



National Police Service Commission



JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

1. SECRETARY ADMINISTRATION JG 'T' V/NO. 1/2023 (1 POSITION)

Basic Salary Scale: Kshs. 169,140- 324,430 Per month

House Allowance: Kshs. 80,000 Per month

Extraneous Allowance- 60,000

Entertainment Allowance- 65,000

Domestic Servant Allowance- 15,600

Leave allowance: Kshs. 10,000 Per year

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The incumbent will be the principal deputy to the Principal Administrative Secretary (PAS). The officer will assist the PAS in providing strategic leadership and policy direction.

Specific duties will include: co-ordination and supervision of the field administrative activities; formulation and dissemination of policies programmes and strategic plans; organization of state functions; representing the PAS at various fora; supervision, management and development of field offices; and co-ordination and mobilization of resources for efficient and effective service delivery.

Requirements for Appointment

- i. A Masters Degree or Post Graduate Diploma in any Social Science from a recognized Institution;
- ii. attended a Strategic Leadership Development Programme from a recognized Institution;

- iii. demonstrated outstanding leadership and managerial qualities required at this level; and
- iv. demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Administrative Officers' Function.

2. CHIEF FINANCE OFFICERS JG 'R' V/No. 2/2023 (1POSITION)

Basic Salary Scale: Kshs. 99,900 – 169,140 Per month

House Allowance: Kshs. 50,000 Per month

Commuter Allowance: Kshs. 16, 000 Per Month

Leave allowance: Kshs. 10,000 Per year

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Specific duties will entail:

- (i) Systematic scheduling of expenditures consistent with work plans;
- (ii) Contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- (iii) Budget planning, preparation and implementation at the ministry level; coordinating the preparation of annual work plans, procurement plans and cash management;
- (iv) Advising the accounting Officer on financial management matters; and
- (v) Coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports.

Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Deputy Chief Finance Officer/Senior Assistant Director Budget or a comparable and relevant position in the Public Service for at least three years (3);
- (ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- (iii) shown outstanding capability in Financial Management attended Strategic Leadership Development Programme course lasting not less than from a recognised institution

3. CHIEF ECONOMIST, JOB GROUP 'R' V.NO. 3/2023 - (1 POSITION)

Basic Salary Scale: Kshs. 99,900 – 169,140 Per month

House Allowance: Kshs. 50,000 Per month

Commuter Allowance: Kshs. 16,000 Per Month

Leave allowance: Kshs. 10,000 Per year

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Specific duties include:

- i. Direction of economic planning functions or production of statistical data at the National Level
- ii. Coordination and formulation of national development strategies, Policies and Programs.
- iii. Preparation of national development plans and coordination of national positions on international economic subjects
- iv. Monitoring and evaluation of policies and programmes
- v. Planning and management of human resources, projection of manpower needs and training to meet national development objectives, population surveys and compilation of data for planning and social services
- vi. Assisting in collection, collation, processing and administration of statistical data in accordance with the Statistics Act
- vii. Formulating coordinated strategies, policies and programs for the harmonious development of the economic sectors, carrying out sectoral studies and research, monitoring changes in key indicators of sectoral economic structure, trends and efficiency.

Requirements for Appointment

For appointment to this grade:

- i. Served in the grade of Deputy Chief Economist/ Deputy Chief Statistician for at least three (3) years or other comparable and relevant position in economic planning
- ii. Attained qualification in Economics or Statistics of at least Masters of Arts, Masters of Science or Master of Philosophy level or their equivalent recognized qualifications

4. DEPUTY CHIEF LEGAL OFFICER, JOB GROUP 'R' V.NO. 4/2023 - (1 POSITION)

Basic Salary Scale: Kshs. 99,900 – 169,140 Per month

House Allowance: Kshs. 50,000 Per month

Commuter Allowance: Kshs. 16, 000 Per Month

Leave allowance: Kshs. 10,000 Per year

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Identifying issues and areas for policy formulation and reform;
- (ii) Undertaking research on legal issues: reviewing legal documents/instruments, opinions and briefs;
- (iii) Preparing periodic/country reports and ensuring compliance with regional and international instruments;
- (iv) Coordinating stakeholder consultations; undertaking law review;
- (v) Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;
- (vi) Implementation and realization of the strategic plans and objectives in respect of the legal function;
- (vii) Coordinating and implementing work plans for the Section/Unit;
- (viii) Preparing and implementing performance appraisal systems;
- (ix) Preparing Section/Unit budgets;
- (x) Managing resources;
- (xi) Overall supervision, control, discipline, staff training and development;

Requirements for Appointment

- (i) served in the grade of Assistant Deputy Chief Legal Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor of Law's (LL.B) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Masters degree in Law or any other relevant Social Science from a recognized university;
- (v) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;

- (vi) Proficiency in computer applications

5. SENIOR MEDICAL OFFICER JG 'N' V/No. 5/2023 (2 POSITIONS)

Basic Salary Scale: Kshs. 49,000 – 87,360 Per month

House Allowance: Kshs. 15,400 ~ 35,000 Per month (as per the duty station)

Leave allowance: Kshs. 6,000 Per year

Commuter Allowance: Kshs. 8,000 Per month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Clerking, investigating and managing patients
- (ii) Conducting weekly clinic and theatre days
- (iii) Conducting emergency surgeries
- (iv) Working with Medical Specialists in wards, theatres and clinics
- (v) Undertaking Medical legal duties including filing of P3 forms
- (vi) Court attendance and performing post mortems
- (vii) Undertaking medical examinations
- (viii) Responding to intern calls
- (ix) Training and supervising medical Officers (interns) and other students
- (x) Carrying out outreach services
- (xi) Ensuring date and information is collected, transmitted and utilized to benefit the customer and service provider
- (xii) Preparing medical reports

Requirements for Appointment

- (i) Served as Medical Officer for a minimum period of three (3) years
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentist Board
- (iii) Registration Certificate by the Medical Practitioners and Dentist Board
- (iv) Valid practicing license from Medical Practitioners and Dentist Board
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

- (vi) Certificate in computer applications skills from a recognized institution
- (vii) Shown merit and ability as reflected in work performance and results

6. SENIOR PHARMACIST JG 'N' V/No. 6/2023 (4 POSITIONS)

Basic Salary Scale: Kshs. 49,000 – 87,360 Per month

House Allowance: Kshs. 15,400 - 35,000 Per month (as per the duty station)

Leave allowance: Kshs. 6,000 Per year

Commuter Allowance: Kshs. 8,000 Per month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Screening prescriptions for legal validity, drug contraindications, drugs interactions, appropriateness of dose, frequency and duration of dosing and patients convenience
- (ii) Preparation and dispensing of medicines according to good dispensing practices and counselling patients on use of medicines
- (iii) Making of extemporaneous preparations
- (iv) Ordering, receiving, storage and issuing of pharmaceuticals
- (v) Making entries into relevant inventory management records and registers
- (vi) Participating in ward rounds to identifying medicinal gaps and challenges
- (vii) Filing and safe custody of patients' prescription records
- (viii) Responding to request on medicine information from the general public and health workers
- (ix) Monitoring and reporting of medication errors
- (x) Preparing and disseminating drug availability list to various specialist clinics

Requirements for Appointment

- (i) Served as a pharmacist for a minimum period of one (1) year
- (ii) Bachelor of Pharmacy Degree (B. PHARM) from an institution recognized by the Pharmacy and Poisons Board

- (iii) Certificate of Registration by a pharmacist by the Pharmacy and Poisons' Board
- (iv) Valid practicing license from Pharmacy and Poisons' Board
- (v) Certificate IN Senior Management course lasting not less than four (4) weeks from a recognized institution
- (vi) Certificate in computer application from a recognized institution

7. PRINCIPAL PUBLIC COMMUNICATION OFFICER JG 'N' V/No. 7/2023 (1 POSITION)

Basic Salary Scale: Kshs. 49,000 – 87,360 Per month

House Allowance: Kshs. 15,400 - 35,000 Per month (as per the duty station)

Leave allowance: Kshs. 6,000 Per year

Commuter allowance: Kshs. 8,000 Per month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) gathering information on programmes, significant events in a specific sectoral area and the impact on customers, and forwarding the same to the head of Public Communications Unit for dissemination;
- (ii) assisting in the development of communications and media strategy;
- (iii) editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern.
- (iv) scheduling interviews with Government officials;
- (v) managing assigned projects/programmes, and
- (vi) organizing events under the guidance of the head of the Public Communications Unit.

Requirements for Appointment

- i) have served in the grade of Senior Public Communications Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) have a clear understanding of the working of the media and the socio-political environment in Kenya;

- iii) possess good oral and written communication skills in both English and Kiswahili;
- iv) possess advanced computer application skills;
- v) attended a management course lasting not less than four (4) weeks; and
- vi) have demonstrated professional and managerial competence as reflected in work performance and results.

8. CLINICAL OFFICER I JG 'K' V/No. 8/2023 (2 POSITIONS)

Basic Salary Scale: Kshs. 38,270 – 51,170 Per month

House Allowance: Kshs. 7,500-16,500 Per month (as per the duty station)

Leave allowance: Kshs. 6,000 Per year

Commuter Allowance: Kshs. 5,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Management of clinical services in hospitals or health centers
- ii. Attending to patients, supervising clinical services and carrying out primary health care activities of the catchment areas
- iii. Practical training, counseling and guiding clinical students attached to the hospital/health center
- iv. Participating in curriculum development of clinical training, its implementation and evaluation
- v. Recruitment and orientation of students on clinical practice and maintenance of records
- vi. Certificate in Computer applications from a recognized institution

Requirements for Appointment

- i. A Bachelor of Science degree in Clinical Medicine or Community Health; and
- ii. Been registered by the clinical officers' council

9. CLINICAL OFFICER III JG 'H' V/No. 9/2023 (8 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per Month

House Allowance: Kshs. 3,200 – 6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Seeing and examining patients
- ii. Diagnosing and treating patients' ailments at an outpatient department in a hospital or Health center
- iii. Conducting primary health care activities
- iv. Teaching students attached to the hospitals and health centers
- v. Supervising and counselling a small number of staff engaged on routine patients' care
- vi. Giving support and health education to patients
- vii. Any other duties which may be assigned

Requirements for Appointment

- i. Kenya Certificate of secondary Education (KCSE), mean grade C, with at least a C in Biology, English or Kiswahili and a C-(Minus) in any other two science subjects
- ii. Have successfully completed three (3) years pre service training at a Medical Training College or any other recognized Medical Training Institution and have been awarded a Diploma in Clinical Medicine or its equivalent
- iii. Have been registered by Clinical Officers Council
- iv. Certificate in Computer applications from a recognized institution

10. NURSING OFFICER II, JOB GROUP 'J' - V/No. 10/2023- (2 POSITIONS)

Basic salary Scale: Kshs. 31,270-41,260 Per month

House Allowance: Kshs. 4,200-10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Plan supervise, evaluate and co-ordinate nursing care at an out-patient department/ward in a hospital or a health center;
- ii. Provide support and health education to patients and relatives.
- iii. Undertake practical training, counseling and guiding nursing students in the clinical area; and
- iv. Orientation of new students.

Requirements for Appointment

- i. A Bachelor of Science (BSc) degree in Nursing from a recognized University.
- ii. Registration certificate issued by the Nursing Council of Kenya
- iii. Valid Practicing license from Nursing Council of Kenya
- iv. Certificate in Computer applications from a recognized institution

11. REGISTERED NURSE III, JOB GROUP 'H' V.No. 11/2023 - (8 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200-6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illness (IMCI), immunization, PMTCT, ante natal care and delivery,
- iii. providing health education and counseling to patients/clients and community on identified health needs
- iv. Referring patients and clients appropriately
- v. Facilitating patient's admission and initiating discharge plans
- vi. Maintaining records on patients/clients' health condition and care
- vii. Ensuring a tidy and safe clinical environment
- viii. Compiling data

Requirements for Appointment

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered midwifery, or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution

- ii. Registration certificate issued by the Nursing Council of Kenya
- iii. Valid Practicing license from Nursing Council of Kenya
- iv. Certificate in computer application from a recognized institution

12. LAB TECHNOLOGIST III JG 'H' V/No. 12/2023 (10 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200 – 6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Offering general diagnostic or other laboratory services in a medical laboratory, blood transfusion services or Division of Vector Borne Diseases

Requirements for Appointment

- i. Kenya Certificate of secondary Education (KCSE), mean grade C, or its equivalent qualification with at least C in Biology or biological sciences, Chemistry or Physical Science, English or Kiswahili and C in Mathematics or Physics
- ii. Have successfully completed three (3) years pre service training at The Kenya Medical Training college or any other institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board and have been awarded a Diploma in Medical Laboratory Sciences
- iii. Have been registered by The Kenya Medical Laboratory Technicians and Technologists Board as a registered Medical Laboratory Technologist
- iv. Certificate in Computer applications from a recognized institution

13. RECORDS MANAGEMENT OFFICER II JG 'J'. V/No. 13/2023 (20 POSITIONS)

Basic salary Scale: Kshs. 31,270-41,260 Per month

House Allowance: Kshs. 4,200-10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Ensuring Security of files and Documents
- ii. Renewing file Covers
- iii. Ensuring Proper Handling of Documents
- iv. Pending Correspondence and Bring Ups
- v. Receiving and dispatching letters
- vi. Maintaining related Registers
- vii. Preparing Disposal Schedules
- viii. Disposing dead files in accordance with relevant Government regulations.
- ix. Any other duties which may be assigned

Requirements for Appointment:

- i. A Bachelor's Degree in Information Science/ Records Management or any of the Social Sciences from a recognized Institution.

Certificate in Computer applications from a recognized institution

14. RECORDS MANAGEMENT OFFICER III, JOB GROUP 'H' V.No. 14/2023 ~ (80 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200-6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Annual Leave: 30 working days per financial year

Commuter Allowance: Kshs. 4,000

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Receiving, sorting, opening, filing, minuting and distribution of mail
- ii. Dispatching of mails

- iii. Guiding on file disposal

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution
- ii. A diploma in Records/Information management or equivalent qualifications from a recognized Institution
- iii. Certificate in computer application from a recognized institution.

15. ACCOUNTANT II JG 'J' V/No. 15/2023 (60 POSITIONS)

Basic Salary Scale: Kshs. 31,270 – 41,260 Per month

House Allowance: Kshs. 4,200 – 10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry.
- ii. Balancing of cashbooks, imprest and advances ledgers
- iii. Routine accounting work
- iv. Safe custody of records and assets under him /her.

Requirements for Appointment

- i. A pass in Part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications

OR

Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) from a recognized institution or any other relevant equivalent qualification.

- ii. Certificate in Computer applications from a recognized institution

16. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II JG ‘J’. V.No. 16/2023 (10 POSITIONS)

Basic Salary Scale: Kshs. 31,270 – 41,260 Per month

House Allowance: Kshs. 4,200-10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Analyzing, designing, coding, testing, implementing computer programs and providing user support
- ii. Maintaining support systems and training of users
- iii. Repairing and maintaining of information communication technology and associated peripherals
- iv. Receiving, installing and certifying of information communication technology equipment
- v. Configuration of new information communication technology equipment

Requirements for Appointment

- i. A Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized institution
- ii. Certificate in Computer applications from a recognized institution

17. INFORMATION COMMUNICATION TECHNOLOGY OFFICER III JOB GROUP ‘H’ ~ V/No. 17/2023-(40 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200-6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Writing and testing simple computer programs according to instructions and specifications
- ii. Assisting in the implementation of the computer systems
- iii. Providing user support and training of users
- iv. Repairs and maintenance of ICT equipment and associated peripherals
- v. Monitoring the performance of ICT equipment and reporting any faults for further action

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain with at least a C- (minus) in mathematics and English/Kiswahili or its approved equivalent
- ii. A diploma in any of the following fields: Computer Science, Electrical/Electronic Engineering or its equivalent qualifications from a recognized institution
- iii. Certificate in Computer applications from a recognized institution

18. SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'J' V.No. 18/2023 -(20 POSITIONS)

Basic Salary Scale: Kshs. 31,270 – 41,260 Per month

House Allowance: Kshs. 4,200 – 10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Warehousing;
- ii. Distribution Management;
- iii. Fleet Management;
- iv. Disposal of Stores and Equipment;

- v. Procurement;
- vi. Market Surveys and Research;
- vii. Inventory and Stock Control, in accordance with the laid down regulations and procedures.

Requirement for Appointment

- i. A Bachelor's Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized institution.
- ii. Certificate in Computer applications from a recognized institution

19. SUPPLY CHAIN MANAGEMENT ASSISTANT III JOB GROUP 'H' - V/No. 19/2023-(40 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200-6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Issuing and receiving stores,
- ii. Stock taking,
- iii. Reconciliation,
- iv. Preparation and maintenance of records.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C – (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution; and
- ii. A Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution
- iii. Certificate in computer application from a recognized institution.

20. HUMAN RESOURCE MANAGEMENT OFFICERS II JG ‘J’ V.No. 20/2023 (40 POSITIONS)

Basic Salary Scale: Kshs. 31,270 – 41,260 Per month

House Allowance: Kshs. 4,200 - 10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Verification of information relating to recruitment, appointments, transfers, human resource management records and compliment control.
- ii. Processing cases for the NPS human resource management advisory committee and assisting in the implementation of the decisions thereof and supervising and guiding clerical staff in the division/section.

Requirements for Appointment

(i) Bachelor’s degree in social sciences such as: Government, Sociology, Economics, Public Administration, Business Administration, Human Resource Management/Personnel Management or any other relevant qualification from a recognized university/institution.

(ii) Certificate in computer application from a recognized institution.

21.HUMAN RESOURCE MANAGEMENT ASSISTANT III, JOB GROUP ‘H’ V.No. 21/2023 ~ (20 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200-6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Handling simple tasks of analytical nature
- ii. Implementing certain decisions within the existing rules, regulations and procedures
- iii. Supervising clerical officers and other supporting staff

Requirements for Appointment

- i. At least a C- minus in the Kenya Certificate of Secondary Examination (KCSE);
- ii. A diploma in Human Resource Management, Records Management or its equivalent from a recognized institution
- iii. Certificate in computer applications from a recognized institution

22. COUNSELLOR II JG 'J' V.No. 22/2023 (47 POSITIONS)

Basic Salary Scale: Kshs. 31,270 – 41,260 Per Month

House Allowance: Kshs. 4,200-10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. conducting client intake and individual counselling sessions; and
- ii. keeping appropriate records.

Requirements for Appointment

- (i) Bachelor's Degree in Counselling or a Bachelor's Degree in any of the Social Sciences with a Post-Graduate Diploma from a recognized institution; and,
- (ii) (ii) Registration with the Kenya Counselling Association (KCA)

23.HOSPITALITY OFFICER II JG ‘J’ V.No. 23/2023 (10 POSITIONS)

Basic Salary Scale: Kshs. 31,270 – 41,260 Per Month

House Allowance: Kshs. 4,200-10,000 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Commuter Allowance: Kshs. 4,000 Per Month

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Ensuring efficient and proper organization and management of hospitality services
- ii. Carrying out on the job training of staff
- iii. Supervising staff
- iv. Monitoring staff performance
- v. Ensuring conformity with set standards
- vi. Reviewing menus
- vii. Carrying out training needs assessment yearly
- viii. Ensuring use of standard operating procedures

Requirements for Appointment

- i. Bachelor’s degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized institution.
- ii. Certificate in computer application from a recognized institution.

24. ASSISTANT CHEF, JOB GROUP ‘H’ V.No. 24/2023 - (15 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200 – 6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

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

Requirements for Appointment

- i. Diploma in any of the following fields; Catering and Hotel Management, Food and Beverage Production and Service or Hospitality or hospitality management or any other equivalent qualification from a recognized institution.
- ii. Certificate in Computer applications from a recognized institution

25. WAITER ASSISTANT III, JOB GROUP 'E' V.No. 25/2023 - (25 POSITIONS)

Basic Salary Scale: Kshs. 15,670 – 17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Cleaning floors and windows within the service area;
- ii. Cleaning glassware, cups, trays and cutlery;
- iii. Wiping and arranging furniture in the restaurant;
- iv. Carrying out table set-up;
- v. Wiping cutlery and glassware;
- vi. Assisting in food and beverage services.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its approved equivalent;
- ii. Craft certificate in food and beverage production, sales and service or its equivalent qualification from a recognized institution;

OR

Have attended a formal course lasting not less than two (2) months in food and beverage sales and service organized by the Kenya Utalii college or other recognized institution.

26. COOK III, JOB GROUP 'E' V.No. 26/2023 – (70 POSITIONS)

Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Roles and Responsibilities:

- i. Preparation of raw foods for cooking;
- ii. Cleanliness of equipment used in production;
- iii. Washing cleaning materials and equipment;
- iv. Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;
- v. Setting up and preparing equipment for use in food preparation and production;
- vi. Alerting the supervisor of any defective equipment

Requirements for Appointment:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its approved equivalent;
- ii. Craft certificate in food and beverage production, sales and service or its equivalent from a recognized institution;

OR

Attended a formal course lasting not less than two (2) months in food production organized by the Kenya Utalii College or other recognized institution;

27.HOUSEKEEPING ASSISTANT III JOB GROUP ‘E’ ~ V/No. 27/2023-(20 POSITIONS)

Basic Salary Scale: Kshs. 15,670 – 17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Dusting and Cleaning rooms and corridors
- ii. Spreading beds
- iii. Washing cleaning materials and equipment
- iv. Replenishing cleaning materials and supplies
- v. Washing linen and guest laundry
- vi. Ironing guest laundry and linen
- vii. Ensuring proper maintenance and storage of all equipment used

Requirements for Appointment

- i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution
- ii. Formal Training lasting not less than two (2) months in Housekeeping and/or laundry or its equivalent qualification from a recognized institution.
- iii. Attended an induction course lasting not less than two (2) weeks

28. ASSISTANT OFFICE ADMINISTRATOR III JG ‘H’ V.No. 28/2023 (130 POSITIONS)

Basic Salary Scale: Kshs. 25,470 – 33,950 Per month

House Allowance: Kshs. 3,200-6,750 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 4,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Taking oral dictation and data processing
- ii. Managing e-office
- iii. Ensuring security of office records, documents and equipment;
- iv. Maintaining an up-to-date filing system in the office
- v. Operating office equipment
- vi. Managing Office Protocol
- vii. Managing office Petty Cash
- viii. Handling telephone calls and appointments
- ix. Supervising office cleanliness and any other office administrative service duties that may be assigned

Requirements for Appointment

- i. Kenya Certificate of Secondary Education, Mean Grade C- (minus) with at least C (plain) in English or Kiswahili language or its Equivalent qualification from a recognized institution.
- ii. Diploma in Secretarial studies from the Kenya National Examinations Council (KNEC)

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -

- i. Typewriting III (50w.p.m) Computerized Document Processing III
 - ii. Shorthand II (80 w.p.m)
 - iii. Business English II/ Communications I;
 - iv. Office Practice II
 - v. Secretarial Duties II
 - vi. Commerce II
 - vii. Office Management III/ Office Administration and Management III
- iii. Certificate in Computer applications from a recognized institution

29. CLERICAL OFFICER II JG 'F' V.No. 29/2023 (146 POSITIONS)

Basic Salary Scale: Kshs. 16,890 – 20,800 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Compiling Statistical Records
- ii. Sorting, Filing and Dispatching letters
- iii. Maintaining an efficient filing system
- iv. Processing appointments, Promotions, Discipline, Transfers and other related duties in Human Resource Management
- v. Computation of Financial or Statistical records based on routine or Special sources of information
- vi. Preparing payment vouchers
- vii. Compiling data and drafting simple letters

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C minus or its approved equivalent
- ii. Certificate in Computer applications from a recognized institution

30. SENIOR SUPPORT STAFF JG 'D' V.NO. 30/2023 (100 POSITIONS)

Basic Salary Scale: Kshs. 14,610 – 16,250 Per month

House Allowance: Kshs 2,375 – 4,125 Per month(as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Undertaking cleaning duties in the area of deployment
- ii. Performing messenger duties
- iii. Preparing tea and washing utensils
- iv. Undertaking any other related duties

Requirements for Appointment

- i. Kenya Certificate of Education Division IV

OR

ii. Kenya Certificate of Secondary Education D Plain

31. MORTUARY ATTENDANT (2b) JG 'E' - V.NO. 31/2023 (2 POSITIONS)

Basic Salary Scale: Kshs. 15,670 – 17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Receiving of dead bodies from wards, public and police and delivering same to relatives/parents/police.
- (ii) Wrapping in mortuary sheets, labelling and storing of dead bodies in the cold room of the mortuary
- (iii) Keeping of appropriate registers for receipt and delivery of dead bodies at the mortuary
- (iv) Embalming of bodies whenever required
- (v) Delivering of dead bodies after autopsies to relatives/parents/police
- (vi) Placing of dead bodies from wards and after autopsies in appropriate coffins whenever required
- (vii) Assisting in postmortems
- (viii) Proper cleanliness and upkeep of the Mortuary and cold room equipment

Requirements for Appointment

- (i) Be a Kenyan Citizen
- (ii) Relevant Training from a recognized institution

32. DRIVER II, JOB GROUP 'E' - V.NO. 32/2023 - (20 POSITIONS)

Basic Salary Scale: Kshs. 15,670 – 17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Driving a motor vehicle as authorized
- ii. Carrying out routine checks on the vehicle's cooling, oil, tyre pressure, electrical and brake system
- iii. Detecting and reporting malfunctioning of vehicle systems
- iv. Maintenance of work tickets for vehicles assigned
- v. Ensuring security and safety for the vehicle on and off the road
- vi. Ensuring safety of the passengers and/or goods therein
- vii. Maintaining cleanliness of the vehicle

Requirements for Appointment

- i. Served in the grade of Driver III for a minimum period of three (3) years
- ii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive
- iii. Passed Occupational Trade test III for Drivers
- iv. Defensive Driving Certificate from Automobile Association of Kenya or its equivalent qualification from a recognized institution
- v. Attended a First Aid Certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any recognized institution
- vi. Attended a refresher course for drivers lasting not less than one week within every three (3) years at Kenya Institute of Highway and Building Technology KIHBT or any other recognized institution
- vii. A valid Certificate of Good Conduct from the Kenya Police; and
- viii. Shown merit and ability as reflected in work performance and results

33. ARTISAN III (ELECTRICAL TECHNICIAN) JOB GROUP 'E' - V/No. 33/2023-(20 POSITIONS)

Basic Salary Scale: Kshs. 15,670 – 17,570 per month

House Allowance: Kshs. 2,700 – 4,500 per month (as per the duty station)

Leave allowance: 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month
Annual Leave: 30 working days per financial year
Medical Cover: As provided in the current NPS cover
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Electrical Technician).

Requirements for Appointment

Government Trade Test Certificate Grade III in Electrical Technician

34. ARTISAN III (CARPENTRY) JOB GROUP 'E' - V/No. 34/2023-(10 POSITIONS)

Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 - 4500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Carpentry)

Requirements for Appointment

Government Trade Test Certificate Grade III in Carpentry

35. ARTISAN III (MASON) JG 'E' V.No. 35/2023 (20 POSITIONS)

Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 - 4500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This will be the entry grade for this cadre.

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Masonry).

Requirements for Appointment

Government Trade Test Certificate Grade III in Masonry

3 Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

36. ARTISAN III (PLUMBER) / - JG 'E' V.No. 36/2023 – (10 POSITIONS)

Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Plumbing).

Requirements for Appointment

Government Trade Test Certificate Grade III in Plumbing

37.ARTISAN III (Mechanical)- JG 'E' V.NO. 37/2023 (45 POSITIONS)

Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialization (Mechanical)

Requirements for Appointment

Government Trade Test Certificate Grade III in Mechanics

38. BOILER ASSISTANT III JG 'E' ~ V.NO. 38/2023 (10 POSITIONS)

Basic Salary Scale: Kshs. 15,670 -17,570 Per month

House Allowance: Kshs. 2,700 – 4,500 Per month (as per the duty station)

Leave allowance: Kshs. 4,000 Per year

Commuter Allowance: Kshs. 3,000 Per Month

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the current NPS Medical Cover

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Maintenance of high-pressure boiler,
- ii. Operating high pressure boilers, including starting and shutting down;
- iii. Ensuring safety by monitoring safety equipment;
- iv. Identifying potential issues and taking appropriate steps to suspend operations and repair the problem;
- v. Perform necessary repairs and replacements;
- vi. Testing high- and low-pressure safety controls;
- vii. Ensuring meter readings of pressure and temperatures are recorded; and
- viii. Observing fire and safety precautions

Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution;
 - (ii) National Trade Test III certificate in the area of specialization (Boiler Operation) from National Industrial Training Authority or any other recognized institution;
- OR**
- (iii) Certificate in plant and machine maintenance/operator from Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.