380 to Kshs. 27,680 p.m.

Salary	- Ksh.22,380 p.m
Commuter Allowance	- Ksh. 4,000 p.m
House Allowance	- Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, an officer must have

- (i) Served satisfactorily in the grade of Housekeeping assistant I, 'CSG 13' for at least three (3) years in the Public Service;
- (ii) Diploma in any of the following fields: Hotel Management, Housekeeping and Front Office Management or Hospitality Management or any other equivalent qualification from a recognized institution;
- (iii) Demonstrated capability and competence in organizing work.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Keeping proper records of sundry and linen stores;
- ii. Supervision of staff;
- iii. Following up on maintenance work order forms;
- iv. Assisting in stock taking; ordering, receiving, storing and issuing of Cleaning materials; and
- v. Carrying out on job training for staff working under him/her and writing and keeping reports on losses, breakages and defects.

Advert No. 9/2020 - Assistant Chef, 'CSG 12', Fifty (50) posts.

SALARY SCALE: Kshs.22, 380 to Kshs. 27,680 p.m.

Salary	- Ksh.22, 380 p.m
Commuter Allowance	- Ksh. 4,000 p.m
House Allowance	- Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment:

For appointment to this grade, an officer must have:

- (i) Served in the grade of Cook I, 'CSG 13' for at least three (3) years in the Public Service;
- (ii) Diploma in any of the following fields: Catering and Hotel Management, Food and Beverage Production and service or Hospitality Management or any other relevant and equivalent qualification from a recognized institution; and
- (iii) Demonstrated knowledge and skills in institutional food preparation.

Duties and Responsibilities

Duties and responsibilities at this level will include;

- i. Food preparation and production;
- ii. Setting up and directing placement of foods in serving line;
- iii. Replenishing of food stuffs in the buffet service line;
- iv. Maintaining correct stock levels;
- v. Detecting and reporting spoilt or unattractive raw food materials;
- vi. Ensuring proper stock rotation;
- vii. Ordering of food stuffs from the main store;
- viii. Carrying out on- the- job training for staff; and
- ix. Filling work order forms for defective equipment.

Advert No. 10/2020 - Head Waiter, 'CSG 11', Twelve (12) posts.

SALARY SCALE: Kshs.27, 680 to Kshs. 32,920p.m.

Salary	- Ksh.27,680 p.m.
Commuter Allowance	- Ksh. 4,000 p.m.
House Allowance	- Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- (i) Satisfactorily served as Assistant Waiter, 'CSG 12' for at least three (3) years in the Public Service;
- (ii) Diploma in any of the following fields: Hotel Management, Food and Beverage Production and service or Hospitality Management or any other equivalent qualification from a recognized institution; and
- (iii) Demonstrated knowledge and skills in institutional food and beverage service

Duties and Responsibilities

Duties and responsibilities at this level entail;

- i. Coordination of food and beverages;
- ii. Making reservations in the food service areas;
- iii. Identification of staff for training;
- iv. Carry out on- the- job training for staff;
- v. supervision of staff;
- vi. Implementing policies affecting food and beverage service ;
- vii. Ensuring work procedures are adhered to;
- viii. Giving timely direction on reserved tables and conference rooms;
- ix. Liaising with other departments to ensure customer satisfaction; and
- x. Briefing and de-briefing staff as necessary.

Advert No. 11/2020 - Chef, 'CSG 11', Forty Five (45) posts.

SALARY SCALE: Kshs.27, 680 to Kshs. 32,920 p.m.

Salary	- Ksh.27, 680 p.m.
Commuter Allowance	- Ksh. 4,000 p.m.
House Allowance	- Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- (i) Satisfactorily served in the grade of Assistant Chef, 'CSG 12' for at least three (3) years in the Public Service;
- (ii) Diploma in any of the following fields: Catering Hotel Management, Food and Beverage Production and service or Hospitality Management or any other equivalent qualification from a recognized institution; and
- (iii) Demonstrated knowledge and skills in institutional food preparation.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Efficient and proper organization and management of food production services;
- ii. Ensuring that all raw foods to be used in production are assembled in good time;
- iii. Issuing dry goods from the store;
- iv. Taking stock monthly;
- v. Receiving fresh produce and checking for required specifications;
- vi. Ensuring proper placement of food in the buffet service;
- vii. Following up on work orders for defective equipment;
- viii. Ensuring proper use of equipment;
- ix. Reviewing menus as necessary;
- x. Identifying staff for training; and

xi. Carrying out on- the- job training for staff.

Advert No. 12/2020 - Head Housekeeper - 'CSG 11', Twenty (20) posts.

SALARY SCALE: Kshs.27, 680 to Kshs. 32,920 p.m.

Salary - **Ksh.27, 680 p.m.**
Commuter Allowance - **Ksh. 4,000 p.m.**
House Allowance - **Depends on area of Deployment**

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- (i) Satisfactorily served as Assistant Housekeeper, 'CSG 12' for at least three (3) years in the Public Service;
- (ii) Diploma in any of the following fields: Hotel Management, Housekeeping and Front Office Management or Hospitality Management or any other equivalent qualification from a recognized institution; and
- (iii) Proven ability and merit as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level involve;

- i. Ensuring efficient and proper organization of housekeeping services;
- ii. On the training of staff;
- iii. Overseeing stock taking;
- iv. Maintaining stock levels;
- v. Keeping records of sundry and linen;
- vi. Issuing linen and guest laundry; and
- vii. Supervising staff.

Advert. No. 13/2020 - Hospitality Officer I, 'CSG 10', One Hundred and Four (104) posts.

SALARY SCALE: Kshs.34, 260 to Kshs. 44,750 p.m.

Salary	- Ksh.34,260 p.m
Commuter Allowance	- Ksh. 5,000 p.m
House Allowance	- Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- (i) Served satisfactorily in the grade of Hospitality Officer II, Head housekeeper, chef, head waiter, ('CSG 11') for a period of not less than three (3) years in the Public Service;
- (ii) Diploma in either Hotel Management, Hotel and Hospitality Management, Catering and Hotel Management, Housekeeping and front office management, Food and Beverage production and service, Hospitality Management or any 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 merit and ability as reflected in work performance results.

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:

- i. Coordination of training of staff working under him/her;
- ii. Carrying out training needs assessments yearly;
- iii. Developing standard operating procedures;
- iv. Continuous monitoring of the use of standard operating procedures;
- v. Ensuring smooth inter-sectional relations; and
- vi. Ensuring training projections are done annually.

Advert No. 14/2020 - Senior Hospitality Officer, 'CSG 9', Eighteen (18) posts.

SALARY SCALE: Kshs.39,110 to Kshs. 49,180 p.m.

(Minimum)

(Maximum)

Salary	- Ksh.39.110 p.m
Commuter Allowance	- Ksh. 6,000 p.m
House Allowance	- Depends on area of Deployment

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- (i) Served in the grade of Hospitality Officer I, 'CSG 10' for at least three(3) years;
- (ii) Diploma in either Hotel Management or Hotel and Hospitality Management or its equivalent from a recognized institution, **OR** Diploma in either Catering and Hotel Management, House keeping and front office management, Food and Beverage production and service or Hospitality Management or its equivalent qualification from a recognized institution;
- (iii) Attended a Supervisory Management or a Management skills Development Course from a recognized institution;
- (iv) Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level maybe deployed either in the housekeeping, kitchen or service area.

Duties and responsibilities will involve:

- i. Directing the daily operations of the hospitality services;
- ii. Ensuring the general welfare of clients;
- iii. Facilitating work flow in the hospitality services area;
- iv. Supervision and management of staff;
- v. Taking appropriate action on any feedback received from customers; and
- vi. Ensuring full compliance to the standard operating procedures.

Advert No.15/2020 – Principal Human Resource Management and Development Officer, 'CSG 8' -Fifteen (15) Posts

Salary Scale KSHS. 47,780 to KSHS. 82,330

Salary - Ksh.47,780 p.m
House Allowance - Ksh.35,000 p.m
Commuter Allowance - Ksh.8,000 p.m

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

- (i) Served as a Senior human Resource Management and Development officer, 'CSG 9' or in a comparable relevant position in the Public service for a minimum period of three (3) years;
- (ii) A Bachelor's Degree in Human Resource Management/Development or equivalent qualification from a recognized institution;

OR

A Bachelor's degree in Social Sciences and Diploma in Human Resource Management/Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution or Part III of the Certified Public Secretaries Examination or its equivalent;

(iii) Certificate in Senior Management course lasting not less than four (4) weeks;

(v) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed to a Ministry/State Department and will be responsible to an Assistant Director of Human Resource Management and Development for planning, co-ordination, organization and direction of Human Resource Management and Development Services.

Specific duties will include:-

- (i) Analyzing the staffing levels and making proposals for succession planning;
- (ii) Analyzing utilization of human resources in the Ministry/Department and advising on proper deployment;

- (iii) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Demonstrated a high degree of administrative and professional competence.

Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Participating in the planning of human resource management activities such as recruitment, appointment promotion and discipline;
- (ii) Preparing and processing cases for the ministerial Human Resource Management Advisory Committee;
- (iii) Implementing human resource decisions within existing rules, regulations and procedures; and
- (iv) Verifying pension documents.

The purpose of writing is to request you to notify the staff under your purview who qualify and are interested to apply for the advertised positions.



Mary W. Kimonye (Mrs), MBS
FOR CABINET SECRETARY