



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service"*

### Our Mission

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

## VACANT POSITIONS IN THE PUBLIC SERVICE

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

V/No.	Post	State Department	Grade	Vacancies
3/2025	Senior Deputy Director, Macro and Fiscal Policy	The National Treasury	CSG 5	2
4/2025	Deputy Director, Macro and Fiscal Policy		CSG 6	8
5/2025	Assistant Director, Macro and Fiscal Policy		CSG 7	5
6/2025	Director General Economic Planning	Economic Planning	CSG 3	1
7/2025	Secretary Economic Planning-Monitoring, Evaluation & Partnerships		CSG 4	1
8/2025	Secretary Economic Planning- Development, Planning & Policy		CSG 4	1
9/2025	Secretary, Integrated Population Registration Services	Immigration and Citizen Services	CSG 4	1
10/2025	Secretary, Civil Registration Services		CSG 4	1
11/2025	Director, Probation	Correctional Services	CSG 5	8
12/2025	Deputy Director, Probation		CSG 6	3
13/2025	Assistant Director, Probation		CSG 7	13
14/2025	Director General Foreign Affairs, Political and Diplomatic Affairs	Foreign Affairs	CSG 3	1
15/2025	Secretary Foreign Service Management		CSG 4 <sub>1</sub>	1
16/2025	Deputy Director General, Foreign Service/ Minister I		CSG 4	20
17/2025	Secretary Information and Broadcasting	Broadcasting and Telecommunication	CSG 4	1
18/2025	Secretary Public Communication		CSG 4	1
19/2025	Secretary Telecommunication & Postal Services		CSG 4	1
20/2025	Secretary Tourism Development	Tourism	CSG 4	1
21/2025	Director, Wildlife Policy and Strategy	Wildlife	CSG 5	1
22/2025	Assistant Director, Wildlife Policy and Strategy		CSG 7	4
23/2025	Assistant Director, Wildlife Services		CSG 7	2
24/2025	Secretary, Fisheries and Blue Economy	Blue Economy and Fisheries	CSG 4	2
25/2025	Director Government Clearing Services	Shipping & Maritime Affairs	CSG 5	1
26/2025	Deputy Director, Gender	Gender and Affirmative Action	CSG 6	2
27/2025	Secretary, Technical and Vocational Education	Technical Vocational Education &	CSG 4	2

V/No.	Post	State Department	Grade	Vacancies
		Training		
28/2025	Chief Architect	Public Works	CSG 4	1
29/2025	Secretary, National Building Inspectorate		CSG 4	1
30/2025	Director, Housing Infrastructure	Housing and Urban Development	CSG 5	1
31/2025	Director, Urban Governance, Management & Resilience		CSG 5	1
32/2025	Deputy Director, Housing Infrastructure		CSG 6	3
33/2025	Deputy Director, Civil Servant Housing Scheme		CSG 6	5
34/2025	Deputy Director, Estate Management		CSG 6	3
35/2025	Chief Superintending Building Surveyor		CSG 7	9
36/2025	Deputy Director, Urban Governance, Management & Resilience		CSG 6	2
37/2025	Deputy Director, Metropolitan Planning & Environment		CSG 6	2
38/2025	Deputy Director, Urban Development		CSG 6	1
39/2025	Deputy Director, Land Surveys		CSG 6	1
40/2025	Senior Superintending Engineer (Civil/Structural)		CSG 6	1
41/2025	Senior Principal Superintending Quantity Surveyor		CSG 6	1
42/2025	Assistant Director, Slum Upgrading		CSG 7	7
43/2025	Assistant Director, Civil Servants Housing Scheme		CSG 7	7
44/2025	Assistant Director, Housing Infrastructure		CSG 7	6
45/2025	Assistance Director, Estate Management		CSG 7	9
46/2025	Senior Principal Superintending Architect		CSG 7	2
47/2025	Assistant Director, Urban Governance, Management & Resilience		CSG 7	4
48/2025	Assistant Director, Urban Development		CSG 7	8
49/2025	Metropolitan Planning & Environment		CSG 7	8
50/2025	Assistant Director Land Surveys		CSG 7	1
51/2025	Chief Superintending Architect		CSG 7	3
52/2025	Chief Superintending Quantity Surveyor		CSG 7	2
53/2025	Chief Superintending Engineer (Structural)		CSG 7	3
54/2025	Chief Superintending Engineer (Electrical)		CSG 7	1
55/2025	Chief Superintending Engineer (Mechanical (BS)		CSG 7	1
56/2025	Deputy Director, Air Transport	Transport	CSG 6	1
57/2025	Deputy Director, Parliamentary Affairs	Parliamentary Affairs	CSG 6	2
58/2025	Deputy Director Irrigation Development Coordination	Irrigation	CSG 6	4
59/2025	Deputy Director Irrigation Quality Assurance and Licensing		CSG 6	3
60/2025	Deputy Director Climate Resilience for Water & Food Security		CSG 6	3
61/2025	Deputy Director/Senior Principal Superintendent Engineer, Irrigation		CSG 6	2
62/2025	Senior Deputy Director Physical Planning	Lands and Physical Planning	CSG 5	1
63/2025	Deputy Chief Land Registrar		CSG 6	5
64/2025	Assistant Director, Physical Planning		CSG 7	5

V/No.	Post	State Department	Grade	Vacancies
65/2025	Assistant Director, Land Valuation	Energy	CSG 7	10
66/2025	Assistant Director Cartography		CSG 7	2
67/2025	Secretary, Electrical Power Development		CSG 4	1
68/2025	Secretary, Geo Exploration		CSG 4	1
69/2025	Chief Engineer –Electrical		CSG 5	1
70/2025	Principal Superintending Engineer- Electrical		CSG 6	1
71/2025	Principal Superintending Engineer- Mechanical		CSG 6	1
72/2025	Deputy Director Renewable Energy		CSG 6	6
73/2025	Senior Principal Superintending Geologist		CSG 6	1
74/2025	Chief Principal Geo Physicist		CSG 6	1
75/2025	Chief Principal Geo Chemist		CSG 6	1
76/2025	Assistant Director Renewable Energy		CSG 7	4
77/2025	Principal Geo-Chemist		CSG 7	1
78/2025	Chief Superintending Geologist		CSG 7	3
79/2025	Chief Superintending Engineer –Electrical		CSG 7	4
80/2025	Chief Superintending Engineer –Mechanical		CSG 7	1

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

Interested and qualified persons are required 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) so as to reach the Commission on or before **22<sup>nd</sup> April, 2025** (Latest 5 pm East African Time).

**Caution:** Beware of fraudsters soliciting bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fees for job applications, shortlisting, interviews or appointments.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service"*

### Our Mission

*"To 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](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://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) **Beware of fraudsters soliciting bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fees for job applications, shortlisting, interviews or appointments.**

Applications should reach the Commission **on or before 22<sup>nd</sup> April, 2025 latest 5.00 p.m. (East African Time)**

## VACANCIES IN THE NATIONAL TREASURY AND ECONOMIC PLANNING

### THE NATIONAL TREASURY

#### SENIOR DEPUTY DIRECTOR, MACRO AND FISCAL POLICY - TWO (2) POSTS - V/NO. 3/2024

Basic Salary Scale:	Ksh 146,360 – 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 52,000 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) served for a minimum period of three (3) years at the grade of Deputy Director, Macro and Fiscal Policy/Deputy Chief Economist CSG 6;
- (ii) a Bachelors Degree in any of the following fields: Economics and Finance, Actuarial Sciences or any other equivalent qualification for a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Economics, Economics Policy Management Project Planning Management from a university recognized in Kenya;
- (iv) certificate in any of the following fields: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized Institution; and
- (v) demonstrated professional competence and managerial capacity as reflected in work performance and results

#### Duties and Responsibilities

The Senior Deputy Director, Macro and Fiscal Policy will be responsible to the Director, Macro and Fiscal Policy for the management of Macro and Fiscal Affairs activities. Duties and responsibilities at this level will include:-

- (i) administering and monitoring fiscal and investment incentives and proposing policy reviews;
- (ii) analysing, monitoring and evaluating bilateral and multilateral economic and fiscal agreement;
- (iii) coordinating the formulation, implementation and monitoring of macro-economic and fiscal policies;
- (iv) harmonizing policy proposals to facilitate mobilization of domestic resources;
- (v) supervising fiscal administration;
- (vi) coordination the preparation of revenue estimates and revenue raising bills for the National Government;
- (vii) reviewing macro-economic and fiscal research findings to inform policy development;

- (viii) supervising the preparation, monitoring and implementation of the national budget;
- (ix) coordinating the development of the Medium Term Macro-Fiscal Framework;
- (x) coordinating the implementation of the obligations under the World Trade Organization, International Monetary Fund and other partner institutions;
- (xi) coordinating fiscal, monetary and macro-economic issues relating to regional economic blocks and analysing their implications on the economy;
- (xii) coordinating and analysing their Government Finance Statistics and policies to ensure common principles for budgeting, planning , reporting, accounting and auditing;
- (xiii) overseeing the preparation of Economic Partnership Agreements; and
- (xiv) managing performances, coaching, mentoring, training and development of staff.

**DEPUTY DIRECTOR, MACRO AND FISCAL POLICY - EIGHT (8) POSTS V/NO. 4/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 105,570 – 182,890 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25,000 - Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Economic Policy Analysis/Principal Economist, CSG 7;
- (ii) a Bachelors Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences or any other equivalent qualification from a university recognized in Kenya;
- (iii) certificate in any of the following fields: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized Institution; and
- (iv) demonstrated professional competence and management capacity as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Macro and Fiscal Policy. Duties and responsibilities at this level will include:-

- (i) administering and monitoring fiscal and investment incentives and proposing policy reviews;
- (ii) analysing, and monitoring and evaluating bilateral and multilateral economic and fiscal agreements;
- (iii) formulating, implementing and monitoring macro-economic and fiscal policies;
- (iv) undertaking macro-economic and fiscal analysis, modelling and forecasting;
- (v) initiating policy proposals to facilitate mobilization of domestic resources and monitoring of revenue collection;
- (vi) preparing revenue estimates for the National Government;

- (vii) providing secretariat to Macro-Working Group;
- (viii) formulating and monitoring the implementation of the National Employment policy;
- (ix) initiating the preparation of the Medium Term Macro-Fiscal Framework;
- (x) following up on the implementation of the obligations under the WTO, IMF and other partner institutions;
- (xi) coordinating fiscal, monetary and macro-economic issues relating to regional economic blocks and analysing their implications on the Kenyan economy;
- (xii) coordinating the preparation of relevant country position papers;
- (xiii) participating in the preparation of the Economic Partnership Agreement;
- (xiv) monitoring and advising on broader macro-economic variables for economic stability; and
- (xv) Initiating/reviewing Cabinet Memoranda on micro-economic and fiscal affairs.

**ASSISTANT DIRECTOR, MACRO AND FISCAL POLICY – FIVE (5) POSTS – V/NO. 5/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 92, 030 - Ksh 133, 410 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 21, 000 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Senior Economic Policy Analyst/Senior Economist, CSG 8;
- (ii) a Bachelors Degree in any of the following disciplines;- Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences from a university recognized in Kenya;
- (iii) a Certificate in any of the following disciplines;- Policy Formulation, Financial Modeling, Macro-Economic Modeling, Public Expenditure Analysis, Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized institution; and
- (iv) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) formulating, implementing and monitoring macro-economic and fiscal policies;
- (ii) undertaking macro-economic and fiscal analysis, modeling and forecasting;
- (iii) initiating policy proposals to facilitate mobilization of domestic resources;
- (iv) processing tax exemptions;
- (v) monitoring revenue collections and preparing revenue raising Bills;
- (vi) preparing revenue estimates for the National Government;
- (vii) analyzing, monitoring and evaluating bilateral and multilateral economic and fiscal agreement;
- (viii) preparing statutory and management reports on macro-economic, fiscal and monitoring matters;



- (ix) initiating, formulating and monitoring the implementation of National Employment Policy; and
- (x) undertaking macro-economic and fiscal research to inform policy development.

## STATE DEPARTMENT FOR ECONOMIC PLANNING

### **DIRECTOR GENERAL ECONOMIC PLANNING – ONE (1) POST – V/NO. 6/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 351,059 – Ksh 576,120 p.m.</b>	<b>(CSG 3)</b>
<b>Leave Entitlement:</b>	<b>As existing in Civil Service</b>	
<b>Other Allowances:</b>	<b>All allowances applicable to this post in Civil Service</b>	
<b>Medical Benefits:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Local Agreement Contract (3 years renewable once)</b>	

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

- (i) served for a minimum period of fifteen (15) years, three (3) of which should have been at the grade of Chief Economist/Director Economic Planning CSG 5 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Statistics, Mathematics, Finance or any related field from a recognized institution;
- (iii) a Masters Degree or Higher academic qualifications in Economics or a related field from a recognized university;
- (iv) demonstrated competency and qualification in corporate governance or strategic leadership development;
- (v) have proven achievement in the planning and implementation of large-scale development programs and projects in the public or private sectors;
- (vi) possession of knowledge of the organization and functions of Government;
- (vii) demonstrable skills and knowledge in both economic planning and strategic people management;
- (viii) demonstrate a thorough understanding of national goals, policies, and development objectives including the Kenya Vision 2030;
- (ix) demonstrate a clear understanding of global geopolitics and development dynamics; and
- (x) be a member of a relevant professional body (where applicable).

#### **Duties and Responsibilities**

The Director General of Economic Planning, will report to the Principal Secretary and be responsible for the day-to-day administration and management of the Economic Planning and National Statistics functions. Duties and responsibilities at this level will include: -

- (i) providing Strategic guidance and technical advice on Economic Planning;
- (ii) providing leadership in the formulation, development and coordination of economic planning processes, procedures, standards, systems, policies, strategies and programmes;
- (iii) developing, promoting and implementing a legal and regulatory framework to support national planning function;
- (iv) providing policy guidance on population management and data quality for national development planning;



- (v) providing leadership and direction in monitoring, evaluation, and reporting on national, county, and sectoral policies and plans;
- (vi) providing strategic leadership for creating a high-performing organizational culture based on transparency, integrity, accountability, and performance measurements;
- (vii) coordinating and overseeing the implementation of the national development plans in collaboration with Ministries, Departments and Agencies, and other stakeholders;
- (viii) overseeing domestication, implementation, and reporting on regional and international economic obligations;
- (ix) overseeing Intergovernmental Development Planning affairs;
- (x) creating and maintaining strong collaborations, linkages, networks, and partnerships with key stakeholders such as County Governments, Government Agencies, Civil Society, the Private Sector, and Development Partners to promote the realization of the State Department for Economic Planning mandate;
- (xi) overseeing the development and implementation of resource mobilization strategies, allocation and utilization of resources for the national development plans; and
- (xii) providing leadership in development and implementation of effective communication and public relations strategy and policy to ensure all stakeholders have access to information and enhanced feedback mechanisms.

**SECRETARY ECONOMIC PLANNING - MONITORING, EVALUATION & PARTNERSHIPS – ONE (1) POST – V/NO. 7/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 182,890 - Ksh 365,880 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs 80,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave entitlement:</b>	<b>30 working days per financial year</b>	
<b>Leave allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Medical Benefits:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of three (3) years at the grade of Director, Economic Planning/Chief Economist, CSG 5;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Statistics, Mathematics, Finance, or any related field from a university recognized in Kenya;
- (iii) a Masters Degree or higher academic qualifications in Economics or a related field from a university recognized in Kenya;
- (iv) demonstrate competency and qualification in corporate governance or strategic leadership development;
- (v) demonstrate a clear understanding of the National development policies, goals, and objectives and the ability to integrate them into the Economic Planning Function;
- (vi) demonstrate professional competence and managerial capability as reflected in work performance and results; and
- (vii) be a member of a relevant professional body (where applicable).

## **Duties and Responsibilities**

The Economic Planning Secretary will be responsible to the Director General for Economic Planning on the Monitoring, Evaluation, and Partnerships function.

Duties and responsibilities will include: -

- (i) ensuring the formulation, implementation, and review of National Monitoring and Evaluation Policies;
- (ii) ensuring the formulation, implementation, and review of the PIM Policy and legislation
- (iii) coordinating National Integrated Monitoring and Evaluation System (NIMES)
- (iv) establishing and maintaining an integrated end-to-end national planning and reporting system;
- (v) monitoring, evaluation, and reporting on the implementation of the long-term, medium-term, sector, and annual development plans;
- (vi) coordinating formulation and review of guidelines, norms, standards, and toolkits for Monitoring and Evaluation at the National and County Governments;
- (vii) coordinating capacity building on monitoring, evaluation, and public investment management for both national and county governments;
- (viii) coordinating management of public investment projects and programmes in line with PFM (Public Investment Management Regulations 2022);
- (ix) ensuring the formulation, implementation and review of policies and strategies on regional and international economic partnerships and frameworks;
- (x) coordinating domestication, implementation, and reporting on regional and international economic obligations,
- (xi) coordinating technical and policy matters on the management of regional and international economic partnerships and frameworks in line Commercial and Economic Diplomacy Pillar of the Foreign Policy;
- (xii) spearheading provision of technical support to Ministries, Departments, and Agencies (MDAs) on mainstreaming of regional and international economic partnerships and frameworks; and
- (xiii) developing frameworks for Sector collaborations and linkages with key stakeholders to promote the realization of the national development plans and policies.

## **SECRETARY, ECONOMIC PLANNING DEVELOPMENT PLANNING AND POLICY ONE (1) POST –V/NO. 8/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 182,890 - Ksh 365,880 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs 80,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>
<b>Leave entitlement:</b>	<b>30 working days per financial year</b>
<b>Leave allowance:</b>	<b>As provided in the Civil Service</b>
<b>Medical Benefits:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Director, Economic Planning/Chief Economist, CSG 5;

- (ii) a Bachelors Degree in any of the following disciplines: Economics, Statistics, Mathematics, Finance, or any related field from a university recognized in Kenya;
- (iii) a Masters Degree or Higher academic qualifications in Economics or a related field from a university recognized in Kenya;
- (iv) demonstrate competency and qualification in corporate governance or strategic leadership development;
- (v) demonstrate a clear understanding of the National development policies, goals, and objectives and the ability to integrate them into the Economic Planning Function;
- (vi) demonstrate professional competence and managerial capability as reflected in work performance and results; and
- (vii) a member of a relevant professional body( where applicable).

### **Duties and Responsibilities**

The Economic Planning Secretary will be responsible to the Director General for Economic Planning on the Development, Planning and Policy function.

Duties and responsibilities at this level will include: -

- (i) coordinating the National Economic Development Planning: long-term, medium-term, and short-term plans and dissemination
- (ii) ensuring formulation, dissemination, and review of guidelines, standards, and procedures for the preparation and review of economic development plans;
- (iii) spearheading technical support to Ministries, Departments, and Agencies (MDAs) on sectoral, cross-cutting, and emerging economic issues;
- (iv) coordinating the implementation of donor-funded multisectoral programmes and projects;
- (v) ensuring linkages with Key stakeholders to promote the realization of the national development plans and policies;
- (vi) ensuring linkage between policy, planning, and budgeting through Sector Working Groups;
- (vii) coordinating implementation of intergovernmental budget and economic council (IBEC) resolutions on economic planning;
- (viii) coordinating the integration of the County Development Plans and the National Economic Development Plans;
- (ix) coordinating intergovernmental development planning affairs and management of National Planning Field Offices at the Counties;
- (x) coordinating technical and policy matters on public policy analysis, research, and adoption of technology and innovation for national economic development; and
- (xi) ensuring credible macroeconomic research, modelling and forecasting.

**STATE DEPARTMENT FOR IMMIGRATION AND CITIZEN SERVICES**

**SECRETARY INTERGRATED POPULATION REGISTRATION SERVICES – ONE (1) POST  
– V/NO. 9/2025**

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Director, Integrated Population Registration Services CSG 5;
- (ii) a Bachelors Degree in any of the following Social Science disciplines;-Sociology, Economics, Business Administration, Human Resource Management, Education, Population Studies, Anthropology, Communication, Journalism, Public Relations, Public Administration/Government from a university recognized in Kenya;
- (iii) a Masters Degree Sociology, Economics, Business Administration, Human Resource Management, Education, Population Studies, Anthropology, Communication, Journalism, Public Relations, Public Administration/Government from a university recognized in Kenya;
- (iv) thorough knowledge of registrations of persons act, related acts, registration procedures and related government regulations;
- (v) demonstrated managerial, administrative and professional competence in work performance; and
- (vi) exhibited a thorough understanding of national goals, policies, objectives and ability to relate to them to proper management of the Integrated Population Registration Services and Kenya Vision 2030.

**Duties and Responsibilities**

The Secretary will be responsible to the Principal Secretary for overall strategy policy direction, development, formulation, review and implementation of Integrated Population Registration Services. Duties and responsibilities at this level will include:-

- (i) approving reports on integrated population registration and overseeing their implementation;
- (ii) authorizing provision of information or data on external users,
- (iii) approving standardization tools on population registration and updates to the National Population Register;
- (iv) ensuring compliance with the laid down standards for operations;
- (v) overseeing research on integrated population registration services;
- (vi) liaising and collaborating with stakeholders to improve service delivery on integrated population registration;
- (vii) overseeing resource mobilization for the implementation of relevant projects, programmes and policies;

- (viii) ensuring safe custody of transmission and confidentiality of information received and disseminated on integrated population registration service at national, regional and international for a seminars, workshops and conferences;
- (ix) coordination of the implementation of the department's strategic plans and realization of its objectives;
- (x) overseeing the preparation and implementation of the performance appraisal systems and contracts of the department;
- (xi) ensuring training and development of all staff in the department; and
- (xii) ensuring accountability and prudent management of resources and assets.

#### **SECRETARY CIVIL REGISTRATION SERVICES – ONE (1) POST – V/NO. 10/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 182,890- Ksh 365,880 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Director, Civil Registration CSG 5;
- (ii) a Bachelors Degree in any of the following disciplines;-Information Science, Sociology, Statistics/Economics, Government/Political Science Public Administration, , Population Studies ,Law, Anthropology from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines;-Information Science, Sociology, statistics/Economics, Government/Political Science Public Administration, Population Studies ,Law, Anthropology from a university recognized in Kenya;
- (iv) thorough knowledge of the Births and Death registrations act ,related statutes, registration procedures and related government regulations; and
- (v) demonstrated managerial, administrative and professional competence in work performance; and exhibited a thorough understanding of national goals, policies, objectives and ability to relate to them to proper management of the Integrated Population Registration Services and Kenya Vision 2030.

#### **Duties and Responsibilities**

The Secretary will be responsible to the Principal Secretary for overall management of the civil registration services function. He/she will head civil registration services and be responsible for providing guidance on civil registration policy formulation, implementation, monitoring and evaluation. Specific duties and responsibilities at this level will include:-

- (i) overseeing the interpretation enforcement and review of the births and registration act and other related statutes;
- (ii) coordinating registration of births and deaths occurring in Kenya;
- (iii) overseeing registration of births and deaths of Kenyan residents abroad;
- (iv) coordinating the re-registration upon legitimization and recognition of a child; ensuring creation, maintenance and security of birth and death records;
- (v) overseeing the issuance of birth and death certificates;

- (vi) coordinating the collection, compilation and presentation of vital registration statistics for analysis by the Kenya National Bureau Of Statistics (KNBS)
- (vii) collaborating with government agencies and other stakeholders on matters relating to civil registration;
- (viii) coordinating of the implementation of the department's strategic plans and realization of its objectives;
- (ix) overseeing civil registration performance management systems;
- (x) ensuring accountability and prudent management of resources and assets;
- (xi) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; and
- (xii) ensuring training, development and capacity building of civil registration Officers.

## STATE DEPARTMENT FOR CORRECTIONAL SERVICES

### **DIRECTOR, PROBATION - EIGHT (8) POSTS V/NO. 11/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 146,360 - Ksh 266,750 p.m. - (CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 52,000 – Ksh 60,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Deputy Director, Probation CSG 6;
- (ii) a Bachelors degree in any of the following disciplines: Social Work, Sociology, Criminology, Law, Counselling Psychology, Social Psychology or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Social Work, Sociology, Criminology Criminal Justice, Law, Clinical psychology, Social Psychology, or equivalent qualification from a recognized university;
- (iv) demonstrated professional and managerial competences and results; and
- (v) exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to Probation and Aftercare function.

#### **Duties and Responsibilities**

**An officer at this level may be deployed at the Headquarters or Regional Offices**

##### **At Headquarters:**

Duties and responsibilities at this level will include:-

- (i) spearheading the development, implementation and review of operational policies, procedures, tools, guidelines and strategies for Probation Orders, Community Service Orders and Aftercare service;
- (ii) coordinating Probation and Aftercare Service advisories to courts and penal institutions;
- (iii) providing leadership in the linkage between the Probation and Aftercare Service and the National Community Service Order Committee;
- (iv) organizing sentence reviews by liaising with Regional Directors and preparing and disseminating prison decongestion schedules to the regions;

- (v) implementing relevant recommendations of the National Community Service Orders Committee and Community Service Orders Executive Committees;
- (vi) coordinating the implementation of crime prevention programmes and spearheading the implementation of victim support services;
- (vii) promoting programmes for Probation Community Resource and Rehabilitation Centres;
- (viii) coordinating the development, implementation and review of supervision and rehabilitation tools, supervision standards and guidelines;
- (ix) overseeing the development and implementation of treatment and rehabilitation programmes for ex-offenders serving various non-custodial measures in the community;
- (x) spearheading the development and review of frameworks and instruments for empowerment and reintegration and resettlement of ex-offenders;
- (xi) guiding on the management of psychiatric and special needs offenders;
- (xii) spearheading inspection and quality assurance on service delivery and programs for offenders and victims;
- (xiii) spearheading the development and implementation of offender case management systems;
- (xiv) collaborating with partners and stakeholders on Probation and Aftercare matters;
- (xv) coordinating publication and dissemination of research findings in print and electronic media;
- (xvi) spearheading the development and implementation of Probation and Aftercare Strategic Plan, work plan, budget, performance contract and performance appraisal.

#### **At Regional Offices:**

Duties and responsibilities at this level will include:

- (i) coordinating Probation and Aftercare Service mandate and functions at the regions and ensuring achievement of Department's strategic objectives;
- (ii) overseeing the implementation of Probation and Aftercare Service policies, procedures, tools, guidelines and strategies at the region;
- (iii) coordinating Probation and Aftercare Service advisories to courts and penal institutions in the region;
- (iv) organizing sentence reviews by liaising with County Directors and preparing and disseminating prison decongestion schedules at the region;
- (v) coordinating the implementation of victim support services at the region;
- (vi) coordinating the implementation of crime prevention programmes at the region;
- (vii) overseeing implantation of supervision and rehabilitation tools, standards and guidelines at the region;
- (viii) spearheading the implementation of youth justice programmes;
- (ix) overseeing the implantation of treatment, supervision and rehabilitation programmes from ex-offenders serving various non-custodial measures in the community;
- (x) overseeing the management of psychiatric and special needs offenders at the region;
- (xi) coordinating the prevention of sexual and gender-based violence(SGBV) in the region;
- (xii) coordinating, disseminating and ensuring implementation of penal release decisions in the region;



- (xiii) carry out inspections and quality assurance on service delivery and programs for offenders and victims at the region;
- (xiv) overseeing the implementation of offender data and case management systems in the region;
- (xv) coordinating research activities on probation and Aftercare Service programmes in the region;
- (xvi) spearheading the implementation and initiation of climate change strategies through the Community Service Orders program in the region;
- (xvii) collaborate with partners and stakeholders on Probation and Aftercare matters at the region;
- (xviii) build strategic partnerships and synergies with National Government departments, County Governments, Agencies and non-state actors in the region;
- (xix) ensuring compliance with good governance and code of ethics at the region;
- (xx) managing and developing staff in the region; and
- (xxi) coordinate the implementation of government cross-cutting policies at the region.

#### **DEPUTY DIRECTOR, PROBATION - THREE (3) POSTS V/NO. 12/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105,570 - Ksh 182,890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25,000 – Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Probation CSG 7;
- (ii) a Bachelor's degree in any of the following disciplines: Social Work, Sociology, Criminology, Law, Counselling Psychology, Social Psychology or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

#### **Duties and Responsibilities**

**An officer at this level may be deployed at the Headquarters, Regional Offices or Probation Institutions**

#### **At Headquarters:**

**Duties and responsibilities at this level will include:-**

- (i) coordinating the development, implementation and review of Probation and Aftercare policies;
- (ii) ensuring compliance to the presentence, bail, sentence review, release boards and Power of Mercy function;
- (iii) coordinating the preparation of supervision reports from field stations;
- (iv) spearheading the designing, piloting and dissemination of offender specific intervention models;

- (v) coordinating the analysis of efficacy of offender treatment interventions from the field stations;
- (vi) coordinating and implanting ratified International Conventions on offender management;
- (vii) spearheading the development and maintenance of data bank on case committees and their membership;
- (viii) guiding on the compilation of a list of case committees members for gazettelement;
- (ix) coordinating the analysis of case committees reports and recommendations for the National Probation Case Committee;
- (x) spearheading the designing, piloting and disseminating of crime prevention strategies and peace keeping activities;
- (xi) coordinating the development and implementation of child and youth justice strategies;
- (xii) interpreting and disseminating offenders' data and programs to relevant government agencies and stakeholders; and
- (xiii) directing surveys and reviews on offender and victim's' services programs.

#### **At Regional Offices:**

Duties and responsibilities at this level will include:-

- (i) coordinating Community Service Order and Probation and aftercare functions
- (ii) facilitating the preparation and presentation of reports for special needs offenders;
- (iii) overseeing the implementation of restorative justice programs;
- (iv) facilitating the identification, engagement and induction of Community Probation Volunteers;
- (v) overseeing supervision and strengthening Community Probation Volunteer program; and
- (vi) facilitating, organizing and participating in case conferences and case committees.

#### **At Probation Institutions:**

Duties and responsibilities at this level will include:-

- (i) coordinating admission, assessment and classification of probationers;
- (ii) spearheading the development, implementation and reviewing of supervision plans for all probationers admitted to the institutions;
- (iii) ensuring temporary safe accommodation and provision of basic amenities for all probationers admitted;
- (iv) coordinating offender Vocational training, rehabilitation, treatment and reintegration programs;
- (v) coordinating stakeholder engagement on offender management;
- (vi) coordinating supervision of offenders in accordance with risk levels;
- (vii) guiding on implementation of recommendations of case committees and management committees;
- (viii) facilitating formal education for school going probationers as well as relevant skills training;
- (ix) facilitating empowerment of offenders for resettlement; and
- (x) preparing periodic progress reports.

## **ASSISTANT DIRECTOR, PROBATION - THIRTEEN (13) POSTS V/NO. 13/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030 - Ksh 133,410 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 21,000 – Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of three (3) at the grade of Principal Probation Officer, CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Social Work, Sociology, Criminology, Law, Counselling Psychology, Social Psychology or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

### **Duties and Responsibilities**

**An officer at this level may be deployed at the Headquarters, Regional Offices or Probation Institutions**

#### **At Headquarters:**

Duties and responsibilities at this level will include:-

- (i) developing, implementing and reviewing Probation and Aftercare policies;
- (ii) coordinating compliance to the presentence, Bail, sentence review, release boards assessment reports;
- (iii) analysing and preparing supervision reports form field station;
- (iv) designing, piloting and disseminating offender specific intervention models;
- (v) analysing offender treatment interventions efficacy form field stations;
- (vi) undertaking benchmarks for best practices on emerging trends;
- (vii) Implementing ratified International Conventions on offender management;
- (viii) developing and maintaining data bank on case committees and their membership;
- (ix) compiling a list of case committees and members from gazettelement;
- (x) analysing case committee reports and recommendations for the National Case Committees;
- (xi) designing, piloting and disseminating crime prevention strategies and peace keeping activities;
- (xii) coordinating pre-release report to Power of Mercy Committee, Borstal Institution Boards, Rehabilitations School Committees;
- (xiii) developing and implementing of child and youth justice strategies;
- (xiv) liaising with relevant stakeholders on offender management;
- (xv) Interpreting and disseminating of offender data and programs to relevant government agencies and other stakeholders;

- (xvi) coordinating appraisals, survey and reviews on offender and victim service programs.

#### **At Regional Offices:**

Duties and responsibilities at this level will include:-

- (i) undertaking Community Service Orders and Probation and Aftercare functions;
- (ii) undertaking quality control functions;
- (iii) preparing and presenting reports for special needs offenders;
- (iv) coordinating the implementation of restorative justice programs;
- (v) conducting home visits and follow-ups for high-risk offenders' resettlement and rehabilitation;
- (vi) coordinating the identification, engagement induction of Community Probation Volunteers;
- (vii) supervising and strengthening Community Probation Volunteers program;
- (viii) undertaking social inquiries for high court cases;
- (ix) undertaking supervision of high risk offenders;
- (x) preparing bail assessment reports for high-risk cases;
- (xi) rehabilitating high-risk offenders and administering appropriate interventions;
- (xii) organizing and participating in case conferences and case committees;
- (xiii) undertaking assessment of high-risk offenders; and
- (xiv) coordinating prevention of sexual and gender-based violence(SGBV).

#### **At Probation Institutions:**

Duties and responsibilities at this level will include:-

- (i) coordinating admission ,assessment and classification of probationers;
- (ii) spearheading the development, implementation and reviewing of supervision plans for all probationers admitted to the institutions;
- (iii) ensuring temporary safe accommodation and provision of basic amenities for all probationers admitted;
- (iv) coordinating offender Vocational training, rehabilitation, treatment and re-integration programs;
- (v) coordinating stakeholders engagement on offender management;
- (vi) coordinating supervision of offenders in accordance with risk levels;
- (vii) guiding on implementation of recommendations of case committees and management committees;
- (viii) facilitating formal education for school going probationers as well as relevant skills training; and
- (ix) facilitating empowerment of offenders for resettlement.

## VACANCIES IN THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

### STATE DEPARTMENT FOR FOREIGN AFFAIRS

#### DIRECTOR GENERAL FOREIGN AFFAIRS, POLITICAL AND DIPLOMATIC AFFAIRS – ONE (1) POST – V/NO. 14/2025

Basic Salary Scale:	Ksh 292, 765 - Ksh 576, 120 p.m. (CSG 3)
House Allowance:	Ksh 100, 000 p.m.
Extraneous Allowance:	Ksh 100,000 p.m.
Entertainment Allowance:	Ksh 100,000 p.m.
Commuter Allowance:	Ksh 24,000 p.m. or Government Transport
Domestic Servants Allowance:	Ksh 15, 600 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

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

- (i) served for a minimum period of fifteen (15) years in the foreign service and have been an Ambassador at the grade of CSG 4<sub>1</sub> or CSG 4;
- (ii) served for at least one term of forty-eight (48) months on Foreign Posting/ Tour of Duty;
- (iii) a Masters Degree in International Studies, International Relations, Law, Economics or any other relevant discipline from a university recognized in Kenya;
- (iv) demonstrated ability to provide strategic direction and effective implementation of strategic objectives for the State Department;
- (v) have demonstrated effective leadership skills outstanding professional competence, and managerial skills/competencies;
- (vi) demonstrated strong personal and professional integrity and respect for national values;
- (vii) be visionary with strong analytical, negotiation and communication skills;
- (viii) be self-driven ,innovative ,team player, results oriented and committed to continuous learning; and
- (ix) clear understanding of the National Development Goals, the 2030 Agenda for Sustainable Development and the role of Foreign Service in the achievement of the Kenya Vision 2030.

**Note:** proficiency in a United Nations (UN) Foreign language will be an added advantage

#### Duties and Responsibilities

An officer at this level will be head of technical functions of the State Department.

Duties and responsibilities will include:-

- (i) providing strategic leadership and guidance in development in development and implementation of Kenya Foreign Policy;

- (ii) providing oversight on the operations of Kenya's diplomatic missions and technical directorate at the headquarters;
- (iii) providing guidance on engagements by the government of Kenya with diplomatic corps and Kenya missions;
- (iv) coordinating briefings for diplomatic corps in Nairobi on Kenya foreign policy priorities;
- (v) providing technical engagements at bilateral and multilateral levels;
- (vi) advising and coordinate opening of new diplomatic missions and multiple accreditation arrangements;
- (vii) advising on identification, vetting and appointment of Kenya's honorary consuls;
- (viii) guiding on media briefings, press and policy statements for the state department;
- (ix) Coordinating foreign policy research and analysis;
- (x) Advising and provide assistance to foreign governments seeking to establish diplomatic missions in Kenya;
- (xi) Coordinating formulation, implementation and review of foreign service Act & attendant Regulations;
- (xii) Coordinating performance management for technical directorates and Kenya Missions ;and
- (xiii) and other duty as may be assigned by the Principal Secretary.

#### **SECRETARY FOREIGN SERVICE MANAGEMENT – ONE (1) POST – V/NO. 15/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 210,670 - Ksh 449,100 p.m. (CSG 4<sub>1</sub>)</b>
<b>House Allowance:</b>	<b>Ksh 80, 000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Ksh 60,000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Ksh 65,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m. or Government Transport</b>
<b>Domestic Servants Allowance:</b>	<b>Ksh 15, 600 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of fifteen (15) years in the Foreign Service and have been an Ambassador or Deputy Director General, Foreign service at CSG 4;
- (ii) served for at least one term of forty-eight (48) months on Foreign Posting/ Tour of Duty as Head of a Mission, Deputy Head of a Mission or Head of Chancery;
- (iii) a Masters Degree in either Business Administration, International Relations, Law, Economics or any other relevant discipline from a university recognized in Kenya;
- (iv) have demonstrated effective leadership skills outstanding professional competence, and management of Finance, Accounts, Procurement, Human Resource and Administrative Matters;
- (v) be visionary, team player, results oriented and committed to continuous learning;
- (vi) effective negotiation ,analytical and communication skills;

- (vii) clear understanding of the National Development Goals, the 2030 Agenda for Sustainable Development and the role of Foreign Service in the achievement of the Kenya Vision 2030; and
- (viii) professional integrity and respect for national values.

**Note: proficiency in a United Nations (UN) Foreign language will be an added advantage**

### **Duties and Responsibilities**

The Secretary, Foreign Service Management will be responsible to the Principal Secretary for provision of efficient administrative and management services in the state department for foreign affairs. Duties and responsibilities at this level will include:-

- (i) overseeing administrative and management functions for the Headquarters & Kenya Missions;
- (ii) chairing the Human Resource Management Advisory Committee (HRMAC), The Human Resource Development Committee (HRD) and other functional management committee;
- (iii) coordinating the integrated Monitoring & Evaluation exercises of Kenya Missions;
- (iv) coordinating acquisition and management of assets and properties for the state department;
- (v) facilitating opening and operationalization of Kenya Missions;
- (vi) coordinating formulation, implementation and review of foreign service administrative rules and attendant circulars;
- (vii) coordinating budget & expenditure control matters for the State Department;
- (viii) coordinating the wellness and welfare function of the State Department;
- (ix) overseeing performance management for the support function of the State Department;
- (x) coordinating performance reporting of the State Department; and
- (xi) other duty as may be assigned by the Principal Secretary.

**DEPUTY DIRECTOR GENERAL, FOREIGN SERVICE/MINISTER I – TWENTY (20) POSTS – V/NO. 16/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 182, 160 - Ksh 335, 450 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80, 000 p.m.</b>
<b>Extraneous Allowance:</b>	<b>Ksh 60,000 p.m.</b>
<b>Entertainment Allowance:</b>	<b>Ksh 65,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>
<b>Domestic Servants Allowance:</b>	<b>Ksh 15, 600 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of twelve (12) years in the Foreign Service and have served at the grade of Director Foreign Service/Minister II CSG 5;
- (ii) served for at least one term of 48 months on Foreign Posting/Tour of Duty;



- (iii) a Masters Degree in the following disciplines: International Relations, International Studies, Business Administration, Law, Economics or any other relevant discipline from a university recognized in Kenya;
- (iv) demonstrated outstanding professional competence, effective leadership and managerial/administrative skills;
- (v) be visionary, a team player, results oriented, innovative and committed to continuous learning;
- (vi) effective negotiation, analytical and communication skills;
- (vii) a clear understanding of Kenya's Foreign Policy and other key national policies, objectives and strategies; and
- (viii) demonstrated strong personal and professional integrity.

## **Duties and Responsibilities**

### **At Headquarters:**

An officer at this level will be the Head of Directorate and responsible to the Director General, Political and Diplomatic Affairs for providing policy, technical and administrative guidance. Duties and responsibilities at this level will include:-

- (i) coordinating and managing a Directorate;
- (ii) articulating and promoting Kenya's foreign policy;
- (iii) analyzing, interpreting and reviewing Kenya's Foreign Policy;
- (iv) providing strategic direction and Kenya's position during bilateral and multilateral meetings and conferences;
- (v) providing technical backstopping to missions falling under the Directorate of Foreign Policy;
- (vi) coordinating and facilitating meetings, consultations, and briefings on foreign policy;
- (vii) implementing and/or following up on reports from Kenya Missions as well as those from conferences and meetings;
- (viii) representing Kenya in international events, meetings and conferences;
- (ix) promoting Nairobi as a Hub for multilateral diplomacy and host for International Organizations;
- (x) lobbying for Kenya's candidatures in strategic positions regionally and interventions;
- (xi) analyzing emerging international issues and trends for appropriate policy interventions;
- (xii) coordinating of performance management, finance management, procurement and staff development in the Directorate; and
- (xiii) any other duty as may be assigned by the Principal.

### **At Missions:**

At the Mission, an officer at this level may be deployed as Deputy Head of Mission and/or Head of Chancery responsible to the Head of Mission. Duties and responsibilities at this level will include:-

- (i) supervising work of the mission;
- (ii) projecting, promoting, defending, interpreting and providing guidance on Kenya's foreign policy;
- (iii) designing strategies for achieving Kenya's policy priorities;
- (iv) designing and implementing marketing strategies for Kenya's products and services;

- (v) coordinating formulation of Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;
- (vi) coordinating and/or facilitating multilateral & bilateral negotiations;
- (vii) analyzing political and economic developments in the host country, collating reports and providing advisories;
- (viii) monitoring media reports on Kenya and preparing appropriate responses;
- (ix) coordinating trade, cultural and other events to promote Kenya;
- (x) lobbying for Kenya's candidatures in policy making organs regionally and internationally;
- (xi) coordinating official functions and programs for Kenyan dignitaries;
- (xii) facilitating acquisition of assets and properties;
- (xiii) coordinating performance management, finance management, procurement and staff development in the mission; and
- (xiv) any other duty as may be assigned by the Principal Secretary.

## VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATION AND THE DIGITAL ECONOMY

### STATE DEPARTMENT FOR BROADCASTING AND TELECOMMUNICATION

#### SECRETARY INFORMATION & BROADCASTING – ONE (1) POST – V/NO. 17/2024

**Basic Salary Scale:** Ksh 182,890- Ksh 365,880 p.m. (CSG 4)  
**House Allowance:** Ksh 80,000 p.m.  
**Commuter Allowance:** Ksh 24,000 p.m.  
**Leave Allowance:** As provided in the Civil Service.  
**Annual Leave:** 30 working days per financial year  
**Medical Cover:** As provided by the Government  
**Terms of Service:** Permanent and pensionable

#### **For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years in the grade of Director Information/Public Communications, CSG 5;
- (ii) a Bachelors degree in any of the following disciplines: communications/ public relations studies; mass communication, journalism, public relations, communication studies, media studies/science or its equivalent qualification from a recognized university in Kenya;
- (iii) a Masters degree in any of the following disciplines: communications/public relations studies, development communications, corporate communications or its equivalent qualifications from a recognized university in Kenya;
- (iv) membership to professional body and in good standing (where applicable)
- (v) demonstrated technical and professional competence, managerial and leadership capabilities and thorough understanding of Information and Broadcasting and;
- (vi) exhibited thorough understanding of national development policies, goals. Legislations and objectives and ability to integrate them into Information and Broadcasting functions.

#### **Duties and Responsibilities**

An officer at this level will report to the Principal Secretary for effective management and administration. Duties and responsibilities at this level will include:-

- (i) spearheading development, implementation and review policies, regulations, strategies, standards and guidelines on information and broadcasting;
- (ii) providing technical advice on emerging trends in information and broadcasting;
- (iii) overseeing monitoring and reviewing information and broadcasting programmes and initiatives;
- (iv) reviewing information and broadcasting reports/briefs and making recommendations;
- (v) ensuring compliance with professional standards and ethics in information and broadcasting sector in line with the Constitution and other related laws;
- (vi) moderating information and broadcasting content in line With Article 10 of the Constitution;
- (vii) collaborating with relevant stakeholders to establish partnerships and linkages on information management and broadcasting;
- (viii) ensuring adherence to international protocols, treaties, conventions on information management and broadcasting;
- (ix) enhancing access to information to promote public engagement;
- (x) coordinating research, innovation and capacity building in information and broadcasting management;
- (xi) overseeing upgrading, expansion and maintenance of information and broadcasting systems and infrastructure;
- (xii) overseeing development and implementation of the strategic plan, work plan, budget, procurement plans, performance contract and staff appraisal; and
- (xiii) managing and developing staff information and broadcasting an ensuring prudent utilization of resources.

#### **SECRETARY PUBLIC COMMUNICATIONS – ONE (1) POST – V/NO. 18/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 182,890- Ksh 365,880 p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Director Public Communications/ Information, CSG 5;
- (ii) a Bachelors degree in any of the following disciplines: communications/ public relations studies; mass communication, journalism, public relations, communication studies, media studies/science or its equivalent qualification from a recognized university in Kenya;
- (iii) a Masters degree in any of the following disciplines: communications/public relations studies, development communications, corporate communications or its equivalent qualifications from a recognized university in Kenya;
- (iv) membership to professional body and in good standing (where applicable)
- (v) demonstrated technical and professional competence, managerial and leadership capabilities and thorough understanding of Public Communications; and

- (vi) exhibited thorough understanding of national development policies, goals. Legislations and objectives and ability to integrate them into Public Communications functions.

### **Duties and Responsibilities**

An officer at this level will report to the Principal Secretary (PS), State Department for Broadcasting and Telecommunications for effective management and administration.

Duties and responsibilities at this level will include:-

- (i) spearheading development, implementation and review policies, regulations, strategies, standards and guidelines on Public Communications;
- (ii) providing technical advice on emerging trends in Public Communications;
- (iii) overseeing monitoring and evaluation of Public Communications programmes and projects and ensuring adherence to public communications professional standards and ethics;
- (iv) overseeing and coordinating communication of government policies, strategies, programmes and projects as well as liaising with the relevant stakeholders on issues that need to be communicated to the public;
- (v) providing oversight and direction in monitoring and analyzing media content in order to enhance national cohesion, peace and security;
- (vi) establishing linkages and partnerships with relevant stakeholders in matters pertaining to public communications and promoting and maintaining a positive image of the Government;
- (vii) spearheading research on various public communications matters and developing appropriate interventions and spearheading citizen engagement and public awareness campaigns;
- (viii) overseeing operationalization and management of the National Government Contact Centre and Media Centre;
- (ix) coordinating the utilization and management of government websites and digital communication platforms; and
- (x) overseeing development and implementation of the strategic plan, work plan, budget, procurement plans, performance contract and staff appraisal.

### **SECRETARY TELECOMMUNICATION & POSTAL SERVICES – ONE (1) POST – V/NO.19/2024**

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) at the grade of Director Telecommunications/Information/Public Communications, CSG 5;

- (ii) a Bachelors degree in any of the following disciplines: Computer Science, Electrical/Electronic Engineering, Telecommunication, Business Information Technology or its equivalent qualification from a recognized university in Kenya;
- (iii) a Masters degree in any of the following disciplines: Computer Science, Electrical/Electronic Engineering, Telecommunication or its equivalent qualifications from a recognized university in Kenya;
- (iv) membership to professional body and in good standing (where applicable)
- (v) demonstrated technical and professional competence, managerial and leadership capabilities and thorough understanding of Telecommunication & Postal Services; and
- (vi) exhibited thorough understanding of national development policies, goals. Legislations and objectives and ability to integrate them into Telecommunication & Postal Services functions.

### **Duties and Responsibilities**

An officer at this level will report to the Principal Secretary (PS), State Department for Broadcasting and Telecommunications for effective management and administration. Duties and responsibilities at this level will include:-

- (i) spearheading development, implementation and review policies, regulations, strategies, standards and guidelines and legal frameworks on telecommunications and postal sectors;
- (ii) overseeing the implementation of programmes in telecommunications and postal sectors;
- (iii) spearheading monitoring and evaluation of programmes and strategies in telecommunications and postal sectors;
- (iv) liaising with the relevant stakeholders on issues that need to be communicated to telecommunications and postal sectors and spearheading the identification of emerging issues and opportunities in telecommunications and postal sectors telecommunications and postal sectors;
- (v) providing technical advice and guidance to the Principal Secretary on matters related to telecommunications and postal sectors;
- (vi) promoting universal access to postal and telecommunications systems and (iia) services accordance with internationally recognized standards and practices;
- (vii) promoting effective competition among stakeholders in the postal and telecommunication sectors;
- (viii) overseeing the management of the government telecommunications infrastructure and collaborate with relevant stakeholders to build capacity in the postal and telecommunications sectors;
- (ix) overseeing development and implementation of the strategic plan ,work plan, budget, procurement plans, performance contract and staff appraisal; and
- (x) coordinating management and development of Telecommunications and postal staff and ensuring prudent utilization of resources.

## VACANCIES IN THE MINISTRY OF TOURISM AND WILDLIFE

### STATE DEPARTMENT FOR TOURISM

#### SECRETARY TOURISM DEVELOPMENT – ONE (1) POST – V/NO. 20/2025

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

#### For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years at the grade of Director, Tourism CSG 5 or in a comparable and in relevant position in the wider public service;
- (ii) a Bachelors degree in either Tourism or any other relevant field and equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in Tourism or any other relevant field and equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated ability in programme design management;
- (v) competencies to articulate the vision of the tourism sector; exercise leadership and team building; be able to motivate and inspire staff ,cultivate working relationships and sustainable development with stakeholders and ;
- (vi) knowledge in the following areas: global ,regional emerging policy issues in Tourism ,environment and culture; success levels of various strategies suitable for developing countries; Tourism; Tourism act and other related statutes; and
- (vii) demonstrated a thorough understanding of tourism policies standards and objectives and ability to translate them to national goals and vision 2030 aspirations.

#### Duties and Responsibilities

The Secretary will be the overall head of the technical departments and the chief advisors on issues relating to the tourism act and related statutes, their interpretation, application and interpretation, application and implications. Duties and responsibilities will include:-

- (i) coordinating the technical activities;
- (ii) managing overall tourism in Kenya;
- (iii) formulation and implementation of tourism policies and programs;
- (iv) promoting linkages within the tourism sector;
- (v) securing and managing financial support for development plans;
- (vi) designing and implementing well prioritized and competitive programs;
- (vii) spearheading formulation and implementation of policies and strategies relating to the sector and long-term goals for development of tourism;
- (viii) contributing actively to the tourism directorate's strategic development and promotion;

- (ix) advising the cabinet secretary and principal secretary responsible for tourism on all professional matters relating to the formulation of policies, plans and regulations for development and promotion of tourism in Kenya;
- (x) ensuring implementation of tourism policies, strategies, programmes and projects;
- (xi) ensuring the development ,implementation and review of the national tourism strategy;
- (xii) providing advice and guidance on all matters relating to tourism;
- (xiii) promoting public-private sector partnerships in the tourism sector;
- (xiv) mainstreaming tourism issues into the national development policies, goals and objectives;
- (xv) overseeing development and reviewing bilateral, regional and international agreements and protocols on tourism;
- (xvi) ensuring representation of Kenya's tourism sector in the regional and international tourism for a;
- (xvii) advising and recommending granting of incentives to stakeholders in the tourism sector; and
- (xviii) overseeing the development and review of Integrated.

## STATE DEPARTMENT FOR WILDLIFE

### **DIRECTOR, WILDLIFE POLICY AND STRATEGY – ONE (1) POST – V/NO. 21/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 146, 360-Ksh 266,750 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 60,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

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

- (i) served for a minimum period of three (3) years at the grade of Deputy Director of Wildlife, CSG 6 or in a comparable and in relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Education, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation ,Bio Resource Conservation and Management, Botany, Climate Change and Development, Forestry, Coastal and Marine Resource Management, Conservation Biology, Ecology, Marine Resource Management, Natural Resource Management, Wildlife Management, Zoology or its equivalent and relevant qualification from a university recognized in Kenya ;
- (iii) a Masters Degree in any of the following disciplines:- Environmental Economics, Environmental Science, Forest Survey For Sustainable Development, Forestry, Natural Resources Management, Environmental Governance, Environmental Policy, Environmental Planning And Management/Studies/Agroforestry, Resource Management,



Agriculture Economics, Land And Water Management, Biodiversity Conservation ,Wildlife Conservation ;Range Management, Climate Change, Sustainable Development or its equivalent and relevant qualification from a university recognized in Kenya;

- (iv) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function.

### **Duties and Responsibilities**

The overall function of the Director, Wildlife Policy and Strategy is to provide coordination and oversight in the review, formulation and implementation of the wildlife research, assessment, monitoring and training policy, strategy and legislation in the directorate. Duties and responsibilities at this level will include:-

- (i) initiating the formulation and implementation of wildlife conservation policy;
- (ii) coordinating wildlife regional protocols, conservation conventions and international agreements in liaison with other stakeholders;
- (iii) developing feedback mechanisms to monitor wildlife conservation programmes;
- (iv) coordinating development of wildlife research reports;
- (v) coordinating and harmonizing wildlife conservation, research and technology transfer;
- (vi) undertaking wildlife conservation research in liaison with other stakeholders;
- (vii) coordinating wildlife conservation matters between the national and county governments;
- (viii) overseeing training and capacity building to support national and international wildlife conservation programs;
- (ix) mobilizing funds and other resources for the wildlife sector;
- (x) ensuring sustainable exploitation ,utilization of wildlife and wildlife products;
- (xi) developing and enhancing capacity building and physical infrastructure for wildlife and wildlife resource management;
- (xii) enforcing standards ,rules and regulations on conservation management and protection of natural resources;
- (xiii) coordinating the development and review of wildlife policies and legislation and monitoring implementation;
- (xiv) coordinating the implementation of national wildlife conservation and management strategies;
- (xv) coordinating monitoring implementation of wildlife policies, guidelines and proposals on adaptation and mitigation measures at the national and international levels;
- (xvi) formulating ,interpreting and monitoring wildlife conservancy strategic policies;
- (xvii) reviewing the procedures and processes for granting concessions, licenses and permits in liaison with other stakeholders;

**ASSISTANT DIRECTOR, WILDLIFE POLICY AND STRATEGY– FOUR (4) POSTS – V/NO. 22/2025**

Basic Salary Scale:	Ksh 92, 030- Ksh 133, 410 p.m.	(CSG 7)
House Allowance:	Ksh 18, 066 - Ksh 45, 000 p.m.	
Commuter Allowance:	Ksh 12, 000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years at the grade of Principal Wildlife Officer, CSG 8 or in a comparable and in relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Education, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation ,Bio Resource Conservation and Management, Botany, Climate Change and Development, Forestry, Coastal and Marine Resource Management, Conservation Biology, Ecology, Marine Resource Management, Natural Resource Management, Wildlife Management, Zoology or its equivalent and relevant qualification from a university recognized in Kenya ;
- (iii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) liaising with other stakeholders in the development of general guidelines, standards, agreements, procedures in the wildlife sub-sector;
- (ii) initiating national policies impacting on wildlife conservation, governance and participation;
- (iii) reviewing and monitoring the implementation of national wildlife conservation and management strategies; and
- (iv) developing procedures for sustainable exploitation, utilization, management and conservation of wildlife resources.

## **ASSISTANT DIRECTOR, WILDLIFE SERVICES– TWO (2) POSTS – V/NO. 23/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92, 030- Ksh 133, 410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18, 066 - Ksh 45, 000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Principal Wildlife Officer, CSG 8 or in a comparable and in relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Education, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation ,Bio Resource Conservation and Management, Botany, Climate Change and Development, Forestry, Coastal and Marine Resource Management, Conservation Biology, Ecology, Marine Resource Management, Natural Resource Management, Wildlife Management, Zoology or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) liaising with other stakeholders in the development of general guidelines, standards, agreements, procedures in the wildlife sub-sector;
- (ii) initiating national policies impacting on wildlife conservation, governance and participation;
- (iii) reviewing and monitoring the implementation of national wildlife conservation and management strategies; and
- (iv) developing procedures for sustainable exploitation, utilization, management and conservation of wildlife resources.

## VACANCIES IN THE MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS

### STATE DEPARTMENT FOR THE BLUE ECONOMY AND FISHERIES

#### SECRETARY, FISHERIES AND BLUE ECONOMY – TWO (2) POSTS – V/NO. 24/2025

Basic Salary Scale:	Ksh 182,890- Ksh 365,880p.m. (CSG 4)
House Allowance:	Ksh 80,000 p.m.
Commuter Allowance:	Ksh 24,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

#### For appointment to this grade, a candidate must have;

- (i) served for a minimum period of three (3) years at the grade of Director, Fisheries and Blue Economy CSG '5';
- (ii) a Bachelors degree in any of the following fields:-Fisheries Science; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Biology; Zoology; Botany; Biochemistry; Biotechnology ;Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Geology; Hydrology; Environmental Sciences; Sociology; Food Science and Technology; Tourism; Wildlife; Energy; Remote Sensing; Spatial Planning; Land Economics; Geophysics; Oceanography; Chemistry or any other equivalent and relevant qualifications from a recognized university in Kenya;
- (iii) a Masters degree in any of the following fields:-Fisheries Science; Fisheries Management; Hydrology; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; ;Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Environmental Sciences; Food Science and Technology; Oceanography; or any other equivalent and relevant qualifications from a recognized university in Kenya;
- (iv) acquired wide experience in all aspects of fisheries management, development of policies and fully conversant with the fisheries act and all relevant national and international instruments;
- (v) clear understanding of national, regional, continental and international development goals, policies, strategies and instruments and ability to link them to sustainability;
- (vi) demonstrated ability in conflict resolution; and
- (vii) experience in mobilizing and managing resources.

## **Duties and Responsibilities**

**The Officer will be deployed either as Secretary, Blue Economy Development or Secretary, Fisheries.**

### **The Secretary, Blue Economy Development**

The Secretary, Blue Economy Development will be responsible to the Principal Secretary for the overall coordination and management of the Blue Economy Development function. Duties and responsibilities at this level will include:

- (i) coordinating the planning of overall development, review and implementation of policy, strategies, legal, regulatory and institutional framework for blue economy;
- (ii) spearheading stakeholders' engagement and partnerships in management of the blue economy resources;
- (iii) overseeing capacity building for sustainable exploitation of the blue economy resources;
- (iv) coordinating institutions for dispute resolution on the blue economy resource base conflicts;
- (v) coordinating matters of regional and international blue economy protocols, conventions, declarations and standards for shared blue economy resources;
- (vi) providing leadership in collaborative policy research on blue economy;
- (vii) overseeing the protection of aquatic ecosystems and marine resources in Exclusive Economic Zones;
- (viii) coordinating inter-governmental relations nationally and internationally in blue economy development;
- (ix) coordinating mobilization of resources and implementation of programmes, projects for the blue economy development;
- (x) overseeing the development and maintenance of blue economy database and knowledge management ;and
- (xi) coordinating formulation, implementation and monitor performance contracts for the technical directorates.

### **The Secretary Fisheries**

The Secretary Fisheries will be responsible to the Principal Secretary. The duties and responsibilities will include: -

- (i) spearheading development, implementation and review of policies, legal, strategies, regulatory and institutional framework for development and management of fisheries and aquaculture to ensure food and nutrition security;
- (ii) overseeing matters of regional and international fisheries protocols, conventions, declarations and standards for shared fisheries and aquaculture resources and migratory fish stocks;
- (iii) spearheading the development of fisheries and aquaculture related infrastructure;
- (iv) overseeing the development of spatial plans for inland fisheries and aquaculture development;
- (v) coordinating stakeholders' engagement and partnerships in management of fisheries resources and national aquaculture development;
- (vi) supporting capacity building for sustainable exploitation of fisheries and aquaculture development;

- (vii) providing oversight in the approval of fishing and processing licenses and levies;
- (viii) providing guidance on dispute resolution on fisheries and aquaculture resource use conflicts;
- (ix) spearheading the promotion of Kenya as a Centre for Aquaculture Excellence;
- (x) overseeing collaborative research on fisheries and aquaculture development;
- (xi) coordinating resource mobilization and supervise implementation of fisheries and aquaculture management and development;
- (xii) ensuring the development and maintenance of fisheries and aquaculture database, knowledge management, sharing and streamlined dissemination of information; and
- (xiii) coordinating formulation ,implementation and monitoring of performance contracts for the Directorates.

## STATE DEPARTMENT FOR SHIPPING & MARITIME AFFAIRS

### **DIRECTOR, GOVERNMENT CLEARING SERVICES – ONE (1) POST V/NO 25/2025**

<b>Basic Salary scale:</b>	<b>Ksh 146,360 – Ksh 266,750 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 52,000 – Ksh 60,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>	
<b>Leave allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of three (3) years at the grade of Deputy Director, Clearing Services CSG 6;
- (ii) a Bachelors Degree in any of the following disciplines; Commerce, Marketing, Supply Chain Management, Economics or Business Administration/Management from a university recognized in Kenya;
- (iii) a Diploma in Clearing and forwarding from a recognized institution;
- (iv) a Masters Degree in any of the following disciplines: Marketing, Supply Chain Management, Economics or Business Administration/Management from a University recognized in Kenya; and
- (v) demonstrated a thorough understanding of national goals, policies and ability to relate them to the Shipping and Maritime function.

#### **Duties and Responsibilities**

The Director, Government Clearing Services will be answerable to the Principal Secretary, responsible for Government Clearing function and overall administrative, management and coordinating of the Division. Duties and responsibilities will include;-

- (i) formulating, reviewing and coordinating the implementation of clearing policies;
- (ii) ensuring clearing standards rules, regulations and procedures are adhered to;
- (iii) initiating and reviewing the objectives, operational systems and procedures of the clearing services;
- (iv) ensuring authorization for release/removal of cargo from storage areas;
- (v) providing advisory services to the Government and stakeholders on clearing matters;
- (vi) ensuring implementation of research findings;

- (vii) implementing relevant Acts; and
- (viii) ensuring provision of quality clearing services;
- (ix) developing, implementing and realizing departmental Strategic Plan and objectives;
- (x) managing and accounting for the finances and assets of the department; and
- (xi) ensuring operational accountability; and overall management and development of staff.

## VACANCIES IN THE MINISTRY OF GENDER, CULTURE THE ARTS AND HERITAGE

### STATE DEPARTMENT FOR GENDER AND AFFIRMATIVE ACTION

#### **DEPUTY DIRECTOR, GENDER TWO (2) POSTS –V/NO. 26/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105,570 - Ksh 182,890 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 - Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

#### **For appointment to this grade, a candidate must have:**

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Gender CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration(Finance/Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other Social Science from a University recognized in Kenya;
- (iii) certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks or four (4) weeks in aggregate from a recognized institution;
- (iv) demonstrated outstanding professional competence and managerial ability as reflected in work performance and results.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) drafting and interpreting policies in the area of jurisdiction;
- (ii) disseminating/sensitizing and implementing National Gender Action Plans;
- (iii) coordinating Gender Mainstreaming, Socio-Economic Empowerment programmes and projects, and activities geared towards elimination of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV),
- (iv) designing and facilitating Programmes/Projects that promote Gender Equity;
- (v) undertaking Research on Gender issues, including baseline survey on Female Genital Mutilation and Gender –Based Violence;
- (vi) coordinating the development and interpretation of Gender Disaggregated Data and Management Information Systems;
- (vii) monitoring the implementation of Data related Funds and the prevalence of Female Genital Mutilation and Sexual and Gender-Based violence;
- (viii) engaging and promoting partnership with stakeholders on Gender related matters;

- (ix) participating and reporting on International and regional forums on Gender;
- (x) coordinating, developing and implementing performance targets, Annual Work Plans and strategies for the section; and
- (xi) supervising, mentoring and developing officers in the Section.

## VACANCIES IN THE MINISTRY OF EDUCATION

### STATE DEPARTMENT FOR TECHNICAL TRAINING SKILLS DEVELOPMENT

**SECRETARY, TECHNICAL AND VOCATIONAL EDUCATION TWO (2) POSTS –V/NO. 27/2025** *(Secretary, Technical Training Skills Development (1) post & Secretary TVET Tutors Management (1) post)*

<b>Basic Salary Scale:</b>	<b>Ksh 182,890 - Ksh 365,880 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Kshs. 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave entitlement:</b>	<b>30 working days per financial year</b>	
<b>Leave allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Medical Benefits:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of three (3) years at the grade of Director Vocational and Technical Education, CSG 5;
- (ii) a Bachelors degree in Education or Education Technology from a recognized university in Kenya;

**OR**

- (iii) a Bachelors Degree in any of the following disciplines:- Pure/Applied Sciences Home Economics, Agriculture Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or its equivalent qualification from a university recognized in Kenya;
- (iv) a Masters degree in any of the following disciplines:- Education, Education Technology, Pure Applied Science, Business Administration, Project Planning and Management, Policy Planning, Entrepreneurship, Computer Science, Engineering Built Environment, Information and Communication Technology Textiles/Clothing Technology, Hospitality Management or its equivalent qualification from a university recognized in Kenya; and
- (v) good understanding of National and International trends and Policies in Technical Training Function.

#### **Duties and Responsibilities**

**An officer at this level will be deployed to head any of the following Directorates:**

##### **a) Technical Training Skills Development**

Duties and responsibilities at this level will include: -

- (i) overseeing the formulation, coordination and review of National Technical Training Policies and Strategies;
- (ii) overseeing the implementation of the National Technical Training Policies, Strategies and Guidelines;



- (iii) providing policy and strategic direction for the growth of the technical training
- (iv) planning for development of technical training in Kenya;
- (v) promoting Science, Technology, Research and Innovation in technical training
- (vii) building capacity of technical training officers;
- (viii) coordinating resource mobilization and allocation for development of the technical sector;
- (ix) promoting technical training co-curricular and promotional activities;
- (x) fostering strategic collaborations, linkages, partnerships and agreements in technical training;
- (xi) promoting entrepreneurship and industrial incubation in technical trainings.
- (xii) coordinating the promotion of entrepreneurial culture in the technical training-system;
- (xiii) overseeing monitoring and evaluating technical training programmes and projects; and
- (xiv) coordinating performance management in the Directorate.

#### **b) TVET Tutors Management**

The Secretary, Tutor Management Services will be the head of the Directorate and will be responsible to the Principal Secretary for the overall coordination of the function: Duties and responsibilities at this level will include:-

- (i) advising and reviewing the standards of education and training for persons joining the trainer service;
- (ii) developing, implementing and reviewing induction, training and professional development of Vocational and Technical Trainers;
- (iii) Advising on deployment and transfer of Vocational and Technical Trainers and institutional administrators of public TVET institutions;
- (iv) developing, implementing and reviewing master plan on Vocational and Technical Trainers 'industrial attachment, linkages and continuous professional development for TVET Trainers;
- (v) maintaining data on Vocational and Technical Trainers performance management in public TVET institutions;
- (vi) advising on Curriculum Based Establishment (CBE) and workload for Vocational and Technical Trainers;
- (vii) maintaining a national register and database for Vocational and Technical Trainers;
- (viii) managing Vocational and Technical Trainers support services (guidance and Counselling) and psychosocial support;
- (ix) developing and implementing guidelines on Trainer- Trainee ratio, Trainer workload and Trainer – Trainee contact hours
- (x) coordinating and designing implementation and reviewing capacity building programmes for Vocational and Technical Trainers;
- (xi) advising on Vocational and Technical Trainers delivery capacity
- (xii) coordinating staff development, training needs and impact assessment for Vocational and Technical Trainers; and
- (xiii) advising on disciplinary control of Vocational and Technical Trainers in public TVET Institutions.

**CHIEF ARCHITECT – ONE (1) POST – V/NO 28/2025**

Basic Salary Scale:	Ksh 182,890- Ksh 365,880p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Deputy Chief Architect, CSG 5;
- (ii) a Bachelors degree in Architecture or its equivalent and relevant qualification from a recognized university in Kenya;
- (iii) a Masters degree in architecture or its equivalent and relevant qualification from a recognized university in Kenya;
- (iv) be registered by the Board of Registration of Architects & Quantity Surveyors of Kenya;
- (v) corporate membership with the Architectural Association of Kenya (AAK);
- (vi) attended a project development and management course lasting not less than four (4) weeks from a recognized institution in Kenya;
- (vii) demonstrate high degree of professional competence and administrative capability required for effective planning, direction and coordination of building development programmes; and
- (viii) a thorough understanding of national goals, policies and programmes and the ability to translate them to the quantity surveying functions.

**Duties and Responsibilities**

The Chief Architect will head the Architectural Directorate and is responsible to the Works Secretary for all activities of the Directorate comprising Architectural, maintenance, Research, Forward Planning Group and Surveying both at the Headquarters and in the Field. Duties and responsibilities at this level will include;

- (i) directing, coordinating and supervising the human resource dealing with design, construction and maintenance of all public buildings;
- (ii) forming and implementing of architectural policies;
- (iii) approving drawings and advising the government on all building matters;
- (iv) implementing the directorate's strategic objectives, preparation of the directorate's performance contracts, mobilize team building;
- (v) overseeing the financial and asset management issues of the directorate;
- (vi) instituting operational accountability and transparency;
- (vii) securing and managing financial support for development plans and overall supervision; and
- (viii) training and development of directorate staff.

**SECRETARY, NATIONAL BUILDING INSPECTORATE– ONE (1) POST– V/NO. 29/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 182,890- Ksh 365,880p.m. (CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Director, Building Inspection and Audit or Director Building Safety, Testing and Quality Assurance Services CSG 5;
- (ii) a Bachelors degree in any of the following disciplines:-Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics or its equivalent qualification from a recognized university in Kenya;
- (iii) a Masters degree in any of the following disciplines:-Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional Planning, Building Economics, Project Management or its equivalent from a recognized university in Kenya;
- (iv) registered by a relevant and recognized professional body;
- (v) good understanding of the role of built environment functions and ability to translate them into national development goals; and
- (vi) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the Built Environment Function.

**Duties and Responsibilities**

The secretary will head the national buildings inspectorate and will be responsible to the principal secretary for providing strategic leadership and policy direction on matters of national built environment services.

Duties and responsibilities will include;

- (i) formulating and reviewing of national built environment policies, strategies, procedures, programmes, guidelines and regulations in consultation with major stakeholders in the built environment sector;
- (ii) overseeing preparations of standard built environment manuals and templates for use by relevant agencies;
- (iii) working in collaborating with national and county government agencies and other stakeholders in ensuring all built environments structures conform to established standard guidelines and regulations;
- (iv) promoting collaborating with relevant stakeholders in ensuring continuous and periodic inspection of built environment structures;
- (v) facilitating coordination of multispectral agencies in enforcing remedial measures in built environment structures;
- (vi) advising the cabinet secretary responsible for built environment function in respect to gazettment of renewal zone areas;
- (vii) facilitating promotion of public private partnership programmes in the management of built environment structures;

- (viii) overseeing accreditation of checkers, establishment of vetting committees, verification of enforcement notices and issuance of compliance inspection certificate in consultation with relevant stakeholders;
- (ix) spearheading research work and facilitating promotion of benchmark studies with other reputable institutions to keep a breast with emerging trends in built environment issues;
- (x) ensuring effective management of built environment database;
- (xi) overseeing mobilization of resources, performance management, mentoring and development of staff.

## VACANCIES IN THE MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

### STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

#### **DIRECTOR, HOUSING INFRASTRUCTURE. – ONE (1) POST –V/NO. 30/2025**

<b>Basic Salary Scale:</b>	<b>Ksh.146, 360-Ksh 266,750p.m.</b>	<b>CSG 5</b>
<b>House Allowance:</b>	<b>Ksh 60,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

#### **For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Deputy Director Housing and Settlement CSG 6;
- (ii) been registered by any of the following bodies; Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institute of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environment Management Authority Board, any other relevant and recognized professional body;
- (iii) a Masters degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation And Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated a high degree of professional, administrative and managerial competence in work performance necessary for effective management of the functions of the departments; and
- (v) ability to articulate, interpret and implement national and international policies and development goals.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) formulating and implementing housing infrastructure development policies;
- (ii) establishing a framework for housing infrastructure development;
- (iii) coordinating resource mobilization for low cost housing infrastructure programmes;
- (iv) advising the government on housing infrastructure development activities;
- (v) monitoring and evaluation of projects and programmes; and
- (vi) managing financial, human and other resources in the department.

**DIRECTOR, URBAN GOVERNANCE, MANAGEMENT & RESILIENCE – ONE (1) POST  
–V/NO 31/2025**

<b>Basic Salary Scale:</b>	<b>Ksh.146, 360 - Ksh 266,750p.m. CSG 5</b>
<b>House Allowance:</b>	<b>Ksh 60,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director, Urban Governance, Management & Resilience CSG 6;
  - (ii) a Bachelors degree in any of the following disciplines: Urban And Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Civil Engineering, Mechanical Engineering, Structural Engineering, Electrical Engineering, Survey and Photogrammetry, Urban Design or equivalent qualifications from a recognized institution in Kenya;
- OR**
- a Bachelors degree in any of the following disciplines: sociology, Psychology, social development or any other relevant social Sciences from university recognized in Kenya;
  - (iii) a Masters degree in any of the following disciplines: Urban And Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning And Management, Civil Engineering, Mechanical Engineering, Structural Engineering, Electrical Engineering, Survey And Photogrammetry, Urban Design or equivalent qualifications from a recognized institution in Kenya;
  - (iv) been a registered member of a relevant professional body (where applicable); and
  - (v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management in the field of urbanization and urban development.

**Duties and Responsibilities**

The Director, Urban Governance and Management & Resilience will be responsible to the secretary, Urban and Metropolitan Development for the smooth coordination and management of urban development functions. Duties and responsibilities at this level will include:-

- (i) developing, reviewing and ensure implementation of urban development policies, strategies, procedures, plans, standards and guidelines;
- (ii) recommending for approval reports on classification of urban areas;

- (iii) facilitating formulation and review of appropriate legislation and draft regulations on urbanization and urban development;
- (iv) approving and facilitating sensitization workshops on ongoing projects and programmes for stakeholders;
- (v) approving projects and programmes on urbanization and urban development;
- (vi) approving terms of reference for integrated urban and local area development plans, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure, security lighting and other related infrastructure on urban development;
- (vii) ensuring gender mainstreaming and social inclusivity in urban projects and programmes;
- (viii) providing technical advice to national and county governments on matters of urbanization and urban development;
- (ix) ensuring coordination and management of urban observatory and data bank;
- (x) developing and reviewing strategies for domestication of international urban agenda;
- (xi) facilitating approval of joint projects to be implemented by both levels of government in urban areas; and
- (xii) initiating proposal for technical support on twinning of urban county government and urban areas and cities.

**DEPUTY DIRECTOR, HOUSING INFRASTRUCTURE – THREE (3) POSTS –  
V/NO. 32/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director of Housing Infrastructure, CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate And Land Administration, Building Economics, Urban/Regional Planning, Construction Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent from a university recognized in Kenya;
- (iii) been registered by any of the following bodies; Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institute of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environment Management Authority Board, any other relevant and recognized professional body; and
- (iv) demonstrated professional competence, administrative capabilities and initiative in general organization and management of the housing function.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) planning, coordinating and directing overall operations at the headquarters and field offices;
- (ii) monitoring of workloads and recommending distribution;
- (iii) analyzing and continuous review and implementation of housing infrastructure and development policies;
- (iv) integrating policy objectives into planning and implementation of projects;
- (v) formulation of strategies and preparation of budgets;
- (vi) promoting public-private partnerships in low-cost housing infrastructure;
- (vii) coordinating stakeholder participation in housing infrastructure development;
- (viii) overseeing resource mobilization and utilization for implementation of projects and programs;
- (ix) overseeing research and preparation of reports on pertinent issues on housing infrastructure development; and
- (x) guiding, supervising and development of staff and management of financial resources.

### **DEPUTY DIRECTOR, CIVIL SERVANT HOUSING SCHEME – FIVE (5) POSTS – V/NO. 33/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Assistant Director Housing CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate And Land Administration, Building Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent from a university recognized in Kenya;
- (iii) been registered by any of the following bodies; Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institute Of Surveyors Of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environment Management Authority Board, any other relevant and recognized professional body; and
- (iv) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) planning, designing, implementation, monitoring and evaluation of housing projects for home ownership and rental by civil servants;
- (ii) formulating, reviewing, interpretation and implementation of civil servants housing policies;
- (iii) researching on civil servants housing demand;
- (iv) formulating and implementing financing strategies, ensuring delivery of affordable housing, facilitation of ownership transfer to purchasers, ensuring safekeeping of leases and titles;
- (v) translating project briefs into concepts;
- (vi) facilitating procurement of consultancy services and building works;
- (vii) engaging housing development partners;
- (viii) facilitating issuance of loans to civil servants for construction or purchase of houses;
- (ix) maintaining assets inventory for civil servants housing; and
- (x) guiding, supervising and development of staff and management of financial resources.

#### **DEPUTY DIRECTOR, ESTATE MANAGEMENT – THREE (3) POSTS – V/NO. 34/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director Estate Management, CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: Land Economics, Estate Management , Property Management And Valuation ,Facility Management, Building Economics, Regional/Urban Planning, Construction Management, Structural/Civil/Building/Electrical/Mechanical Engineering or any other equivalent from a recognized university in Kenya;
- (iii) been registered by any of the following bodies; Institute of Surveyors Of Kenya, Board of Architects and Quantity Surveyors, Physical Planners Registration Board and Engineers Registration Board, or any other relevant and recognized professional body; and
- (iv) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function.

#### **Duties and Responsibilities**



An officer at this level will be deployed to head a division at the Ministry headquarters. He/she will be responsible to the Director, Estate Management. Duties and responsibilities at this level will include:-

- (i) initiating, formulating and reviewing policies on estate management in relation to maintenance, office accommodation, public servants housing, leasing and housing administration;
- (ii) coordinating the activities of various sections including leasing, inventory management, valuation, maintenance, planning and inspectorate, technical and policy administration;
- (iii) coordinating the monitoring and evaluation of various government estate projects, feasibility studies of estates for re-development and related activities;
- (iv) providing guidance in preparation of annual departmental budget; and
- (v) supervising, managing and developing staff.

#### **CHIEF SUPERINTENDING BUILDING SURVEYOR– NINE (9) POSTS – V/NO. 35/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Building Surveyor, CSG 8;
- (ii) a Bachelors degree in Real Estate or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a registered and current member of the Institution of Surveyors of Kenya (Building Surveyors Chapter), or relevant professional body; and
- (iv) demonstrated staff management skill, effective coordination of building surveying function, merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities**

An officer at this level will be deployed as a head of a section at headquarters or as one of the Building Surveyors in a Region. Duties and responsibilities at this level will include:-

- (i) overseeing a portfolio of public office accommodation dealing with management of Government leases ,audits and needs assessments for a cluster of Government Ministries, Departments and Agencies;
- (ii) negotiating lease terms and conditions to be consistent with government leasing process and arbitration of estate management related disputes; and
- (iii) drawing targets for section, monitoring and evaluation, administration and supervision of all staff working under him/her.

#### **DEPUTY DIRECTOR, URBAN GOVERNANCE, MANAGEMENT & RESILIENCE – TWO (2) POSTS – V/NO. 36/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Urban Governance and Management & Resilience, CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Land Economics, Building Economics, Architecture, Survey And Photogrammetry, Planning(Urban & Regional, Environmental), Engineering(Civil/ Mechanical/ Structural/Water and Sanitation or any other relevant qualification from a recognized institution in Kenya;

**OR**

- a Bachelors degree in any of the following disciplines: Sociology, Psychology, Social Development or any other relevant Social Sciences from a University recognized in Kenya;
- (iii) been a registered member of a relevant professional body (where applicable); and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

**Duties and Responsibilities**

- (i) reviewing and implementing Urban Management policies, strategies, procedures and guidance;
- (ii) reviewing and recommending draft regulations on urban management;
- (iii) coordinating sensitization workshop on ongoing urban management projects and programmes;
- (iv) coordinating dissemination of urban management in line with the national urban development policy;
- (v) coordinating on job training to county governments and board on urban management;
- (vi) coordinating gender mainstreaming and social inclusivity in urban management projects and programmes;
- (vii) reviewing and recommending for approval policies and strategies on urban management;
- (viii) reviewing and recommending for approval supportive strategies and plan on urban management;
- (ix) reviewing and recommending for approval developed urban management standards and guidance;
- (x) evaluating and recommending for approval advise to national and county governments on matters of urban management;
- (xi) evaluating and recommending for approval research findings on urban management related issues;
- (xii) ensuring coordination of advisory on best practices on urban management;
- (xiii) ensuring coordination of innovation and use of modern technology in urban management practices;

- (xiv) reviewing and ensuring implementation urban management strategies for domestication of international urban agenda;
- (xv) reviewing and recommending joint urban management projects to be implemented by both level of government in urban; and
- (xvi) reviewing and recommending urban management proposals for mobilization of both finance and human resources; and policies and strategies on urbanization and urban development.

**DEPUTY DIRECTOR, METROPOLITAN PLANNING & ENVIRONMENT. - TWO (2) POSTS – V/NO. 37/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Metropolitan Planning and Environment, CSG 7;
  - (ii) a Bachelors degree in any of the following disciplines: Urban Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Civil Engineering , Mechanical Engineering, Structural Engineering, Electrical Engineering, Land Survey and Photogrammetry, Geospatial Engineering, Urban Design, Sociology, Psychology, Social Development or any other relevant qualification from a university recognized in Kenya;
- OR**
- a Bachelors degree in any of the following disciplines: Sociology, Psychology, Social Development or any other relevant Social Sciences from a university recognized in Kenya;
  - (iii) been a registered member of a relevant professional body (where applicable); and
  - (iv) demonstrated technical and professional competence as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) reviewing and implementing metropolitan development policies, strategies, procedures, plans, standards and guidelines;
- (ii) ensuring implementation of programmes on delineation of metropolitan areas;
- (iii) initiating review and dissemination of appropriate legislation and regulations on metropolitan development;
- (iv) ensuring implementation of strategic projects and programmes in metropolitan areas including joint projects to be implemented by both levels of government in the capital city;
- (v) providing technical advice to national and county governments on matters of metropolitan development;

- (vi) reviewing and ensuring implementation of strategies for domestication of internal metropolitan agenda;
- (vii) reviewing and ensuring implementation of spatial plans for the metropolitan regions and major urban areas and transport corridors;
- (viii) coordinating implementation of strategic projects and programmes for promotion of Nairobi into a regional and global service hub and other cities in the metropolitan areas;
- (ix) coordinating implementation of support maintenance programmes, infrastructure and services for the capital city and metropolitan areas;
- (x) facilitating implementation of the principles of metropolitan cooperation with the capital city county government of Nairobi and other metropolitan areas;
- (xi) providing technical support on social and physical infrastructure and services in concurrence with both levels of governments in the capital city and other metropolitan regions; and
- (xii) coordinating research, innovation, best practices and use of modern technology in metropolitan development related issues.

#### **DEPUTY DIRECTOR, URBAN DEVELOPMENT - ONE (1) POST – V/NO. 38/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Urban Development, CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Urban &Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Survey and Photogrammetry, GIS, Urban Design, Sociology, Psychology or any other relevant qualification from a recognized institution in Kenya;  
**OR**  
a Bachelors degree in any of the following disciplines: Sociology, Psychology, Social Development or any other relevant Social Sciences from a recognized institution in Kenya;
- (iii) been a registered member of a relevant professional body (where applicable); and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) reviewing and implementing urban development policies, strategies, procedures, plans, standards and guidelines;
- (ii) reviewing and recommending for approval reports on classification of urban areas;

- (iii) reviewing and recommending for approval projects and programmes on urbanization and urban development;
- (iv) coordinating gender mainstreaming and social inclusivity in urban projects and programmes;
- (v) reviewing and recommending for approval appropriate legislation on urbanization and urban development;
- (vi) reviewing and recommending for approval policies and strategies on urbanization and urban development;
- (vii) reviewing and recommending for approval developed standards and guidelines;
- (viii) evaluating and recommending for approval advice to national and county governments on matters of urbanization development;
- (ix) ensuring coordination of advisory on best practice on urbanization and urban development;
- (x) reviewing and ensuring implementation of strategies for domestication of international urban agenda;
- (xi) reviewing and recommending joint projects to be implemented by both levels of government in urban areas; and
- (xii) reviewing and recommending proposals for mobilization of both finance and human resources.

#### **DEPUTY DIRECTOR LAND SURVEYS- ONE (1) POST – V/NO. 39/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director Land of Surveys. CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying and Photogrammetry, geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geo Informatics, Geo Spatial Engineering, Philosophy in Technology (survey) from a university recognized in Kenya;
- (iii) full membership of the Institution of Surveyors of Kenya (MISK);and
- (iv) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to land survey function.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) implementing new survey techniques, policies and human capacity development in line with the changing professional demands;
- (ii) ensuring maintenance of national and international boundaries;
- (iii) verifying research of new and emerging technologies, astronomical, gravity, magnetic, cadastral. adjudication, sub divisional schemes, photo control, engineering surveys observations, adjudication and general boundary surveys; and

- (iv) providing standardization data for maintaining, testing, and calibrating and certifying survey equipment.

## **SENIOR PRINCIPAL SUPERINTENDING ENGINEER (CIVIL/STRUCTURAL) - ONE (1) POST – V/NO. 40/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Engineer CSG 7;
- (ii) a Bachelors degree in Civil Engineering or its equivalent and relevant qualifications from a recognized university in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya (ERB);
- (iv) a current valid annual practicing license from the Engineers Registration Board of Kenya;
- (v) corporate membership with the Institution of Engineers of Kenya (IEK); and
- (vi) demonstrated a high degree of professional competence and administrative capability required for effective planning direction, control and coordination of structural and civil engineering development programmes.

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of a division at headquarters or regional office. The duties and responsibilities at the headquarters will include monitoring and execution of the work in specialized fields of engineering in one of the following:

#### **Structural**

Duties and responsibilities at this level will include:

- (i) planning, design, supervisor of construction, materials investigation and research related to buildings and other structures like swimming pools;
- (ii) directing, control and supervision of maintenance of various structures; and
- (iii) controlling and supervision of staff and financial control in the Division

#### **Administration and Planning**

Duties and responsibilities will include:

- (i) administrating matters, procurement, financial control and supervision of staff;
- (ii) ensuring sufficiency of design and contact drawings;
- (iii) implementing the specifications and quality control;
- (iv) formulating design standards and procedures;
- (v) developing research on materials in buildings/civil and marine works and technology;
- (vi) registering of consulting engineers; and
- (vii) registering civil engineering contractors

### **Regional Officer**

As a regional officer, the officer will be in charge of all Architectural, Engineering and Quantity Surveying services in the region. Duties and responsibilities will at this level include:

- (i) coordinating design, supervision of construction and maintenance of public building and civil and other public works; and
- (ii) overseeing research activities, administration and supervision of staff

### **SENIOR PRINCIPAL SUPERINTENDING QUANTITY SURVEYOR- ONE (1) POST – V/NO. 41/2025**

Basic Salary Scale:	Ksh 105, 570- Ksh 182, 890 p.m.	(CSG 6)
House Allowance:	Ksh 25, 000 - Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Quantity Surveyor CSG 7;
- (ii) a Bachelors degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized university in Kenya;
- (iii) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as Quantity Surveyor;
- (iv) corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK); and
- (v) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, and control coordination of quantity surveying function.

### **Duties and Responsibilities**

An officer at this level may be deployed as the head of division at the headquarters or at a regional office. Duties and responsibilities will include: dissemination, formulation, implementation and control of policy on tendering and procurement procedures, financial and contract administration of building construction and maintenance contracts.

### **Headquarters**

The officer will be an alternative secretary to the board of registration of architects and quantity surveyors and contactors registration committee supervise staff performance, welfare and discipline;

- (i) organizing for training seminars and workshops for all staff;
- (ii) overseeing field operation; and
- (iii) litigating and arbitration in liaison with other departments and Attorney General chambers

### **Regional Office**

The regional officer will supervise and direct all architectural, engineering and quantity surveying services in the region. Duties and responsibilities will include:-

- (i) coordination of design and supervision of construction and maintenance of public buildings, civil and other public works; and
- (ii) being responsible for research activities, administration and supervision of the staff working under him/her.

#### **ASSISTANT DIRECTOR, SLUM UPGRADING – SEVEN (7) POSTS – V/NO. 42/2025**

Basic Salary Scale:	Ksh 92,030- Ksh 133,410 p.m. (CSG 7)
House Allowance:	Ksh 18,066 - Ksh 45,000 p.m.
Commuter Allowance:	Ksh 12,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable.

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

- (i) served for a minimum period of three (3) years at the grade of Principal Housing Officer CSG 8;
- (ii) been registered by any of the following bodies; Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environment Management Authority Board, any other relevant and recognized professional body;
- (iii) a Bachelors degree in any of the following disciplines: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate And Land Administration, Building Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent from a recognized university in Kenya; and
- (iv) demonstrated administrative and leadership capabilities in work performance and results.

#### **Duties and Responsibilities**

An officer at this level will be deployed at the headquarters or in a regional office. Duties and responsibilities at this level will include:

- (i) coordinating and supervising implementation of slum up-grading programmes;
- (ii) collecting ,analyzing and dissemination of slum up-grading best practices;
- (iii) ensuring the undertaking of informal settlements surveys for policy decision making supervision of pre and post contract work in the construction of physical and social infrastructure;
- (iv) identifying locally available resources for slum re-development;
- (v) facilitating liaison between communities and microfinance and credit institutions; and
- (vi) guiding, supervising and development of staff.

#### **ASSISTANT DIRECTOR, CIVIL SERVANTS HOUSING SCHEME – SEVEN (7) POSTS – V/NO. 43/2025**



<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Principal Housing Officer CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent from a recognized university in Kenya;
- (iii) been registered by any of the following bodies; Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environment Management Authority Board, and any other relevant and recognized professional body; and
- (iv) demonstrated administrative and leadership capabilities in work performance and results.

### **Duties and Responsibilities**

An officer at this level will be deployed at the headquarters or in a regional office. Duties and responsibilities at this level will include:

- (i) supervising implementation of housing projects;
- (ii) ensuring collection of data, analysis and documentation of completed projects;
- (iii) overseeing the carrying out of surveys for policy and decision making;
- (iv) supervising pre and post contract work in the construction of civil servants housing projects;
- (v) identifying financial resources for civil servants housing programmes;
- (vi) facilitating liaison between civil servant housing tenant purchase and housing finance institutions;
- (vii) ensuring maintenance of valid insurance for housing stock;
- (viii) coordinating boarding of houses, sale of houses and collection of rent and mortgage;
- (ix) facilitating valuation of houses for rental and sale;
- (x) maintaining housing stock;
- (xi) guiding, supervising and development of staff; and
- (xii) managing financial resources.

## **ASSISTANT DIRECTOR, HOUSING INFRASTRUCTURE– SIX (6) POSTS – V/NO.44/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>

<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Principal Housing Officer CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent from a recognized university in Kenya;
- (iii) been registered by any of the following bodies; Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environment Management Authority Board, and any other relevant and recognized professional body; and
- (iv) demonstrated administrative and leadership capabilities in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) establishing benchmarks and continuously improving efficiency and effectiveness in project design and implementation;
- (ii) evaluating public/private partnership and other proposals presented by stakeholders;
- (iii) overseeing preparation of design briefs;
- (iv) evaluating consultant designs, preparation of tender documents and supervision of pre and post contract work in the construction of housing infrastructure;
- (v) overseeing collection and analysis of data and dissemination of research findings to stakeholders;
- (vi) implementing appropriate construction technologies suitable for housing infrastructure development;
- (vii) guiding, supervising and developing staff; and
- (viii) managing financial resources.

**ASSISTANT DIRECTOR, ESTATE MANAGEMENT– NINE (9) POSTS – V/NO. 45/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>

<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Principal Estate Management Officer CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Land Economics, Estate Management, Property Management And Valuation, Facilities Management, Building Economics, Architecture, Rural/Urban Planning, Construction Management, Structural/Civil/Building/Electrical/Mechanical Engineering Landscape or equivalent from a recognized university in Kenya;
- (iii) been registered by any of the following bodies; Institution of Surveyors of Kenya, Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Physical Planners Registration Board, or any other relevant and recognized professional body; and
- (iv) gained wide experience and demonstrated competence in the organization of Estate Management.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating and supervising estate management function;
- (ii) implementing policy programmes in areas of property management;
- (iii) coordinating building surveying and project administration;
- (iv) advising on contractual matters and tendering procedures;
- (v) overseeing feasibility studies, due diligence and property valuation;
- (vi) facilitating the identification of estate for redevelopment;
- (vii) coordinating Environmental Impact Assessments and Audits; and
- (viii) supervising, management and developing staff.

**SENIOR PRINCIPAL SUPERINTENDING ARCHITECT- TWO (2) POST – V/NO. 46/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105, 570- Ksh 182, 890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25, 000 - Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Architect CSG 8;
- (ii) a Bachelors degree in Architecture or equivalent qualifications from a university recognized in Kenya;
- (iii) been registered by the Board of Registration of Architects and Quantity Surveyors of Kenya;
- (iv) valid membership with the Architectural Association of Kenya ( AAK);

- (v) registration with the Board of Registration of Architects and Quantity Surveyors; and
- (vi) shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) ensuring compliance with CAP 525 of the Laws of Kenya and other statutes in the delivery of Architectural functions;
- (ii) undertaking research on new building technologies and materials, recommending approval of drawings and fee notes for consultants;
- (iii) coordinating user reaction surveys;
- (iv) preparation of final reports for improved performance of type designs and details;
- (v) monitoring of expenditure on the government building development programmes and delays on projects; and
- (vi) preparing the departmental budget estimates, forward planning training and development of staff.

### **ASSISTANT DIRECTOR, URBAN GOVERNANCE, MANAGEMENT & RESILIENCE – FOUR (4) POSTS – V/NO. 47/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

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

- (i) served for a minimum period of three (3) years at the grade of Principal Urban Governance and Management & Resilience CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Urban & Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning And Management, , Survey and Photogrammetry, ,GIS, Urban Design, or qualification from a recognized institution in Kenya;

**OR**

- a Bachelors degree in any of the following disciplines: sociology, Psychology, social development or any other relevant social Sciences from a recognized university in Kenya;
- (iii) been a registered member of a relevant professional body (where applicable); and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) implementing urban management policies, strategies, procedures, plans, standards and guidelines;
- (ii) reviewing draft regulations on urbanization and urban management;
- (iii) dissemination of the national urban development policy;
- (iv) reviewing projects and programmes on urbanization and urban management;
- (v) reviewing and recommending terms of reference for integrated urban and local area development plans, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure, security lighting and other related infrastructure on urban development;
- (vi) mainstreaming of gender and social inclusivity in urban projects and programmes;
- (vii) reviewing and recommending appropriate legislation on urban management;
- (viii) conducting training to counties and Urban Boards on matters of urbanization and urban development;
- (ix) initiating supportive strategies and plans for urban management;
- (x) reviewing and recommending development standards and guidelines for Urban Management;
- (xi) analyzing and managing information on Urban Management; and
- (xii) supervising management of Urban Management projects and programmes projects.

#### **ASSISTANT DIRECTOR, URBAN DEVELOPMENT– EIGHT (8) POSTS – V/NO. 48/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Principal Urban Development Officer, CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Urban & Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning and Management, Survey and Photogrammetry, GIS, Urban Design, Economics and Statistics or equivalent qualification from a university recognized in Kenya;

**OR**

- a Bachelors degree in any of the following disciplines: Sociology, Psychology, Social Development or any other relevant Social Sciences from a recognized university in Kenya;
- (iii) been a registered member of a relevant professional body (where applicable); and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) implementing urban development policies, strategies, procedures, plans, standards and guidelines;
- (ii) reporting on classification of urban areas;
- (iii) reviewing draft regulations on urbanization and urban development;
- (iv) coordinating stakeholders meetings;
- (v) dissemination of the National Urban Development Policy;
- (vi) reviewing projects and programmes on urbanization and urban development;
- (vii) reviewing and recommending terms of reference for integrated urban and local area development plans, transport, water, sanitation, solid waste, fire disaster, strategic economic infrastructure, security lighting and other related infrastructure on urban development;
- (viii) mainstreaming of gender and social inclusivity in urban projects and programmes;
- (ix) reviewing and recommending appropriate legislation on urban development;
- (x) conducting training to counties and Urban Boards on matters of urbanization and urban development; and
- (xi) reviewing and recommending policies and strategies on urbanization and urban development.

**ASSISTANT DIRECTOR, METROPOLITAN PLANNING& ENVIRONMENT– EIGHT (8) POSTS – V/NO. 49/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

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

- (i) served for a minimum period of three (3) years at the grade of Principal Metropolitan Planning & Environment Officer, CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Urban & Regional Planning, Land Economics, Building Economics, Construction Management, Quantity Survey, Architecture, Landscape Architecture, Environmental Planning And Management, , Survey and Photogrammetry, ,GIS, Urban Design, Economics and Statistics or equivalent qualification from a recognized institution in Kenya;  
**OR**  
a Bachelors degree in any of the following disciplines: Sociology, Psychology, Social Development or any other relevant social Sciences from a recognized university in Kenya;
- (iii) been a registered member of a relevant professional body (where applicable); and
- (iv) demonstrated technical and professional competence as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) undertaking implementation of metropolitan development policies, strategies, procedures, plans, standards and guidelines;
- (ii) undertaking implementation of programmes on delineation of metropolitan areas;
- (iii) undertaking implementation of dissemination of relevant legislation and regulations on metropolitan development;
- (iv) evaluating and implementing designs and design reports for strategic projects and programmes in metropolitan areas;
- (v) coordinating site inspections on metropolitan strategic projects and programmes;
- (vi) coordinating training and sensitization workshops on strategic metropolitan projects and programmes to metropolitan counties, Boards and other stakeholders;
- (vii) undertaking implementation of strategic projects and programmes for metropolitan development such as spatial plans transport, water, sanitation, solid waste, fire disaster, strategic social infrastructure, markets, schools, health, cultural, reaction facilities, security lighting and other related infrastructure on metropolitan development;
- (viii) analyzing and managing information on metropolitan development;
- (ix) ensuring management of metropolitan observatory and data bank;
- (x) conducting feasibility studies and baseline surveys for identification of metropolitan strategic projects and programmes;
- (xi) ensuring preparation of spatial plans for the metropolitan regions and major urban areas and transport corridors;
- (xii) undertaking implementation of strategic projects and programmes and provision of technical support maintenance on infrastructure and services for promotion of Nairobi into a regional and global service hub and other cities in metropolitan areas;
- (xiii) identifying projects for sustainable funding in the development of metropolitan areas; and
- (xiv) undertaking the implementation of research studies, innovation, best practices and use of modern technology in metropolitan development related issues.

#### **ASSISTANT DIRECTOR OF LAND SURVEYS– ONE (1) POST – V/NO. 50/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

#### **For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Principal Land Surveyor CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying And Photogrammetry, Geomatics, Geomatic Engineering, Technology In Geomatics, Technology In Geo Informatics, Geo Spatial Engineering, Philosophy in Technology (Survey) from a recognized university in Kenya;
- (iii) membership of the Institution of Surveyors of Kenya (ISK); and

- (iv) demonstrated a high degree of professional competence and administrative capability.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) researching and initiating new land surveying and National Land Information Management Systems (NLIMS) techniques in line with the changing professional demands;
- (ii) carrying out national and international boundary, supervising gravity and magnetic analysis, establishment of Very Long Base Interferometry (VLBI), cadastral, adjudication, topographical, sub divisional schemes, photo control, engineering surveys;
- (iii) carrying out quality control of topographical, engineering, cadastral, adjudication and general boundary surveys; and
- (iv) providing standardization data for maintaining ,testing, calibrating and certifying survey equipment; and
- (v) estimating and costing of survey projects.

### **CHIEF SUPERINTENDING ARCHITECT– THREE (3) POSTS – V/NO. 51/2025**

Basic Salary Scale:	Ksh 92,030- Ksh 133,410 p.m. (CSG 7)
House Allowance:	Ksh 18,066 - Ksh 45,000 p.m.
Commuter Allowance:	Ksh 12,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable.

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

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Architect CSG 8;
- (ii) a Bachelors degree in Architecture or equivalent qualifications from a university recognized in Kenya;
- (iii) been registered by the Board of Registration of Architects and Quantity Surveyors of Kenya;
- (iv) membership with the Architectural Association of Kenya ( AAK);
- (v) attended a project development and management course lasting not less than four (4) weeks from a recognized institution in Kenya; and
- (vi) demonstrated general administrative ability required for direction control and implementation of building programmes.

### **Duties and Responsibilities**

- (i) management and coordination of work in the preparation of scheme designs and production drawings of projects in the Annual Works Programme;
- (ii) controlling of activities on site;
- (iii) supervision of projects during construction and maintenance;
- (iv) monitoring of expenditure;
- (v) liaising with client Ministering/ Department on matters relating to design brief and expenditure;
- (vi) managing and coordinating field surveys and user reaction investigations;



- (vii) analysis of data from field surveys and establishment of space standards and better architectural detailing;
- (viii) monitor and evaluate sketch/scheme designs done by consultants for necessary recommendations for approval;
- (ix) evaluation of consultants fee and make recommendations for payment; and
- (x) assessment of training needs in the unit.

#### **CHIEF SUPERINTENDING QUANTITY SURVEYOR– TWO (2) POSTS – V/NO. 52/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

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

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Quantity Surveyor CSG 8;
- (ii) a Bachelors degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized university in Kenya;
- (iii) been registered with the Board of Registration of Architects and quantity surveyors of Kenya as Quantity Surveyor;
- (iv) membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK); and
- (v) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, and control coordination of quantity surveying function.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) coordinating, checking and recommending for approval of tender documents including bills of quantities prepared by quantity surveyors in the unit to ensure professional standards and accuracy;
- (ii) ensuring counter checking of site measurements and valuations, variation orders, calculations of fluctuations and preparation of final accounts.
- (iii) preparing cost estimates, bill of quantities, monthly valuation on site re-measurements; and
- (iv) preparation of variation orders and final accounts involving the implementation of development projects for various Ministries and Government Agencies.

#### **CHIEF SUPERINTENDING ENGINEER (STRUCTURAL) – THREE (3) POSTS – V/NO. 53/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030- Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Engineer (Structural) CSG 8;
- (ii) a Bachelors degree in Civil Engineering or equivalent qualifications from a recognized university in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya (ERB);
- (iv) a current valid annual practicing license from the Engineers Registration Board of Kenya;
- (v) membership with the Institution of Engineers of Kenya (IEK); and
- (vi) demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

The duties and responsibilities at this level will include work in specialized fields of engineering in one of the following:

#### **Building and Allied Structures**

Duties will include:

- (i) designing ,detailing and site supervision of structures in various materials and forms of construction;
- (ii) liaising with architects, local authorities and other ministries on project development;
- (iii) checking and monitoring projects design by consulting engineers; and
- (iv) directing and control of engineers and structural assistants working in the specific project.

#### **Civil**

Duties and responsibilities at this level will include:

- (i) detailing site supervision and maintenance of the sewage drainage, roads and paved areas pertaining to public buildings and checking; and
- (ii) monitoring projects designed by consultants.

#### **Construction**

Duties at this level will include:-

- (i) supervision of structural, civil and marine works prepared by the department and consulting engineers; and
- (ii) enforcement of specifications, compliance with engineers' drawings, conditions of contract, quality control, approval and measurement of completed works, progress reports and guidance of all technical aspects of work.

**CHIEF SUPERINTENDING ENGINEER (ELECTRICAL) – ONE (1) POST – V/NO. 54/2025**

Basic Salary Scale:	Ksh 92,030- Ksh 133,410 p.m. (CSG 7)
House Allowance:	Ksh 18,066 - Ksh 45,000 p.m.
Commuter Allowance:	Ksh 12,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable.

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Engineer(Electrical) CSG 8;
- (ii) a Bachelors degree in Electrical Engineering or qualifications from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya (ERB);
- (iv) a current valid annual practicing license from the Engineers Registration Board of Kenya;
- (v) membership with the Institution of Engineers of Kenya (IEK); and
- (vi) demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level may be deployed to head a unit at headquarters' or in a Regional Office.

Duties at the headquarters and at the provincial level will include:

- (i) planning, controlling and coordinating electrical and electronic designs for government building and construction works;
- (ii) repairing and maintenance of electrical/electronic installations in government institutions;
- (iii) checking and recommending for approval of engineering consultants 'designs;
- (iv) evaluating ,certifying and recommending fees submitted by consultants;
- (v) coordinating improvements of electrical and electronic services; rural electrification programmes and lighting protection of government installations.

The regional officer will be in charge of all Archictural, Engineering and Quantity Surveying services in the district. Specific duties and responsibilities will include; coordination of design, supervision of construction and maintenance of public buildings, civil and other public works.in addition, the officer will be responsible for research activities, administration and supervision of staff

**CHIEF SUPERINTENDING ENGINEER (MECHANICAL) BS– ONE (1) POST – V/NO. 55/2025**

Basic Salary Scale:	Ksh 92,030- Ksh 133,410 p.m. (CSG 7)
---------------------	--------------------------------------

House Allowance:	Ksh 18,066 - Ksh 45,000 p.m.
Commuter Allowance:	Ksh 12,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable.

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Engineer (Mechanical) CSG 8;
- (ii) a Bachelors degree in Mechanical Engineering or equivalent qualifications from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya (ERB);
- (iv) membership with the Institution of Engineers of Kenya (IEK); and
- (v) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

**Duties and Responsibilities**

An officer at this level may be deployed to head a unit at headquarters' or in a Regional Office. Duties at the headquarters and at the provincial level will include:

- (i) planning, controlling and coordinating mechanical engineering services, designs for government building and construction works;
- (ii) maintenance for mechanical and fire services in government institutions;
- (iii) checking and recommending for approval of engineering consultants designs;
- (iv) evaluating, certifying and recommending fees submitted by consultants; and
- (v) coordinating improvements of mechanical services of government buildings and installations.

The regional officer will be in charge of all Architectural, Engineering and Quantity Surveying services in the district. Specific duties and responsibilities will include; coordination of design, supervision of construction and maintenance of public buildings, civil and other public works. In addition, the officer will be responsible for research activities, administration and supervision of all staff working under him/her.

**VACANCIES IN THE MINISTRY OF ROADS AND TRANSPORT**

**STATE DEPARTMENT FOR TRANSPORT**

## DEPUTY DIRECTOR, AIR TRANSPORT – ONE (1) POST – V/NO. 56/2025

Basic Salary Scale:	Ksh 105, 570- Ksh 182, 890 p.m.	(CSG 6)
House Allowance:	Ksh 25, 000 - Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of ten (10), three (3) years of which should be at the grade of Principal Air Transport Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines;- Sociology, Government Anthropology, Geography, Meteorology, Commerce, Economics, Statistics, Transportation and Logistics, Business Administration or Engineering from a university recognized in Kenya;
- (iii) a Certificate in any of the following disciplines;- Introduction to Airport Operations, Introduction to Airline Operations, Aviation Management, Aviation Security, Air and Space Law, Airline Ground Operation, Air Transport Statistics or Negotiations Skills from a recognized institution;
- (iv) demonstrated a high degree of professional competence, managerial and administrative capability in work performance; and
- (v) exhibited a thorough understanding of national goals, policies and objectives.

### Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating the formulation and review of Air Transport policies and legislations;
- (ii) coordinating the preparation of reports on Air Transport matters and Air Services agreements;
- (iii) approving county status reports for facilitation of Air Transport;
- (iv) liaising with international organizations on civil aviation matters;
- (v) preparing air services agreements;
- (vi) monitoring the economic performance of the air transport industry;
- (vii) overseeing the implementation of the provisions of air services agreements;
- (viii) monitoring the operations of scheduled airlines;
- (ix) identifying international legal instruments for ratification;
- (x) sensitizing stakeholders on air transport matters;
- (xi) coordinating the implementation of regional and international air transport recommendations;
- (xii) analyzing, processing and determining the status of designation of scheduled airlines;
- (xiii) approving airlines schedules in accordance with negotiated air services agreements;
- (xiv) negotiating and initiating air services agreements ; and
- (xv) preparing development budget, work plans, staff performance appraisals and progress reports.

## VACANCY IN THE OFFICE OF THE PRIME CABINET SECRETARY & MINISTRY OF FOREIGN AFFAIRS

### STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

#### DEPUTY DIRECTOR, PARLIAMENTARY AFFAIRS – TWO (2) POSTS – V/NO. 57/2025

Basic Salary Scale:	Ksh 105,570 - Ksh 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 25,000 – Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Parliamentary Liaison CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: - Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics, Statistics or any other equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies objectives and ability to relate them to Parliamentary Liaison function.

#### Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) coordinating the development, reviewing and implementing of the Parliamentary Liaison Framework;
- (ii) ensuring MDAs' compliance with the Parliamentary Liaison Framework;
- (iii) coordinating the monitoring of parliamentary proceedings on Government business;
- (iv) coordinating the appraisal of Parliament and Cabinet on Government affairs;
- (v) liaising with Parliament for receipt and maintenance of records Parliamentary enquiries to MDAs;
- (vi) coordinating the monitoring of MDA responses to Parliamentary enquiries;
- (vii) Liaising with parliament for the receipt of and maintenance of a database on Parliamentary Resolutions and National Executive's undertakings to Parliament;
- (viii) coordinating the monitoring of the implementation of Parliamentary Resolutions and National Executive's Undertakings to Parliament;
- (ix) coordinating the development and reviewing of tools for monitoring and tracking the implementation of the Parliamentary Resolutions and National Executive's undertakings to parliament;
- (x) coordinating the preparation of responses and reports to Parliament;
- (xi) coordinating the establishment and maintenance of a database of Parliamentary Liaison Officers in the Executive; and
- (xii) coordinating the formulation and reviewing of the roles of Parliamentary Liaison Officers in the Executive.

## VACANCIES IN THE MINISTRY OF WATER SANITATION AND IRRIGATION

### STATE DEPARTMENT FOR IRRIGATION

#### DEPUTY DIRECTOR, IRRIGATION DEVELOPMENT COORDINATION – FOUR (4) POSTS – V/NO. 58/2025

Basic Salary Scale:	Ksh 105,570 - Ksh 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 25,000 – Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period three (3) years at the grade of Assistant Director Irrigation Development Coordination, CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: - Bachelor of Environmental Conservation and Natural Resources Management, Agriculture, Agriculture Extension, Horticulture, Agronomy, Agricultural Economics, Law, Agribusiness or Agricultural Resource Management from a university recognized in Kenya; and
- (iii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals policies, objectives and ability to relate them to irrigation and water function.

#### Duties and Responsibilities

Duties and responsibilities will include: -

- (i) coordinating formulation of sector policies, legislations, guidelines and standards;
- (ii) coordinating implementation of sector reform, policies legislations guidelines and standards;
- (iii) monitor, and evaluate the impacts of policy and legislations and initiate reviews of policies legislations, guidelines and standards;
- (iv) undertake analysis of sectoral policies, regulations and standards for advice to the Principal Secretary;
- (v) developing guidelines and principles for setting water tariffs for irrigation water;
- (vi) formulating five-year National Services Strategy, in collaboration with County Governments Stakeholders;
- (vii) coordinating the implementation of strategy in collaboration with County Government and stakeholders;
- (viii) coordinating monitoring and evaluation of the strategy to ensure realization of intending objectives;
- (ix) initiating reviews of the sector to align the planning cycle or as might be guided by the Principal Secretary from time to time;
- (x) preparing joint annual work plans aligned to the strategy, in collaboration with stake holders and monitor their implementation.
- (xi) implementing land registration policies, strategies and programmes; and
- (xii) interpreting, implementing and enforcing relevant land registration statutes and regulations.

**DEPUTY DIRECTOR, IRRIGATION QUALITY ASSURANCE LICENSING – THREE (3)  
POST – V/No 59/2025**

Basic Salary Scale:	Ksh 105,570 - Ksh 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 25,000 – Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Irrigation Assurance and Licensing CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: - Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, Agricultural Resource Management, Agriculture Engineering, Agricultural and Bio-systems, Engineering, Soil Water and Environmental Engineering, Environmental and Bio-systems Engineering, Bio-mechanical and Processing Engineering or Soil and Water Engineering from a University recognized in Kenya; and
- (iii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies objectives and ability to relate them to irrigation and water functions.

**Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) coordinating issuance of irrigation licenses for irrigation
- (ii) establishing and maintaining a register of all irrigation schemes;
- (iii) establishing and maintaining a master of all Associations registered under these regulations and the master register shall be updated annually;
- (iv) coordinating the preparation and maintenance of an inventory of irrigation service providers and professionals;
- (v) establishing and maintaining database and information on standards; quality assurance and licenses
- (vi) implementing reforms relating to standards, quality assurance and licensing;
- (vii) coordinating the enlisting of foreign qualified professional, firms or contractors
- (viii) mobilizing resources for implementation of projects and programmes on licensing.

**DEPUTY DIRECTOR, CLIMATE RESILIENCE FOR WATER AND FOOD SECURITY –  
THREE (3) POSTS – V/NO. 60/2025**

Basic Salary Scale:	Ksh 105,570 - Ksh 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 25,000 – Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	



<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Climate Resilience for Water and Food Security CSG 7;
- (ii) a Bachelor Degree in any of the following disciplines: Forestry, Natural Resource Management, Agriculture, Hydrology, Geography, Geology, Economics, Community Development, Environmental Science, Agricultural Engineering, Chemical Engineering, Civil Engineering, Industrial Engineering or Water Engineering from a university recognized in Kenya; and
- (iii) demonstrated a high degree of professional competence, managerial, administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives.

**Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) coordinating mainstreaming of climate change action plan in the State Department as outlined in Article 15 (5) of the Climate Change Act 2016;
- (ii) sectoral climate finance mobilization and coordination for climate adaptation mitigation and implementation of climate actions for community resilience and food security;
- (iii) form partnerships and collaborations in support of Land reclamation, Climate Resilience for water and food security activities in accordance with CoK, 2010;
- (iv) monitoring, evaluation, reporting and verification of Climate Resilience Interventions and Documentation of best practices;
- (v) coordinating the formulation and implementation of Resource mobilization strategies for climate change resilience.
- (vi) coordinating issuance of irrigation licenses for irrigation; and
- (vii) establishing and maintaining a register of all irrigation schemes

**DEPUTY DIRECTOR/SENIOR PRINCIPAL SUPERINTENDENT ENGINEER, IRRIGATION  
– TWO (2) POSTS – V/NO. 61/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105,570 - Ksh 182,890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25,000 – Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>

<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Engineer, Irrigation, CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: Agricultural Engineering, Agricultural and Bio-systems Engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering, Soil and Water Engineering of its equivalent qualification from a recognized institution;
- (iii) been registered as an Engineer with Engineers Board of Kenya (EBK);
- (iv) been a member of the Institution of Engineers of Kenya (IEK); and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the irrigation Engineering function.

**Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) developing policies, strategies and standard for irrigation development;
- (ii) coordinating review of final designs for irrigation schemes and irrigation water harvesting structures;
- (iii) coordinating the planning, designing, construction, operation and maintenance of irrigation systems;
- (iv) liaising with development partners and other relevant stakeholders in irrigation development;
- (v) supervising the monitoring and evaluation of programmes and projects;
- (vi) promoting research development and innovation in irrigation sector;
- (vii) coordinating the establishment of irrigation management information systems;
- (viii) coordinating the implementation of departmental strategic plan;
- (ix) ensuring development and review of annual work plans and budgets; and
- (x) coordinating departmental performance contract.

**VACANCIES IN THE MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT**

**STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING**

**SENIOR DEPUTY DIRECTOR PHYSICAL PLANNING – ONE (1) POST- V/No 62/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 146,360 - Ksh 266,750 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 52,000 – Ksh 60,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Director of Physical Planning CSG 6;
- (ii) a Bachelors Degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a university recognized in Kenya;
- (iii) a Masters Degree in Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a university recognized in Kenya;
- (iv) be a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) be registered by the Physical Planners Registration Board;
- (vi) have clear understanding of the National Development Goals; vision 2030, millennium Development Goals and the ability to relate them to the Physical Planning; and
- (vii) demonstrated professional competence and leadership capability in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director of Physical Planning for: - initiating the formulation of national, regional and local physical development policies, guidelines and strategies;

- (i) coordinating the preparation and implementation of the National Spatial Plan;
- (ii) reviewing national, regional, county metropolitan, urban, rural physical development plans and strategic national projects/programmes;
- (iii) directing research on matters relating to physical planning and facilitating the implementation of the findings;
- (iv) evaluating the annual state of planning reports and
- (v) 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; overseeing the automation of physical planning processes;
- (viii) undertaking key programmes in collaboration and partnership with public agencies and other stakeholders on physical planning matters.

Further, duties and responsibilities will include: -

- (i) coordinating performance management process;
- (ii) planning, and budgeting for departmental resources; and
- (iii) managing, mentoring and facilitating continuous professional development of staff.

**DEPUTY CHIEF LAND REGISTRAR – FIVE (5) POST – V/NO. 63/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 105,570 - Ksh 182,890 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 25,000 – Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

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

- (i) served for a minimum period of three (3) years at the grade of Assistant Chief Land Registrar CSG 7;
- (ii) a Bachelors Degree in any of the following disciplines: Law (with a Post Graduate Diploma in Law and admission as an advocate on the High Court of Kenya), Land Economics, Land Survey or its equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body;
- (iv) thorough knowledge of the various land registration laws and related statutes; and
- (v) demonstrated high professional competence and capability to manage, supervise, direct and co-ordinate all land registration matters effectively.

### **Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) implementing land registration policies, strategies and programmes;
- (ii) interpreting, implementing and enforcing relevant land registration statutes and regulations;
- (iii) responding and attending to court summons on land registration matters;
- (iv) conducting investigations on land registration matters;
- (v) coordinating collection and recovery of stamp duties and penalties;
- (vi) coordinating land registrations appeals;
- (vii) resolving complaints on land registration matters;
- (viii) facilitating alternative dispute resolution;
- (ix) coordinating conversion of land registration records from one statute to another; preparing certificate of incorporation under Trustees Perpetual Succession Act (Cap. 164);
- (x) coordinating collection of revenue from land registration transactions;
- (xi) facilitating alternative dispute resolution;
- (xii) coordinating research on land registration trends and emerging issues; and
- (xiii) inspecting processes and procedures of land registration units and
- (xiv) analyzing land registration reports

### **ASSISTANT DIRECTOR, PHYSICAL PLANNING – FIVE (5) POSTS – V/NO. 64/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030 - Ksh 133,410 p.m. (CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 21,000 - Ksh 45,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>

**Medical Cover:** As provided by the Government

**Terms of Service:** Permanent and pensionable

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

- (i) served for a minimum period of three (3) years at the grade of Principal Physical Planner CSG 8;
- (ii) a Bachelors Degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a university recognized in Kenya;
- (iii) been a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (iv) been registered by the Physical Planners Registration Board; and
- (v) demonstrated technical and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include: -

- (i) preparing county metropolitan, regional, urban, rural physical plans;
- (ii) providing guidance on data requirements for various categories of physical development plans;
- (iii) implementing physical planning policies, strategies, standards and programmes; conducting thematic regional and national studies on matters relating to physical
- (iv) planning and human settlement pattern, urbanization patterns and urban sprawl; inducting the physical planning liaison committee members;
- (v) conducting public education on physical planning and development control matters; setting agenda; and
- (vi) convening physical planning liaison committee meetings;
- (vii) keeping record of deliberations and communicating decisions of the physical planning liaison committees and overseeing the enforcement of resolutions;
- (viii) preparing annual state of physical planning reports on county, metropolitan, regional, urban and rural physical development plans.

### **ASSISTANT DIRECTOR, LAND VALUATION – TEN (10) POSTS – V/NO. 65/2025**

**Basic Salary Scale:** Ksh 92,030 - Ksh 133,410 p.m. (CSG 7)

**House Allowance:** Ksh 21,000 - Ksh 45,000 p.m.

**Commuter Allowance:** Ksh 12,000 p.m.

**Leave Allowance:** As provided in the Civil Service.

**Annual Leave:** 30 working days per financial year

**Medical Cover:** As provided by the Government

**Terms of Service:** Permanent and pensionable

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

- (i) served for a minimum period of three (3) years at the grade of Principal Valuer, CSG 8;
- (ii) a Bachelors Degree in any of the following disciplines: Land Economics, Real Estate and Property Studies or its equivalent qualification from a university recognized in Kenya;
- (iii) Membership to the Institution of Surveyors of Kenya (ISK), Valuation and Estate Management Surveyors Chapter;
- (iv) been Registered by the Valuers Registration Board; and

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

### **Duties and Responsibilities**

Duties and responsibilities at this level will include: -

- (i) enforcing relevant provisions of various statutes relating to valuation;
- (ii) developing and reviewing the National Land Value Index;
- (iii) undertaking Stamp Duty valuations;
- (iv) preparing valuation rolls; undertaking valuation of assets for Ministries, Departments, Agencies and Counties;
- (v) undertaking investigations on valuation disputes and appeals;
- (vi) attending courts and land tribunals on valuation matters;
- (vii) undertaking research on emerging value trends and issues;
- (viii) representing the public sector Valuers in the Valuers and Estate Agents Registration Boards; and
- (ix) guiding and counselling staff.

### **ASSISTANT DIRECTOR CARTOGRAPHY – TWO (2) POST V/NO. 66/2025**

Basic Salary scale:	Ksh 92,030 – Ksh 133,410 p.m.	(CSG 7)
House Allowance:	Ksh 21,000 – Ksh 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years at the grade of Principal Cartographer CSG 8;
- (ii) a Bachelor's degree in any of the following disciplines: - Technology in Geo-informatics, Philosophy in Technology (Geo-informatics), Geospatial Information Science or its equivalent qualification from a university recognized in Kenya;
- (iii) membership of the Institution of Surveyors of Kenya (ISK); and
- (iv) demonstrated a high degree of professional competence and administrative capability.

### **Duties and Responsibilities**

The officer will supervise the officers below him/her. Duties and responsibilities will include:-

- (i) verifying drawing of survey and cadastral plans, registry index maps, boundary schedules and preliminary index diagrams;
- (ii) verifying topographical base maps;
- (iii) checking the National Gazetteer of geographical names;
- (iv) analysing and processing geospatial data;
- (v) maintaining and updating map records
- (vi) controlling map dissemination
- (vii) overseeing servicing and maintenance of cartographic equipment
- (viii) controlling quality of cartographic data sets produced; and
- (ix) initiating research on new cartographic techniques.

**STATE DEPARTMENT FOR ENERGY****SECRETARY, ELECTRICAL POWER DEVELOPMENT, ONE (1) POST - V/NO. 67/2025**

Basic Salary Scale	Kshs.182,890 – 365,880 p.m.	CSG 4
House Allowance:	Ksh.80,000	
Commuter Allowance:	Ksh. 24,000	
Leave Allowance:	As provided in the civil Service	
Annual Leave:	30 working days per financial Year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) served for a minimum period of three (3) years at the grade of Chief Engineer Electrical, CSG 5;
- (ii) Bachelors Degree in any of the following disciplines: Electrical/ Mechanical/Civil/ Mechatronics/Electronics Engineering, Telecommunication/Energy Engineering or equivalent qualification from a recognised institution;
- (iii) a Masters Degree in any of the following disciplines: Electrical Engineering, Mechanical Engineering, Energy Management, Energy Technology, Renewable Energy & Environmental Engineering, Sustainable Energy Engineering, Nuclear Science and Technology, Sustainable Energy Transitions, Environmental Sciences or equivalent qualification from a university recognised in Kenya;
- (iv) membership to a relevant professional body;
- (v) demonstrated a high degree of professional competence, administrative and managerial capability; and
- (vi) exhibited a thorough understanding of national goals, policies and objectives and ability to relate them to electrical power development function.

**Duties and Responsibilities**

Duties and responsibilities will include: -

- (i) overseeing development, implementation and review of policies, regulations, strategies standards and guidelines relating to electrical power development and transmission;
- (ii) coordinating publication and dissemination of policies, strategies, standards and guidelines on electrical power;
- (iii) providing advisory on electrical power development to other sectors;
- (iv) overseeing national, regional and global collaborations on electrical power development;
- (v) promoting electrical power development, research and knowledge management;
- (vi) overseeing power supply reliability to ensure improved customer service, protection of consumers and other stakeholder's interests;
- (vii) overseeing implementation, monitoring and evaluation of programmes and projects on electrical power development;

- (viii) establishing linkages with relevant stakeholders in the development, review, consolidation and implementation of integrated national energy plans in respect of electrical power development;
- (ix) providing technical and other capacity building support on electrical power development;
- (x) overseeing energy resource assessment on major power generation projects;
- (xi) commissioning feasibility and pre-investment studies on electrical power projects;
- (xii) coordinating the establishment of a database on electrical power generation and infrastructure;
- (xiii) overseeing the appraisal and review of feasibility studies, project proposals and environmental impact assessments on electrical power development;
- (xiv) spearheading mobilization of resources for electrical power development programmes/projects;
- (xv) overseeing implementation of measures for integration of variable renewable energy sources in the interconnected grid; and
- (xvi) collaborating with relevant agencies in protection of critical infrastructure for electrical power development.

#### **SECRETARY, GEO -EXPLORATION, ONE (1) POSTV/NO. 68/2025**

<b>Basic Salary Scale</b>	<b>Kshs.182,890 – 365,880 p.m.</b>	<b>CSG 4</b>
<b>House Allowance:</b>	<b>Ksh.80,000</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 24,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

For appointment to this grade a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Director, Geo-Energy, CSG 5;
- (ii) a Bachelor of Science degree in any of the following disciplines: Geology, Geophysics, Chemistry, Environmental Geoscience or equivalent qualifications from a recognised institution.
- (iii) a Masters Degree in any of the following disciplines: Geology, Geophysics, Geochemistry, Geology, Engineering Geology, Environmental Geology, Nuclear Science and Technology or equivalent qualifications from a recognised institution.
- (iv) membership to a relevant professional body;
- (v) demonstrated a high degree of professional competence, administrative and managerial capability; and
- (vi) demonstrated clear understanding of national goals, and objectives and the ability to translate them into geo-energy policies and programmes.

#### **Duties and Responsibilities**

Duties and Responsibilities will include: -

- (i) spearheading the formulation, implementation and review of policies, legal and regulatory frameworks, standards and guidelines for exploration, production and management of geo-energy resources;



- (ii) overseeing development of proposals and review of geo-energy work programs and financial expenditure plans for geo-energy resources exploration and development;
- (iii) commissioning exploration and research on geo-energy resources;
- (iv) coordinating management of upstream coal activities in ongoing projects as defined in the fourth schedule of the Energy Act, 2019;
- (v) promoting and licensing geo-energy resources exploration and development;
- (vi) custodian of geo-energy licenses and Benefit Sharing Agreements;
- (vii) ensuring compliance with regulations and work commitments of geo-energy service contractors and licensees;
- (viii) mobilizing resources for geo-energy development;
- (ix) coordinating stakeholder engagement, education and sensitization on geo-energy development;
- (x) overseeing operations and activities of licensees in geo-energy development;
- (xi) overseeing compensation and resettlement of the affected communities in the implementation of geo-energy development;
- (xii) advising on the adoption of emerging technologies in the exploration, development and utilization of geo-energy resources; and
- (xiii) receiving and reviewing progress reports on implementation of geo-energy programmes and projects and provide feedback and guidance.

#### **CHIEF ENGINEER (ELECTRICAL) – ONE (1) POST- V/NO. 69/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 146,360 – 266,750 p.m.</b>	<b>CSG 5</b>
<b>House Allowance:</b>	<b>Ksh.52,000 - Ksh. 60,000</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 20,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

#### **For appointment to this grade a candidate must have:**

- (i) served for a minimum three (3) years at the grade of Principal Superintending Engineer (Electrical), CSG 6;
- (ii) a Bachelors Degree in Electrical Engineering or any other relevant and equivalent qualification from a University recognized in Kenya;
- (iii) been registered by Engineers Registration Board of Kenya;
- (iv) current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) membership with the Institution of Engineers of Kenya (IEK);
- (vi) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution;
- (vii) demonstrated a high degree of professional competence, administrative capability required for effective planning, direction, control and coordination of power sector programmes; and
- (viii) a thorough understanding of National goals, policies' and programmes and the ability to translate them into the power sector functions.

#### **Duties and responsibilities**

Duties and responsibilities will include: -

- (i) Formulating Energy policy in the electricity subsector;
- (ii) Enhancing, reinforcing and upgrading of the power sector infrastructure;
- (iii) Mobilizing of fund for power transmission and distribution projects;
- (iv) Coordinating the national electrification strategies towards achieving universal access to electricity;
- (v) Coordinating the development of the National Electricity Master Plan;
- (vi) Coordinating, following-up and reviewing of feasibility studies on national transmission and distribution projects;
- (vii) Coordinating power tariff study;
- (viii) Developing energy sector cooperation frameworks and protocols with regional Governments and international bodies;
- (ix) Promoting of strategies that will minimize international energy trade barriers, attract investments and facilitate exchange of information and data; and
- (x) Coordinating the development of a new and robust national grid system.
- (xi) Coordinating the development and review of budgets of the Directorate; and
- (xii) Coordinating the monitoring and evaluation of power transmission and distribution projects.

**PRINCIPAL SUPERINTENDING ENGINEER (ELECTRICAL)–ONE (1) POST-  
V/NO. 70/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 105,570 – 182,890 p.m</b>	<b>CSG 6</b>
<b>House Allowance:</b>	<b>Ksh. 25,000 - Ksh. 50,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 16,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade a candidate must have:**

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Engineer (Electrical), CSG 7;
- (ii) a Bachelors Degree in Electrical Engineering or any other relevant and equivalent qualification from a University recognized in Kenya;
- (iii) been registered by Engineers Registration Board of Kenya;
- (iv) current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) membership with the institution of Engineers of Kenya (IEK);
- (vi) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of electrical services programmes.

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) participating in Energy policy formulation in electricity subsector.

- (ii) developing framework to enhance, reinforce and upgrade of the electrical grid network;
- (iii) assisting in mobilization of funds for power transmission and distribution projects;
- (iv) developing and coordinating electrification strategies towards achieving universal access to electricity;
- (v) participating in development of the National Electricity Master Plan;
- (vi) identifying transmission line projects that will serve the projected power demand;
- (vii) reviewing of feasibility studies on national transmission and distribution projects;
- (viii) coordinating of power tariff study;
- (ix) participating in development of energy sector cooperation frameworks and protocols with regional Governments and international bodies;
- (x) promoting of strategies that will minimize international energy trade barriers, attract investments and facilitate exchange of information and data; and
- (xi) supervising the development and review of budgets for the Directorate.

**PRINCIPAL SUPERINTENDING ENGINEER (MECHANICAL) – ONE (1) POST V/NO. 71/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 105,570 – 182,890 p.m</b>	<b>CSG 6</b>
<b>House Allowance:</b>	<b>Ksh. 25,000 - Ksh. 50,000</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 16,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Engineer (Mechanical), CSG 7;
- (ii) a Bachelors Degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by Engineers Registration Board of Kenya;
- (iv) current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) membership with the Institution of Engineers of Kenya (IEK); and
- (vi) demonstrated general administrative ability required for direction, control and implementation of power generation projects.

**Duties and responsibilities**

Duties and responsibilities will include: -

- (i) participating in formulation and articulation of policy on matters pertaining to power generation;
- (ii) assisting in mobilizing of resources for thermal, nuclear, geothermal and major wind power generation projects;
- (iii) coordinating the development of technical standards related to sustainable resources and related power generation projects;
- (iv) coordinating the power generation planning;

- (v) coordinating and review of pre-investment feasibility studies on power generation projects to determine their technical and economic viability;
- (vi) spearheading the development of a comprehensive legal and regulatory framework for Kenya's nuclear power programme;
- (vii) coordinating monitoring, supervision and evaluation of petroleum and natural gas pipeline construction;
- (viii) coordinating monitoring, supervision, evaluation and appraisal of thermal, nuclear, geothermal and major wind power generation projects; and
- (ix) coordinating and reviewing the development of budgets, strategic plans, work plans, procurement plans and progress reports.

#### **DEPUTY DIRECTOR RENEWABLE ENERGY - SIX (6) POSTS - V/NO. 72/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 105,570 – 182,890 p.m</b>	<b>CSG 6</b>
<b>House Allowance:</b>	<b>Ksh. 25,000 - Ksh. 50,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 16,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

#### **For appointment to this grade an officer must have:**

- (i) served for a minimum period three years at the grade of Assistant Director, Renewable Energy, **CSG 7**;
- (ii) a Bachelors Degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental Sciences or equivalent qualification from a university recognized in Kenya; and
- (iii) good understanding of national goals, policies and objectives and the ability to translate them into renewable energy policies and programmes.

#### **Duties and Responsibilities**

- (i) participating in formulation of energy policy and national strategy for development and promotion of renewable energy technologies, energy efficiency and conservation;
- (ii) interpreting and implementing Renewable Energy policies and regulations;
- (iii) collaborating in formulation and enforcement of standards and codes of practice for renewable energy technologies, energy efficiency and conservation;
- (iv) coordinating of private sector participation in production, distribution and marketing of renewable energy technologies;
- (v) approving and directing feasibility studies on harnessing of renewable energy resources;
- (vi) undertaking project formulation, implementation, monitoring and evaluation.;
- (vii) endorsing, packaging and dissemination of information on renewable energy systems.

#### **SENIOR PRINCIPAL SUPERINTENDING GEOLOGIST (ENERGY), ONE (1) POST V/NO. 73/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 105,570 - 182, 890 p.m. - CSG 6</b>
----------------------------	---

House Allowance:	Ksh.25,000 - 50,000 (Depending on Station)
Commuter Allowance:	Ksh. 16,000
Leave Allowance:	As provided in the civil Service
Annual Leave:	30 working days per financial Year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

**For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Geologist (Energy) CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Geology, Engineering Geology, Physics, Geophysics, Geochemistry, Geo-science, Environmental Geology or equivalent qualification from a university recognized in Kenya;
- (iii) registration by Geologists Registration Board (GRB) and valid membership of Geological Society of Kenya (GSK); and
- (iv) demonstrated professional competence in work performance and results.

**Note:** Possession of a Certificate Course in either coal, geothermal or nuclear energy lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**Duties and Responsibilities**

Duties and responsibilities will include:-

- (i) Overseeing and reviewing proposals for geological exploration for geo-energy resources;
- (ii) Developing funding proposals for geological exploration for geo-energy resources;
- (iii) Overseeing planning and budgeting function of geological exploration activities in geo-energy sector;
- (iv) Monitoring and evaluating geological exploration activities in coal, geothermal and nuclear energy;
- (v) Coordinating the development of geo-energy resources contract specifications;
- (vi) Developing and reviewing geological exploration standards and guidelines in geo-energy sector;
- (vii) Overseeing conformity to legislation and statutes related to geological exploration activities in geo-energy resources;
- (viii) Implementing recommendations of geological exploration reports;
- (ix) Coordinating the preparation of Environmental Impact Assessment reports for all geo-energy sector projects; and
- (x) Ensuring prudent management of financial and non-financial resources.

**CHIEF PRINCIPAL GEO PHYSICIST (ENERGY) – ONE (1) POST VNO. 74/2025**

Basic Salary Scale:	Ksh. 105,570 – 182,890 p.m.	CSG 6
House Allowance:	Ksh. 25,000 - Ksh. 50,000 (Depending on duty station)	

<b>Commuter Allowance:</b>	<b>Ksh. 16,000</b>
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

**For appointment to this grade an officer must have:**

- (i) served a minimum period of three (3) years at the grade of Principal Geophysicist (Energy), CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Geophysics, Physics, Geology, Geo-science or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence in work performance and results

### **Duties and Responsibilities**

Duties and responsibilities will entail:

- (i) Overseeing design of geophysical field projects;
- (ii) Coordinating and managing geophysical field projects;
- (iii) Overseeing the analysis of geophysical data;
- (iv) Reviewing geophysical exploration reports;
- (v) Developing geophysical exploration standards and guidelines in geo-energy sector;
- (vi) Monitoring conformity to legislation and statutes related to geophysical exploration activities in geo-energy sector;
- (vii) Ensuring implementation of Environmental and Social Impact Assessment recommendations for geo-energy sector projects; and
- (viii) Ensuring proper management of resources.

### **CHIEF PRINCIPAL GEOCHEMIST (ENERGY), CSG 6- ONE (1) POST VNO. 75/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 105,570 – 182,890 p.m.</b>	<b>CSG 6</b>
<b>House Allowance:</b>	<b>Ksh. 25,000 - Ksh. 50,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 16,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years at the grade of Principal Geochemist (Energy), CSG 7;
- (ii) a Bachelors degree in any of the following disciplines: Geochemistry, Geology, Chemistry, Geo-science or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated professional competence in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities will entail:

- (i) overseeing designing of geochemical field projects;
- (ii) coordinating and managing geochemical field projects in geo-energy sector;
- (iii) reviewing geochemical exploration reports;

- (iv) overseeing the analysis of geochemical samples/data;
- (v) developing geochemical exploration standards and guidelines in geo-energy sector;
- (vi) monitoring conformity to legislation and statutes related to geochemical exploration activities in geo-energy sector;
- (vii) ensuring implementation of Environmental and Social Impact Assessment recommendations for geo-energy sector projects; and
- (viii) ensuring proper management of resources.

#### **ASSISTANT DIRECTOR RENEWABLE ENERGY - FOUR (4) POSTS VNO. 76/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030 -133,410 p.m.</b>	<b>CSG 7</b>
<b>House Allowance:</b>	<b>Ksh. 21,000 - Ksh. 45,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 12,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

#### **For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years at the grade of Principal Renewable Energy Officer, CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental Sciences or equivalent qualification from a recognized institution; and
- (iii) demonstrated a high degree of professional competence in Renewable Energy technologies and systems, and administrative ability as reflected in work performance and results

#### **Duties and responsibilities**

Duties and responsibilities will include:

- (i) planning, developing and coordinating renewable energy programmes;
- (ii) appraising biomass energy technologies
- (iii) coordinating energy efficiency and conservation programmes;
- (iv) identifying and planning feasibility studies to be undertaken on harnessing of renewable energy resources;
- (v) coordinating information packaging and biomass technology transfer activities;
- (vi) supporting private sector participation in production; distribution and marketing of renewable energy technologies.;
- (vii) participate in the development of standards for renewable energy technologies, equipment, devices and material;
- (viii) plan and implement outreach programmes;
- (ix) plan, develop and coordinate collaborative research activities;
- (x) participate in energy policy formulation;
- (i) participate in preparation of departmental budget, work plan and procurement plans; and
- (ii) The officer will be responsible for staff development, supervision and reporting

## **PRINCIPAL GEOCHEMIST (ENERGY) - ONE (1) POST VNO. 77/2025**

<b>Basic Salary Scale:</b>	<b>Kshs. 92,030- 133,410 p.m.</b>	<b>CSG 7</b>
<b>House Allowance:</b>	<b>Kshs. 21,000 - Ksh. 45,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 12,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

### **For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years at grade of Chief Geochemist (Energy), CSG 8;
- (ii) a Bachelors degree in any of the following disciplines: Geochemistry, Geology, Chemistry, Geo-science or equivalent qualification from a University recognized in Kenya; and
- (iii) demonstrated professional competence in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities will include:

- (i) overseeing designing of geochemical field projects;
- (ii) coordinating and managing geochemical field projects in geo-energy sector;
- (iii) reviewing geochemical exploration reports;
- (iv) overseeing the analysis of geochemical samples/data;
- (v) developing geochemical exploration standards and guidelines in geo-energy sector;
- (vi) monitoring conformity to legislation and statutes related to geochemical exploration activities in geo-energy sector;
- (vii) ensuring implementation of Environmental and Social Impact Assessment recommendations for geo-energy sector projects; and
- (viii) ensuring proper management of resources.

## **CHIEF SUPERINTENDING GEOLOGIST (ENERGY) - THREE (3) POSTS VNO. 78/2025**

<b>Basic Salary Scale:</b>	<b>Ksh. 92,030 - 133,410 p.m.</b>	<b>CSG 7</b>
<b>House Allowance:</b>	<b>Ksh.18,000 - Ksh. 35,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 12,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

### **For appointment to this grade an officer must have:**

- i) served for a minimum period of three (3) years in the grade of Senior Superintending Geologist (Energy), CSG 8;
- ii) a Bachelors degree in any of the following disciplines: Geology, Engineering Geology, Physics, Geophysics, Geochemistry Environmental Geology or equivalent qualification from a university recognized in Kenya;
- iii) registration by Geologists Registration Board (GRB) and valid membership of Geological Society of Kenya (GSK); and



- iv) demonstrated professional competence in work performance and results.

### **Duties and responsibilities**

Duties and responsibilities will include:

- (i) monitoring and reviewing geological exploration activities in coal, geothermal and nuclear energy;
- (ii) coordinating the design of geo-exploration field projects in coal, geothermal and nuclear energy;
- (iii) developing geological exploration standards and guidelines in geo-energy sector;
- (iv) reviewing geological exploration reports;
- (v) verifying exploration contract documents for compliance;
- (vi) monitoring conformity to legislation and statutes related to geological exploration activities in geo-energy sector;
- (vii) ensuring implementation of Environmental and Social Impact Assessment recommendations for geo-energy sector projects; and
- (viii) ensuring proper management of resources.

### **CHIEF SUPERINTENDING ENGINEER (ELECTRICAL) FOUR (4) POSTS - VNO. 79/2025**

Basic Salary Scale:	Ksh. 92,030 - 133,410 p.m.	CSG 7
House Allowance:	Ksh.18,000 - Ksh. 35,000 (Depending on duty station)	
Commuter Allowance:	Ksh. 12,000	
Leave Allowance:	As provided in the civil Service	
Annual Leave:	30 working days per financial Year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

**For appointment to this grade a candidate must have:**

- (i) served a minimum period of three (3) years at the grade of Senior Superintending Engineer (Electrical), CGS 8;
- (ii) a Bachelors Degree in Electrical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by Engineers Registration Board of Kenya;
- (iv) current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) membership with the institution of Engineers of Kenya (IEK); and
- (vi) demonstrated general administrative ability required for direction, control and implementation of electrical services programmes.

### **Duties and Responsibilities**

Duties and responsibilities will include:

- (i) assisting in facilitating and coordinating customer connectivity and electricity access;
- (ii) participating in updating Least Cost Power Development Plan;

- (iii) developing the distribution network through the national electrification fund to increase connectivity;
- (iv) updating Rural Electrification (RE) Master Plan;
- (v) participating in preliminary designing and cost estimating of RE projects;
- (vi) assisting in mobilizing financial resources for establishment of revolving funds to finance power distribution and RE projects;
- (vii) developing a prudent and financially sustainable customer connection policy to accelerate consumer connections towards achieving universal access;
- (viii) reviewing of Environmental Impact Assessment (EIA) reports studies related to rural electrification projects
- (ix) participating in promotion of strategies that will minimize international energy trade barriers, attract investments and facilitate exchange of information and data;
- (x) participating in formulation of strategies to ensure that there is reliable power to customers; and
- (xi) carrying out monitoring/supervision and evaluation of RE projects.

### **CHIEF SUPERINTENDING ENGINEER (MECHANICAL) -ONE (1) POST- VNO. 80/2025**

<b>Basic Salary Scale:</b>	<b>Ksh 92,030 -133,410 p.m.</b>	<b>CSG 7</b>
<b>House Allowance:</b>	<b>Ksh. 21,000 - Ksh. 45,000 (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh. 12,000</b>	
<b>Leave Allowance:</b>	<b>As provided in the civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial Year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

#### **For appointment to this grade an officer must have:**

- (i) served for a minimum period of three (3) years at the grade of Senior Superintending Engineer (Mechanical), CGS 8;
- (ii) a Bachelors Degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by Engineers Registration Board of Kenya;
- (iv) current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- (v) membership with the Institution of Engineers of Kenya (IEK); and
- (vi) demonstrated general administrative ability required for direction, control and implementation of power generation programmes.

#### **Duties and Responsibilities**

Duties and responsibilities will include:

- (i) monitoring and evaluation of power generation projects;
- (ii) reviewing Environmental Impact Assessment report studies related to thermal, geothermal, hydro and major wind power generation projects;
- (iii) participating in the development of technical standards on power generation sector in collaboration with Kenya Bureau of Standards (KEBS);
- (iv) supervising implementation of technical standards related to power generation projects;
- (v) reviewing feasibility studies on power generation projects;

- (vi) carrying out pre-investment studies on power generation projects;
- (vii) assisting in the energy policy formulation;
- (viii) assisting in Tariff studies;
- (ix) participating in the Least Cost Power Development Plan; and
- (x) appraising of power generation projects.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**