



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

ADVERTISEMENT - VACANT 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 **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Please Note:

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

Applications should reach the Commission **on or before 17th April, 2023 (Latest 5 pm East African Time).**

VACANCIES IN THE MINISTRY OF LANDS PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT (STATE DEPARTMENT OF LANDS AND PHYSICAL PLANNING)

CHIEF LAND REGISTRAR - ONE (1) POST V/NO. 17/2023

Salary Scale:	Ksh.169,140 – Ksh.324,430 p.m (CSG 4)
House Allowance:	Ksh.80, 000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.24, 000 p.m
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

For appointment to this grade, an officer must have:

As provided for in the Land Registration Act 2012, for appointment as Chief Land Registrar, a candidate must:

- (i) be a citizen of Kenya;
- (ii) possess a degree from a university recognized in Kenya;
- (iii) have been an advocate of the High Court of Kenya of not less than ten (10) years standing;
- (iv) have at least ten (10) years' experience in land administration or management; and
- (v) meet the requirements of Chapter Six of the Constitution of Kenya.

A person shall NOT be qualified for appointment as Chief Land Registrar if he/she:

- (i) has been convicted of a felony;
- (ii) is an undischarged bankrupt;
- (iii) has not met his or her legal obligations in relation to tax;
- (iv) has benefited from or facilitated an unlawful and irregular allocation or acquisition of land or other public property; or
- (v) has been removed from office for contravening the provisions of the Constitution.

Duties and Responsibilities

The Chief Land Registrar will be responsible for administering, interpreting, implementing and enforcing land registration provisions in the Constitution of Kenya, Land Registration Act, No. 3 of 2012 and The Land Laws (Amendment) Act, No. 2016, The Land Act No. 6. of 2012, National Land Commission Act. No. 5 of 2012, Community Land Act 2016, Sectional Properties Act. No. 21 of 1987, Registration of Documents Act Cap 164 and other relevant statutes. Duties and responsibilities include:

- (i) formulating practice instructions and guidelines for implementation of the land registration policies and strategies;

- (ii) providing advice on all land registration matters, setting standards for the land and supervision of registries;
- (iii) preparing and submitting an annual report on the state of land registration to the Commission and the Cabinet Secretary;
- (iv) hearing and determining appeals from the registries;
- (v) approving the format of any instrument which is not in accordance with the prescribed form;
- (vi) require any person to produce any instrument, certificate or other document or plan relating to the land, lease or charge in question, and that person shall produce the same;
- (vii) summon any person to appear and give any information or explanation in respect to land, a lease, charge, instrument, certificate, document or plan relating to the land, lease or charge in question, and that person shall appear and give the information or explanation;
- (viii) refuse to proceed with any registration if any instrument, certificate or other document, plan, information or explanation required to be produced or given is withheld or any act required to be performed under the Act is not performed;
- (ix) cause oaths to be administered or declarations taken and may require that any proceedings, information or explanation affecting registration shall be verified on oath or by statutory declaration;
- (x) order that the costs, charges and expenses as prescribed under this Act, incurred by the office or by any person in connection with any investigation or hearing held by the Registrar for the purposes of the Act shall be borne and paid by such persons and in such proportions as he may think fit;
- (xi) overseeing Land Registration functions in County and Central Registry;
- (xii) overseeing issuance of Titles emanating from Land Adjudication, Settlement and other resources;
- (xiii) conversion of existing Titles to the Land Registration Act 2012;
- (xiv) senior collector of stamp duty and coordinating management of franking machines from private firms; and
- (xv) preparation of grants, leases and other title documents pertaining to land allocated by the National Land Commission.

SENIOR DEPUTY CHIEF LAND REGISTRAR -TWO (2) POSTS - V/NO. 18./2023

Salary Scale:	Kshs.133,870 – Kshs.197,800 p.m. (CSG 5)
House Allowance:	Ksh.48, 000 – Ksh.60, 000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.20, 000 p.m.
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

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

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Deputy Chief Land Registrar CSG 6 or in a comparable relevant position in the wider Public Service;
- (ii) a Bachelors degree in Law (LLB) from a University recognized in Kenya, plus a Post Graduate Diploma in Law from a recognized institution; and be an advocate of the High Court of Kenya;

OR

- a Bachelors degree in any of the following disciplines: Land Economics, Land Survey or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Law, Land Economics, Land Survey or its equivalent qualification from a University recognized in Kenya;
- (iv) membership to a relevant professional body;
- (v) thorough knowledge of the various land registration laws and related statutes; and
- (vi) demonstrated professional competence and capability to manage, supervise, direct and co-ordinate all land registration matters effectively.

Duties and Responsibilities

Duties and Responsibilities at this level include:

- (i) coordinating development, implementation and review of land registration policies, strategies and programmes;
- (ii) interpreting, implementing and enforcing relevant land registration statutes and regulations;
- (iii) coordinating formulation of practice instructions and guidelines for implementation of the land registration policies and strategies;
- (iv) overseeing responses and attendance to court summons on land registration matters;
- (v) coordinating collection, adjudication, refund and recovery of stamp duties and land registration fees and penalties;
- (vi) coordinating land registrations appeals;
- (vii) resolving complaints on land registration matters, facilitating alternative disputes resolution;
- (viii) coordinating conversion of land registration records from one statute to another;

- (ix) coordinating preparation of certificate of incorporation under Trustees Perpetual Succession Act (Cap.164);
- (x) coordinating research on land registration trends and emerging issues;
- (xi) approving gazettement and replacement of lost titles; and
- (xii) maintaining a database of registered land countrywide.

SENIOR DEPUTY DIRECTOR OF SURVEYS - ONE (1) POSTS - V/NO. 19/2023

Salary Scale:	Kshs.133,870 – Kshs.197,800 p.m. (CSG 5)
House Allowance:	Ksh.48, 000 – 60,000 p.m (Depending on duty station)
Commuter Allowance:	Ksh.20, 000 p.m
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

For appointment to this grade, an officer must have:

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Deputy Director of Surveys CSG 6 or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatics/Geomatics Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey) or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following discipline; Land Surveying and Photogrammetry, Geomatics/Geomatics Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Survey), Hydrography or equivalent qualification from a University recognized in Kenya;
- (iv) full member of the Institution of Surveyors of Kenya (MISK);
- (v) demonstrated a high degree of administrative and professional competence and managerial capability required for effective planning organization and administration of the training programme; and
- (vi) a thorough understanding of national goals, policies and programmes and ability to relate them to the training function.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) providing effective and efficient geographic information in accordance with the Constitution of Kenya, Sessional Paper No. 3 on National Land policy 2009, Survey Act Cap 299, Registered Lands Acts (RLA) Cap 300 and other related statutes;
- (ii) providing modern geo-information which involves Land Surveying, Cartography, Photogrammetry, Photolithography and Hydrography leading to the establishment of a Nation Land Information System (NLIMS);
- (iii) formulating and reviewing policies in surveying, mapping and national spatial data infrastructure;
- (iv) approving astronomical, gravity magnetic, VLBI, Cadastral, adjudication, sub-divisional schemes, photo control, engineering and hydrographic surveys;
- (v) authorizing research of new and emerging technologies, preparation and publication of plans, maps, charts and national Gazettes on Geographical names;
- (vi) providing guidance on standardization and certification of survey equipment;
- (vii) monitoring and evaluating the survey and mapping activities;
- (viii) ensuring territorial integrity of the nation by defining and maintaining physical location on national and international boundaries; and
- (ix) managing, mentoring and developing staff working in the directorate.

**SENIOR DEPUTY DIRECTOR LAND ADJUDICATION AND SETTLEMENT-TWO (2)
POST V/NO. 20/2023**

Salary Scale:	Kshs.133,870 – Kshs.197,800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – Ksh.60, 000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

For appointment to this grade, an officer must have:

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Deputy Director Land Adjudication and Settlement, CSG 6 or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines: - Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology, Community Development or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following discipline; Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology, Community Development or equivalent qualification from a University recognized in Kenya;

- (iv) demonstrated professional ability, high integrity and competence matched by a proper appreciation of the country socio-economic development needs at the national sectoral and local levels; and
- (v) clear understanding of the National Development goals; Vision 2030, Millennium Development Goals; and the roles of Land Adjudication and settlement in achievement of the same.

Duties and Responsibilities

An officer at this level will be responsible to the director of Land Adjudication and Settlement for planning, organizing, directing, controlling and coordinating all technical and administrative activities; Specific duties and responsibilities include:

- (i) reviewing and interpreting policies on land adjudication and settlement;
- (ii) overseeing research on new and emerging trends in land adjudication and settlement;
- (iii) facilitating feasibility studies and environmental impact on assessment of establishment of land adjudication sections and settlement schemes;
- (iv) preparing and submitting technical and administrative reports;
- (v) coordinating, monitoring and evaluating land adjudication and settlement projects and programmes;
- (vi) appraising and safeguarding land adjudication and settlement records;
- (vii) overseeing computerized and management of analogue and digital archive;
- (viii) managing the settlement fund trustees asset inventory;
- (ix) preparing land adjudication and settlement strategic plan, annual work plans and procurement plans;
- (x) coordinating performance management and performance contracting processes;
- (xi) coordinating preparation of policy papers and cabinet memos; and
- (xii) managing, mentoring and developing staff working in the directorate.

SENIOR DEPUTY DIRECTOR LAND VALUATION-TWO (2) POST V/NO. 21/2023

Salary Scale: Kshs. 133,870 - Kshs 197,800 p.m. (CSG 5)

House Allowance:	Ksh.48, 000 – Ksh.60, 000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.20, 000 p.m
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

For appointment to this grade, an officer must have:

- (i) served for a minimum period of twelve (12) years and currently serving at the grade of Deputy Director, Land Valuation CSG 6 or in comparable and relevant positions in the wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines; Land Economics, Real Estate and Property studies or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines; Property Valuation, Estate Management, Property Studies, Real Estate or equivalent qualification from a University recognized in Kenya;
- (iv) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;
- (v) registered by the Valuers Registration Board; and
- (vi) demonstrated managerial and professional competence in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) initiating development and review of valuation policies, strategies, plans and programmes;
- (ii) coordinating development and review of the national land value index;
- (iii) initiating and supervising preparation of valuation rolls and supplementary valuation rolls;
- (iv) initiating and reviewing research on emerging value trends and valuation issues;
- (v) coordinating monitoring and evaluating valuation projects and programmes;
- (vi) coordinating investigation on valuation disputes and appeals;
- (vii) overseeing valuation for arbitration purposes for courts, quasi-judicial bodies and tribunals;
- (viii) preparing reports on the impact of infrastructural projects on land values;
- (ix) representing the public sector valuers and estate agent registration boards;
- (x) preparing progress reports on valuation;

- (xi) coordinating setting of performance targets and preparation of annual work plans, procurement plans and performance contracting processes; and
- (xii) mentoring and developing staff in the Directorate.

SENIOR DEPUTY DIRECTOR, PHYSICAL PLANNING -ONE (1) POST V/NO. 22./2023

Salary Scale:	Kshs.133,870 – Kshs.197,800 P.M (CSG 5)
House Allowance:	Ksh.48, 000 – Ksh.60, 000 p.m (Depending on duty station)
Commuter Allowance:	Ksh.20, 000 p.m
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

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

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Deputy Director of Physical Planning CSG 6 or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning or equivalent qualification from a University recognized in Kenya;
- (iv) corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) been registered by the Physical Planners Registration Board; and
- (vi) a clear understanding of the National Development goals; Vision 2030, millennium Development Goals and the ability to relate them to Physical Planning.

Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) initiating the formulation of national, regional and local physical development policies, guidelines and strategies;
- (ii) coordinating preparation and implementation of the National Spatial Plan;
- (iii) reviewing national, regional, county, metropolitan, urban, rural, physical development plans and strategic national projects/programmes;
- (iv) directing research on matters relating to physical planning and facilitating the implementation of the findings;
- (v) evaluating the annual state of planning reports and providing direction on issues arising;

- (vi) overseeing, monitoring and evaluation of physical planning projects/ programmes at the county and national levels;
- (vii) managing physical planning data bank;
- (viii) overseeing the automation of physical planning processes; and
- (ix) undertaking key programmes in collaboration and partnership with public agencies and other stakeholders on physical planning matters.

SENIOR DEPUTY DIRECTOR, LAND ADMINISTRATION -TWO (2) POST - V/NO. 23./2023

Salary Scale:	Kshs.133,870 – Kshs.197,800 p.m. (CSG 5)
House Allowance:	Ksh.48, 000 – Ksh.60, 000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.20, 000 p.m
Leave Allowance:	As existing in the Civil Service
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

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

- (i) served for a minimum period of twelve (12) years and currently serving in the grade of Deputy Director, Land Administration, CSG 6 or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following fields: Land Economics, Land Administration, Geography, Agricultural Economics or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Land Administration, Land Economics, Geography, Agricultural Economics or equivalent qualification from a University recognized in Kenya;
- (iv) registered with the Institution of Surveyors of Kenya (ISK) Land Administration Management Chapter;
- (v) demonstrated professional competence and high integrity matched with proper appreciation of the country’s socio-economic development needs at the national, sectoral and county levels; and
- (vi) demonstrated efficient and effective administrative skills and outstanding professional competence in land administration work.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) coordinating, implementing and enforcing Article 66 of the Constitution of Kenya 2010, the Land Act 2012, the Land Registration Act 2012, the Community Land Act 2016 and the Land Control Act Cap 302 of the Laws of Kenya and other relevant statutes, regulations and strategies;
- (ii) initiating review of legislation and policy relating to land administration;
- (iii) facilitating Alternative Dispute Resolution (ADR) on land administration matters;
- (iv) approving sub-divisions, amalgamations, change of user, extension of lease and building plans;
- (v) issuing consent for sales, transfers, charges, mortgages and sub-leases;
- (vi) approving leases for printing and registration;
- (vii) coordinating investigations on land administration matters;
- (viii) recommending action to be taken with regard to land administration reports;
- (ix) maintaining and integrating Land Information Management System (LIMS) with related systems;
- (x) coordinating Land Control Boards;
- (xi) ensuring compliance with land administration standards and principles as prescribed by the Constitution and Land laws;
- (xii) coordinating research on emerging trends and issues on land administration; and
- (xiii) managing staff in the directorate.

SECRETARY/CEO
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