



**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”*

**VACANT POSITIONS IN THE PUBLIC SERVICE COMMISSION**

Applications are invited from qualified persons for the positions shown below.

V/NO.	POST	GRADE	NUMBER OF VACANCIES
139/2024	Director, Human Resource Management and Development	PSC 2	1
140/2024	Senior Deputy Director, Human Resource Management and Development-Human Resource Development and PSIP	PSC 3	1
141/2024	Senior Deputy Director, Human Resource Management and Development- Discipline and Employee Wellness	PSC 3	1
142/2024	Director, Recruitment and Selection	PSC 2	1
143/2024	Senior Deputy Director, Human Resource Management and Development- Human Resource Planning	PSC 3	1
144/2024	Director, Compliance and Performance Management	PSC 2	1
145/2024	Director, Organization Design and Career Management	PSC 2	1
146/2024	Senior Deputy Director, Organization Design and Career Management-Career and Advisory Services	PSC 3	1
147/2024	Director, Legal Services-	PSC 2	1
148/2024	Senior Deputy Director- Board Secretariat	PSC 3	1
149/2024	Senior Deputy Director, Management Information Systems	PSC 3	1
150/2024	Senior Deputy Director, Research, Policy Analysis and Analytics	PSC 3	1

The details of the posts can be accessed on the Commission's website.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. It is an ~~off~~ 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 candidates 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 Kenyans 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.

The Public Service Commission is committed to implementing the provisions of the Constitution - Article 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.**

Applications should reach the Commission **on or before 6<sup>th</sup> May 2024 latest 5.00 pm (East African Time).**

**AG. SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**

## 1.0 DIRECTORATE OF HUMAN RESOURCE AND DEVELOPMENT

### I. DIRECTOR, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT, PSC GRADE 2

ONE (1) POST

VACANCY/NO: 139/2024

Basic Salary Scale	Ksh 521,071 x 20041 - Ksh 601,222 pm 60% is Basic Salary. 40% is Allowances
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Contract

#### (a) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Cumulative service period of fifteen (15) years in the field of Human Resource Management in the wide Public Service, and must be in the grade of Senior Deputy Secretary Grade PSC 3 or in an equivalent senior management position in the Public Sector;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Business Administration (Human Resource Management option) Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines: - Human Resource Management and development, Business Administration (Human Resource Management option) Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lasting not less than six (6) weeks from a recognised institution;
- (v) Membership of a relevant professional body;
- (vi) Demonstrated thorough understanding of national goals policies and development objectives and ability to transform them into strategic human resource Management and Development; and
- (vii) Proficiency in computer applications

#### (b) Duties and Responsibilities

- (i) Overseeing the development, review and interpretation of policies, guidelines, strategies and frameworks to guide the human resource management and development function in the Public Service;
- (ii) Providing professional and technical expertise on human resource functions to MDAs and County Governments, in respect of terms and conditions of service, disciplinary control, appeals, training, employee relations and wellness;
- (iii) Analysing the human resource master plan and recommending appropriate interventions to ensure the Civil Service is manned by highly skilled and competent personnel;
- (iv) Overseeing the review of the staff performance appraisal system in the Public Service;
- (v) Drive initiatives for partnerships and linkages with key stakeholders including MDAs, County Governments, Professional bodies and associations, Training and Research Institutions;
- (vi) Overseeing the review and recommendation of terms and conditions of service for public service;
- (vii) Spearheading collaboration with training institutions for purposes of offering appropriate training programmes for officers in the Public Service;
- (viii) Ensuring that the Human Resource Management Information systems (HRIS) is secure and accessible;
- (ix) Ensuring that disciplinary matters and appeals are addressed in line with the laid down procedures and regulations;
- (x) Overseeing the development and implementation of strategies to promote Public Service Internship and Fellowship Programmes;
- (xi) Collaborating with stakeholders for financial support and attachment of the Interns and Fellows;
- (xii) Spearheading the development of frameworks for handling discipline matters and hearing appeals from MDAs;
- (xiii) Validating and presenting Board papers to ensure compliance with the applicable laws, regulations and guidelines and presenting to the Board for consideration;
- (xiv) Overseeing performance management and ensuring prudent utilization of resources;
- (xv) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and
- (xvi) Overseeing mentorship and coaching of staff in the Directorate.

## **II. SENIOR DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT (HUMAN RESOURCE DEVELOPMENT AND PSIP), PSC GRADE 3**

**ONE (1) POST**

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Local Agreement

**(a) Requirements for Appointment**

For appointment to this grade an officer must have:

- (i) Cumulative service period of fifteen (15) years, and must be at the grade of Deputy Director Human Resource Management, Job Grade PSC 4 or in a comparable and relevant position in the Public Service;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Business Administration (Human Resource Management option) Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines: - Human Resource Management, Business Administration (Human Resource Management option) Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lasting not less than six (6) weeks from a recognised institution;
- (v) Membership of a relevant professional body;
- (vi) Demonstrated professional competence and managerial capability in work performance and results; and
- (vii) Proficiency in computer applications.

**(b) Duties and Responsibilities**

- (i) Coordinating the formulation, implementation and review of legislations, policies, guidelines, frameworks, procedures and strategies for standardized management of human resource in the Public Service;
- (ii) Recommending institutional frameworks for discharging the Human Resource Management function;
- (iii) Overseeing the implementation of staff performance appraisal systems in the Civil Service and preparing reports for consideration by the board;
- (iv) Overseeing the update and management of Human Resource Management Information Systems (HRIS);
- (v) Overseeing the implementation of human resource plans and succession management strategies for the public service;

- (vi) Coordinating research on emerging issues in human resource management and proposing interventions;
- (vii) Reviewing and recommending changes in respect to the terms and conditions of service in the Public Service;
- (viii) Coordinating preparation of Board reports on human resource management matters for the relevant Board Committees;
- (ix) Organizing and allocating tasks to staff;
- (x) Coordinating the preparation of individual work plans; and
- (xi) Preparing budget, procurement plans and cash flow projections.

### III. SENIOR DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT (DISCIPLINE & EMPLOYEE WELLNESS), PSC GRADE 3

ONE (1) POST

VACANCY/NO: 141/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m 60% is Basic Salary. 40% is Allowances
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Local Agreement

#### (a) Requirements for Appointment

- (i) Cumulative service period of fifteen (15) years, and must be at the grade of Deputy Director, Human Resource Management Job Grade PSC 4 or in a comparable and relevant position in the Public or private sector;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Business Administration (Human Resource Management option) Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines:- Human Resource Management, Business Administration (Human Resource Management option) Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lting not less six (6) weeks from a recognised institution;
- (v) Membership of a relevant professional recognized body;
- (vi) Demonstrate professional competence and managerial capability in work performance and results; and

(vii) Proficiency in computer applications.

**(b) Duties and Responsibilities**

- (i) Coordinating the formulation, review and interpretation of discipline & employee wellness policies, procedures, standards, guidelines and strategies in line with the relevant Laws and regulations;
- (ii) Overseeing implementation of policies, guidelines and procedures on discipline employee wellness services in the Public Service;
- (iii) Coordinating research on factors contributing to employees social, psychological and health related challenges and recommend appropriate policy interventions;
- (iv) Spearheading development of frameworks for hearing and determining appeals from county governments, State Corporations and State Universities;
- (v) Overseeing implementation of capacity Building programmes for officers handling the discipline function;
- (vi) Monitoring disciplinary cases to ensure that they are promptly concluded in line with the prevailing regulations and fair administrative practices;
- (vii) Coordinating processing of discipline cases from MDAs;
- (viii) Coordinating the hearing and determination of County Appeals;
- (ix) Organizing and allocating tasks to staff;
- (x) Coordinating the preparation of individual work plans; and
- (xi) Preparing budget, procurement plans and cash flow projections.

**1.0 RECRUITMENT AND SELECTION DIRECTORATE**

**I. DIRECTOR, RECRUITMENT & SELECTION, PSC GRADE 2**

ONE (1) POST

VACANCY/NO: 142/2024

Basic Salary Scale	Ksh 521,071 x 20041 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Contract

**(a) Requirements for Appointment**

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

- (i) Cumulative service period of fifteen (15) years in the field of Human Resource Management and Development in the Public Sector and must be in the grade of Senior Deputy Director Job Grade 3 or in an equivalent and comparable Senior Management position in the wider Public Service;
- (ii) Bachelors degree in any of the following disciplines: Human Resource Management, Business Administration, Public Administration, Business Management, Industrial Relations, Political Science or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Human Resource Management, Social Sciences, Business Management, Business Administration, Public Administration or equivalent qualification from a recognized institution;
- (iv) Membership to a relevant professional body;
- (v) Leadership course lasting not less than six (6) weeks from a recognised institution;
- (vi) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into compliance and performance management policies and programmes; and
- (vii) Proficiency in computer applications.

### **(b) Job Descriptions**

Duties and responsibilities at this level will entail

- (i) Overseeing the development and review of recruitment policies and procedures in compliance with the relevant statutes;
- (ii) Spearheading the development of strategies on recruitment, appointment and assessment for the public service;
- (iii) Overseeing the analysis and processing of Recruitment and Selection requests from MDAs;
- (iv) Coordinating preparation of Board papers on recommendations and requests emanating from Ministries, State Departments and Agencies to ensure compliance with the applicable law, regulations and guidelines for effective decision making;
- (v) Coordinating the recruitment and selection functions and activities in the Civil Service;
- (vi) Coordinating the screening of applications, compiling recruitment data and undertaking pre-selection;
- (vii) Coordinating the preparation of recruitment and selection annual master plan in liaison with MDAs;
- (viii) Overseeing the development of recruitment and selection standards and assessment tools to be used in the Public Service;
- (ix) Steering the development of recruitment and selection standards and assessment tools to be used in the Public Service;
- (x) Overseeing the monitoring of advertised posts to ensure adherence to fair and open competition principles;



- (xi) Establishing partnership with professional bodies, institutions of higher learning and other stakeholders on matters relevant to the recruitment and assessment in the public service;
- (xii) Spearheading the preparation of briefs of shortlists of candidates for specific positions for consideration and approval by the Board;
- (xiii) Coordinating the development of competency frameworks for the Public Service;
- (xiv) Overseeing the development and issuance of guidelines to MDAs on best practices for recruitment and selection;
- (xv) Spearheading the development and issuance of guidelines for undertaking human resource planning in the public service;
- (xvi) Coordinating the consultation with subject matter experts on the development of a policy for identification of experts and researchers for engagement in special circumstances;
- (xvii) Overseeing performance management and ensuring prudent utilization of resources;
- (xviii) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and
- (xix) Overseeing mentorship and coaching of staff in the Directorate

## II. SENIOR DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HUMAN RESOURCE PLANNING) PSC GRADE 3

ONE (1) POST

VACANCY/NO: 143/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Local Agreement

### (a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years, in the field of Human Resource Management and Development in the Public Sector and must be at the grade of Deputy Director, Human Resource Job Grade PSC 4 or in a comparable and relevant position in the wider Public Service;

- (ii) Bachelors degree in any of the following disciplines: Human Resource Management, Business Administration, Public Administration, Business Management, Industrial Relations, Political Science or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Human Resource Management, Social Sciences, Business Management, Business Administration, Public Administration, Public Policy or equivalent qualification from a recognized institution;
- (iv) Membership of a relevant professional body;
- (v) Leadership course lasting not less than six (6) weeks from a recognised institution;;
- (vi) Demonstrate professional competence and managerial capability in work performance and results; and
- (vii) Proficiency in computer applications.

**(b) Duties and Responsibilities**

- (i) Spearheading the development frameworks and guidelines for human resource plans;
- (ii) Overseeing the implementation of Human Resource Plans for MDAs;
- (iii) Analysing current and future organizational needs to determine the quantity and quality of employees required to achieve the Commissions goals;
- (iv) Reviewing plans of addressing skills gaps and proposing appropriate training programmes;
- (v) Analysing data on the public service human capital and propose appropriate interventions;
- (vi) Aligning public service human capital with the Commission's overall strategy and goals;
- (vii) Advising on optimal resource allocation for human capital;
- (viii) Recommend strategies for attraction and retention of talents in the public service;
- (ix) Providing regular reports and updates on Human Resource planning activities to the Commission and other stakeholders;
- (x) Organize and allocate tasks to staff members in the Department to ensure optimal utilization of the resources in the department;
- (xi) Coordinating the preparation of individual work plans for staff members in the Department;
- (xii) Coordinating the preparation of department's strategic objectives and budgets in accordance with Commission's financial guidelines and account for program activities; and
- (xiii) Developing of Departmental budget, procurement plans and cash flow projections.

## 2.0 COMPLIANCE AND PERFORMANCE MANAGEMENT DIRECTORATE

### I. DIRECTOR, COMPLIANCE AND PERFORMANCE MANAGEMENT, PSC GRADE 2

ONE (1) POST

VACANCY/NO: 144/2024

Basic Salary Scale	Ksh 521,071 x 20041 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Contract

#### (a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years in a relevant field, and must be in the grade of Senior Deputy Director Job Grade PSC 3 or in an equivalent and comparable Senior Management position in the wider Public Service;
- (ii) Bachelors degree in any of following discipline: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Business Administration, Sociology, Economics, Public Administration, Public Policy or any other relevant Social Science from a recognized Institution;
- (iii) Masters degree in any of the following discipline: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Business Administration, Sociology, Economics, Public Administration, Public Policy or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than six (6) weeks from a recognized Institution;
- (v) Membership to a relevant professional body where applicable and of good standing;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into compliance and performance management policies and programmes.

#### (b) Duties and Responsibilities

- (i) Overseeing the development, review and implementation of compliance and performance management policies, strategies, guidelines, procedures and standards;
- (ii) Ensuring the development and review of business processes in selected MDAs and making recommendations for improved service delivery;
- (iii) Coordinating the development and management of an Integrated Performance Management system for the public service;
- (iv) Ensuring implementation of Public Service Commission (Performance Management) Regulations, 2021;
- (v) Facilitating implementation of the Annual Public Service Excellence Award (PSEA) scheme;
- (vi) Overseeing evaluation and reporting on the efficiency and effectiveness of the Public Service;
- (vii) Formulating and reviewing monitoring and evaluation strategies, standards and tools for risk management in the Public Service;
- (viii) Overseeing monitoring and evaluation of the organization, administration and personnel practices in Public Service;
- (ix) Ensuring compliance of service regulations, policies and guidelines in the public service;
- (x) Coordinating development and review of human resource audit strategies, standards and benchmarks associated with risk management;
- (xi) Ensuring alignment of individual with institutional performance;
- (xii) Overseeing the implementation of PSC and MHRAMAC decisions;
- (xiii) Promoting the development and establishment of a common approach to strategic performance management in the public service;
- (xiv) Overseeing the development of strategies for institutionalization of performance management in the public service;
- (xv) Coordinating the evaluation and assessment of service delivery in the public service;
- (xvi) Overseeing performance management and ensuring prudent utilization of resources;
- (xvii) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and
- (xviii) Overseeing mentorship and coaching of staff in the Directorate.

### **3.0 ORGANIZATION DESIGN AND CAREER MANAGEMENT DIRECTORATE**

#### **1. DIRECTOR, ORGANIZATION DESIGN AND CAREER MANAGEMENT, PSC GRADE 2**

**ONE (1) POST**

VACANCY/NO: 145/2024

Basic Salary Scale	Ksh 521,071 x 20041 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Contract

**(a) Requirements for Appointment**

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

- (i) Cumulative service period of fifteen (15) years in the field of organization and career design and development in the public Sector, and must be in the grade of Senior Deputy Director PSC Grade 3 or in an equivalent and comparable position in the wider Public service.
- (i) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other Social Science from a recognized institution;
- (i) Master's degree in any of the following fields: Business Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Economic, Statistics, Organization Design and Development, Education or any other relevant qualification from a recognized institution;
- (i) Certificate in Management or Human Resource Consultancy lasting not less six (6) Months or equivalent qualification from a recognized institution;
- (ii) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution;
- (iii) Membership to a relevant professional body;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated professional competence, managerial capability and a thorough understanding of the provisions of Management Consultancy Services policies and have the ability to relate them to the national development goals

**(b) Duties and Responsibilities**

- (i) Developing policies, strategies, procedures and guidelines on organization design and development, career management and succession management;

- (ii) Overseeing development, review and implementation of staffing norms and standards in the Public Service;
- (iii) Overseeing development and implementation of career management policies and guidelines in MDAs, State Corporations and Public Universities;
- (iv) Overseeing validation of reports on organization design and staff establishment prepared by MDAs to ensure adherence to professional standards issued by the Public Service Commission;
- (v) Presenting Board papers on organization design and career management to the Board.
- (vi) Developing benchmarks, professional standards and guidelines for establishment and abolition of offices in the Public Service;
- (vii) Overseeing research on emerging issues on organizational design, career management and development;
- (viii) Advising on the skills and competences required to deliver services and making recommendations for review of qualifications for positions in the Public Service in accordance with Section 48 of the PSC Act, 2017; and
- (ix) Mobilizing and managing the Directorate's human, financial and physical resources;
- (x) Overseeing performance management and ensuring prudent utilization of resources;
- (xi) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and
- (xii) Overseeing mentorship and coaching of staff in the Directorate.

**II. SENIOR DEPUTY DIRECTOR ORGANIZATION DESIGN AND CAREER MANAGEMENT-CAREER MANAGEMENT AND ADVISORY SERVICES, PSC GRADE 3**

ONE (1) POST

VACANCY/NO: 146/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%). Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Local Agreement

**(a) Requirements for Appointment**

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

- (i) Cumulative service period of fifteen (15) years in the field of Public Sector Organization and Career Design and must be in the grade of a Deputy Director, Career Management and Advisory Services or in a comparable and relevant position in the wider Public Service;
- (ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other Social Science from a recognized institution;
- (iii) Master's degree in any of the following fields: Business Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Economic, Statistics, Organization Design and Development, Education or any other relevant qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution;
- (v) Membership to a relevant professional body;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) Demonstrated professional competence, managerial capability and a thorough understanding of the provisions of Management Consultancy Services policies and have the ability to relate them to the national development goals

**(b) Duties and Responsibilities**

- (i) Developing, reviewing and implementing policy guidelines on career and succession management in the Public Service;
- (ii) Developing guidelines and framework for development and review of Career Guidelines for MDAs, State Corporations and Public Universities;
- (iii) Monitoring implementation of policies, strategies, procedures and guidelines on career and succession management in MDAs State Corporations and Public Universities;
- (iv) Coordinating validation on reports on career guidelines and succession management undertaken by MDAs to ensure adherence to professional standards and preparing briefs for consideration by the Commission
- (v) Capacity building and technical assistance to MDAs and State Corporations on Career management;
- (vi) Managing records on Commission decisions emanating from the department;
- (vii) Compiling management information reports on career and succession management for reference and decision making;
- (viii) Developing, interpreting and monitoring implementation of policies and guidelines on career and succession management in the Public Service;
- (ix) Coordinating capacity building of MDAs in career and succession management;
- (x) Organizing and allocating tasks to staff;
- (xi) Coordinating the preparation of individual work plans; and
- (xii) Preparing budget, procurement plans and cash flow projections.

## 4.0 LEGAL SERVICES DIRECTORATE

### I. DIRECTOR, LEGAL SERVICES, GRADE PSC 2

ONE (1) POST

VACANCY/NO:147/2024

Basic Salary Scale	Ksh 521,071 x 20041 - Ksh 601,222 pm 60% is Basic Salary. 40% is Allowances
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Contract

#### (a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years in the legal field and must be in the position of Senior Deputy Director Job Grade PSC 3 or in an equivalent and comparable senior Management position in the Public Sector;
- (ii) Postgraduate Diploma in Law from the Kenya School of Law;
- (iii) Bachelor of Laws Degree (LLB) from a recognized institution;
- (iv) Master of Laws Degree (LLM) from a recognized institution;
- (v) Advocate of the high court of Kenya;
- (vi) Leadership course lasting not less than six (6) weeks from a recognized institution;
- (vii) Member of the Law Society of Kenya;
- (viii) Current practicing certificate;
- (ix) Proficiency in computer applications; and
- (x) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into compliance and performance management policies and programmes.

#### (b) Duties and Responsibilities

- (i) Overseeing development, implementation and review of legal policies and procedures;
- (ii) Overseeing provision of legal services;



- (iii) Providing leadership and policy direction on legal issues;
- (iv) Overseeing the preparation of legal opinions and processing of legal notices and any other Gazettement;
- (v) Interpreting and advising the Commission on all matters relating to the law;
- (vi) Ensuring compliance with the applicable laws and regulations, agreements, MOUs and contracts;
- (vii) Ensuring representation of the Commission in courts or other judicial authorities;
- (viii) Liaising with the Attorney General, other law enforcement agencies and MDAs on all legal matters;
- (ix) Overseeing legal research on emerging issues;
- (x) Overseeing the handling and hearing of appeals from County Governments, State Corporations and Public Universities;
- (xi) Attending courts to represent the Public Service Commission;
- (xii) Overseeing the administering of alternative dispute resolution mechanism when directed by courts;
- (xiii) Coordinating the preparation and processing of legal notices and any other gazettement;
- (xiv) Maintaining and implementing a centralized system for tracking case status, scheduling hearings or meetings, and ensuring timely follow-up;
- (xv) Preparing frameworks for protecting public officers against victimization and discrimination while discharging their duties;
- (xvi) Overseeing performance management and ensuring prudent utilization of resources;
- (xvii) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and
- (xviii) Overseeing mentorship and coaching of staff in the Directorate.

## 5.0 BOARD SECRETARIAT

### I. SENIOR DEPUTY DIRECTOR, BOARD SECRETARIAT, PSC GRADE 3

ONE (1) POST.

VACANCY/NO:148/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission

Terms of Service	Permanent and Pensionable/Local Agreement
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**(a) Requirements for Appointment**

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

- (i) Cumulative service period of fifteen (15) years in the relevant field, and must be in the grade of Deputy Director PSC 4 or in a comparable and relevant position in the Public sector;
- (ii) Bachelors Degree in any of the following disciplines: Economics, Human Resource Management and/or Development, Business/Public Administration, Commerce or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines: Economics, Human Resource Management and/or Development, Business/Public Administration, Commerce or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than six (6) weeks from a recognised institution;;
- (v) Membership of a relevant professional body where applicable;
- (vi) Proficiency in computer; and
- (vii) Demonstrate professional competence and managerial capability in work performance and results.

**(b) Duties and Responsibilities**

- (i) Providing secretarial services to the Commission Board;
- (ii) Overseeing compilation and processing of agenda items;
- (iii) Quality assuring Board papers for Board Meetings;
- (iv) Receiving Board papers from Directorates and Departments and circulating to the Board ahead of scheduled meetings;
- (v) Disseminating Board decisions;
- (vi) Spearheading digitization of Board minutes and records;
- (vii) Circulating key information arising from Board meetings to senior management and staff of the Commission where necessary;
- (viii) Monitoring and recording progress on Board decisions and follow up to ensure deadlines are met;
- (ix) Custodian of Board minutes and records;
- (x) Overseeing development of templates to guide staff on preparation of Board papers;
- (xi) Organizing and allocating tasks to staff;
- (xii) Coordinating the preparation of individual work plans; and
- (xiii) Preparing budget, procurement plans and cash flow projections

## 6.0 MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

### I. SENIOR DEPUTY DIRECTOR, MANAGEMENT INFORMATION SYSTEMS, PSC GRADE 3

ONE (1) POST

VACANCY/NO:149/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Local Agreement

#### (a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years, must be at the grade of Deputy Director, Management Information Systems PSC 4 in a comparable and relevant position in the public or private sector;
- (ii) Bachelor of Science degree in any of the following disciplines: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information Technology, Electrical/Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution.

**OR**

- (iii) Bachelors degree in any of the following disciplines: Economics, Commerce, Mathematics, Statistics, Physics, or other ICT related disciplines with a bias in computer science from a recognized institution;
- (iv) Masters degree in any of the following disciplines: Computer Science, Information Systems, Information Science, Information Technology, Business Information Technology, or equivalent qualification from a recognized institution;
- (v) Leadership course lasting not less than six (6) weeks from a recognised institution;;
- (vi) ICT Certificate from a reputable institution in Project Management or its equivalent from a recognized institution; and

- (vii) Extensive experience in technical and management aspects of ICT and broad, practical understanding of ICT to meet service delivery requirements.

**(b) Duties and Responsibilities**

- (i) Overseeing Development, implementation and review of the Commission’s information communication technology policies, standards, and strategies;
- (ii) Ensuring upgrading of ICT infrastructure to support operations of the Commission;
- (iii) Overseeing the adoption, implementation, use and development of ICT Solutions for enhanced service delivery and customer satisfaction;
- (iv) Ensuring adoption and adherence to ICT standards, Security policies, relevant legislations and regulations;
- (v) Establishing and implementing ICT data protection systems, information security and privacy management program to ensure effective management and control of inherent risks;
- (vi) Improving ICT infrastructure, systems, facilities and digital platforms to facilitate online interviews of candidates and other Commission programmes;
- (vii) Overseeing research in emerging technologies that the Commission should take advantage of for enhanced service delivery;
- (viii) Ensure provision of technical support and assistance to users of information systems;
- (ix) Ensure protection of the Commission’s information systems from unauthorized access, use, disclosure, disruption, modification, or destruction;
- (x) Oversee management and maintenance of the Commission’s databases;
- (xi) Organizing and allocating tasks to staff;
- (xii) Coordinating the preparation of individual work plans; and
- (xiii) Preparing budget, procurement plans and cash flow projections.

**7.0 RESEARCH, POLICY ANALYSIS AND ANALYTICS DEPARTMENT**

**I. SENIOR DEPUTY DIRECTOR, RESEARCH AND POLICY ANALYSIS, PSC GRADE 3**

ONE (1) POST  
 VACANCY/NO: 150/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission

**(a) Requirements for Appointment**

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

- (i) Cumulative service period of fifteen (15) years, and must be at the grade of Deputy Director, Research and Policy Analysis PSC 4 at the Commission or a comparable and relevant position in the public or private sector;
- (ii) Bachelors degree in any of the following disciplines: Public Policy, Economics, Statistics, Public Administration, or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Public Policy, Economics, Statistics, Public Administration or equivalent and relevant qualification from a recognized institution;
- (iv) Membership with a relevant professional body.
- (v) Leadership course lasting not less than six (6) weeks from a recognised institution;
- (vi) Demonstrate professional competence and managerial capability in work performance and results; and
- (vii) Proficiency in computer applications.

**(b) Duties and Responsibilities**

- (i) Overseeing research initiatives focused on identifying and analyzing emerging trends, innovations, and best practices in public service management
- (ii) Spearheading the development and design of data collection instruments
- (iii) Analysing data collection processes and outcomes to identify opportunities for improvement and optimization
- (iv) Spearheading in the dissemination of research findings and their implications for decision-making
- (v) Steering research activities to inform policy development;
- (vi) Overseeing the development and maintenance of a database of relevant statistics and research findings;
- (vii) Analysing the impact of research findings on existing and proposed policies and programmes on service delivery;
- (viii) Validating the policy briefs for publication and dissemination;
- (ix) Organizing and allocating tasks to staff;
- (x) Coordinating the preparation of individual work plans; and
- (xi) Preparing budget, procurement plans and cash flow projections.