

TEACHERS SERVICE COMMISSION



CAREER OPPORTUNITIES

The Teachers Service Commission wishes to fill vacant positions. Applications are invited from suitably qualified candidates to fill the posts. Candidates who have and meet the requirements of the advertised posts are required to apply.

Interested and qualified applicants should apply through the recruitment portal on TSC Website www.tsc.go.ke. Applications should be received not later than **2359 hours (East African Time)** on **16th June 2025**.

No manual applications will be considered.

ADVERT NO. 43/2025

1. OFFICER I INTERNAL AUDITOR – TSC JOB GRADE 9 - POST (1)

Requirements for appointment

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

- (i) Bachelor's degree in a Business-related field majoring in Finance or Accounts, Statistics, Economics, Information Technology (IT), Computer Science or any other relevant qualification from a recognized Institution;
- (ii) Certified Public Accountants (CPA II) or Association of Chartered Certified Accountants (ACCA II) or Certified Internal Auditor (II) or equivalent qualification from a recognized institution; and

Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Performing audit procedures for the assigned activities and documenting the audit findings;
- (ii) Preparing draft audit reports and submits to the immediate supervisor;
- (iii) Collecting, evaluating and documenting relevant evidence to support the audit findings and recommendations; and

- (iv) Identifying anomalies resulting from the audits and escalating to the immediate supervisor.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.51,023 p.m. – Kshs.88,789 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.5,000 p.m.
Leave Allowance	: Kshs.6,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 44/2025

2. OFFICER I INFORMATION COMMUNICATION TECHNOLOGY (ICT) – TSC JOB GRADE 9 - POST (1)

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Officer II- ICT for a minimum of three (3) years;
- (ii) Demonstrated merit and ability as reflected in work performance and result;

OR

- (iii) Bachelor's degree in any of the following fields: Bachelor of Science in Computer Science / Information Communication Technology / Software Engineering / Informatics and Computer Science / Computer Networks and Cyber Security / Business Information Technology / Information Security and Forensic or equivalent qualification from a recognized institution; and

Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Preparing technical specifications on ICT equipment's and systems;
- (ii) Developing and integrating software components;
- (iii) Configuring, verifying and deploying ICT infrastructure and systems;
- (iv) Collecting and collating user feedback for new/enhanced systems and equipment's;
- (v) Preparing systems administrator documentation;

- (vi) Installing ICT equipment;
- (vii) Installing and upgrading software;
- (viii) Providing end user support;
- (ix) Performing regular system backup;
- (x) Implementing measures for data integrity;
- (xi) Monitoring capacity management for ICT equipment's;
- (xii) Planning, controlling and developing computer system analysis;
- (xiii) Developing data flow charts of existing system and documenting the work processes;
- (xiv) Proposing applications development and the best approach to system design relative to software capabilities and hardware features;
- (xv) Providing basic training to users in system operations as necessary;
- (xvi) Carrying out ICT security analysis, assessment and correlation; and
- (xvii) Undertaking incident responses and mitigate identified risks.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.51,023 p.m. – Kshs.88,789 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.5,000 p.m.
Leave Allowance	: Kshs.6,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 45/2025

3. OFFICER I HUMAN RESOURCE – TSC JOB GRADE 9 - POSTS (2)

Requirements for appointment

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

- (i) Served in the grade of Officer II- Human Resource for a minimum period of three (3) years;
 - (ii) Demonstrated merit and ability as reflected in work performance and results;
- OR**
- (iii) Bachelor's degree in Human Resource Management / Higher National Diploma in Human Resource Management;

OR

- (iv) Bachelor's degree in Social Sciences, Education, Business Administration, or equivalent qualification from a recognized institution plus a Diploma in Human Resource Management from a recognized institution;

Duties and Responsibilities

Duties and responsibilities will entail: -

- (i) Authorizing payroll data amendments;
- (ii) Attending to general correspondence;
- (iii) Verifying information relating to recruitment, appointment, transfers and salary payment;
- (iv) Issuing retirement notices;
- (v) Capturing employee data on appointment, coding and promotion;
- (vi) Processing of separation documents/benefits;
- (vii) Processing service gratuity, death gratuity, pension, and NSSF claims;
- (viii) Responding to employees queries on HR issues;
- (ix) Verifying documentation on WIBA and GPA claims;
- (x) Updating skills inventory register for all employees;
- (xi) Carrying out training needs assessment;
- (xii) Preparing training proposals;
- (xiii) Updating the register of training providers;
- (xiv) Data management;
- (xv) Authorizing and verifying leave for employees; and
- (xvi) Supervising and guiding employees for optimum performance.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.51,023 p.m. – Kshs.88,789 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.5,000 p.m.
Leave Allowance	: Kshs.6,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

4. OFFICER II HUMAN RESOURCE – TSC JOB GRADE 10 - POSTS (4)

Requirements for Appointment

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

- (i) Diploma in any of the following fields: Human Resource Management, Business Administration/Management or equivalent qualification from a recognized institution; and

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Drafting letters of appointment, probation and promotion for common cadre level staff;
- (ii) Capturing employees' data on appointments, coding and promotions;
- (iii) Capture payroll changes;
- (iv) Processing pension, NHIF and NSSF claims;
- (v) Processing service gratuity, death gratuity, pension, and NSSF claims;
- (vi) Process work injury benefits (WIBA) and Group Personal Accidents (GPA) claims;
- (vii) Updating operational register;
- (viii) Mapping supervisors on the HRMIS leave and appraisal modules; and
- (ix) Data management.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.45,702 p.m. – Kshs.85,749 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.4,000 p.m.
Leave Allowance	: Kshs.4,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 47/2025

5. OFFICER II RECORDS MANGEMENT – TSC JOB GRADE 10 - POST (1)

Requirements for Appointment

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

- (i) Diploma in Records, Information Management, Information Science, Archives Studies or equivalent qualifications from a recognized institution;

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Receiving and sorting of mails;
- (ii) Recording incoming and outgoing mails;
- (iii) Filing and folioing mails;
- (iv) Distributing and dispatching mails;
- (v) Retrieving files and documents;
- (vi) Maintaining of file; and
- (vii) Safeguarding documents.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.45,702 p.m. – Kshs.85,749 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.4,000 p.m.
Leave Allowance	: Kshs.4,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 48/2025

6. OFFICER II ASSISTANT OFFICE ADMINISTRATOR – TSC JOB GRADE 10 - POST (1)

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Diploma in secretarial studies or equivalent qualification in Business Education Single and Group Certificates from Kenya National Examination Council Stage III (KNEC);

OR

- (ii) Diploma in Business/Office Management with qualification in Business Education Single and Group Certificates from Kenya National Examination Council (KNEC) Typewriting III; and

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Analyzing and preparing presentations;
- (ii) Word and data processing;
- (iii) Managing e-office;
- (iv) Operating office equipment;
- (v) Handling telephone calls and appointments;
- (vi) Attending to visitors/clients;
- (vii) Maintaining office diary and travel itineraries;
- (viii) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (ix) Maintaining an up to date filing system in the office;
- (x) Managing office protocol;
- (xi) Ensuring security of office records, equipment and documents including classified materials;
- (xii) Supervising office cleanliness; and

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.45,702 p.m. – Kshs.85,749 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.4,000 p.m.
Leave Allowance	: Kshs.4,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 49/2025

7. ASSISTANT OFFICER II SECURITY WARDEN II – TSC JOB GRADE 13 - POST (1)

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Certificate of training in security related fields i.e. security procedures, access control, surveillance system, safety or first aid;
- (ii) National youth service training will be added advantage; and

Duties and responsibilities

Duties and responsibilities of a security warden II will entail:

- (i) Providing response services to safeguard life and property;
- (ii) Enforcing Commission's security procedures and policy;
- (iii) Controlling access and exit at the commission premises;
- (iv) Monitoring and controlling movement of persons within the commission offices;
- (v) Facilitating in evacuation of persons during emergency;
- (vi) Carrying out daily assessment of security threats and initiating counter measures;
- (vii) Prevent loss of property; and
- (viii) Conducting security patrols within

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.28,016 p.m. – Kshs.49,369 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.4,000 p.m.
Leave Allowance	: Kshs.4,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 50/2025

8. ASSISTANT OFFICER II CLERICAL OFFICER III – TSC JOB GRADE 13 - POSTS (2)

Requirements for Appointment

For appointment to this grade a candidate must have;

- (i) Certificate in any of the following fields: - Business Administration, Business Management, Human Resource Management, Information Communication Technology, Accounts, Public Relations, Communication, Supply Chain Management, Record Management, Archiving, Social Work, Accounts Technical Diploma or equivalent qualifications from a recognized institution;

Duties and responsibilities

Duties and responsibilities at this level will entail -

- (i) Collecting, collating and compiling data;
- (ii) Receiving, recording and filing correspondence and documents;

- (iii) Setting up and maintaining records;
- (iv) Indexing of documents and records;
- (v) Photocopying documents;
- (vi) Responding to general inquiries; and
- (vii) Capturing data.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.28,016 p.m. – Kshs.49,369 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.4,000 p.m.
Leave Allowance	: Kshs.4,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

ADVERT NO. 51/2025

9. ASSISTANT OFFICER III OFFICE ASSISTANT III – TSC JOB GRADE 14 - POSTS (2)

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its recognized equivalent; and

Duties and responsibilities

Duties and responsibilities at this level will entail -

- (i) Maintenance of general cleanliness around the Commission's offices by collection and disposal of litter;
- (ii) Collecting and disposing off litter/waste including papers;
- (iii) Preparing and serving office beverages;
- (iv) Operating basic office equipment;
- (v) Dusting the office and ensuring habitable office conditions;
- (vi) Moving or carrying office equipment, furniture and ensuring orderly arrangement; and
- (vii) Dispatching files and letters.

The terms and remuneration benefits for this Grade:

Terms of Service	: Permanent and Pensionable
Basic Salary Scale	: Kshs.21,387 p.m. – Kshs.47,687 p.m.
House Allowance	: As per Region
Commuter Allowance	: Kshs.3,000 p.m.
Leave Allowance	: Kshs.4,000 p.m.
Annual Leave	: 30 working days per calendar year
Medical Cover	: As provided in the TSC Secretariat Medical Scheme

Please Note:

- (i) TSC is committed to affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **People with disabilities, the marginalized and the minorities are therefore encouraged to apply.**
- (ii) TSC does not charge any application, processing, interviewing, or any other fee at any stage of the recruitment process.
- (iii) It is a criminal offence to present fake certificates/documents and to include incorrect information in the application.
- (iv) Only shortlisted and successful applicants will be contacted.

SECRETARY/CHIEF EXECUTIVE

