



# KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

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OFFICE OF THE DIRECTOR GENERAL  
P.O. Box 23030-00604,  
Lower Kabete, Nairobi, Kenya  
Website: [www.ksg.ac.ke](http://www.ksg.ac.ke)

## EXTERNAL ADVERTISEMENT

1. Kenya School of Government (KSG) is an ISO 9001:2015 certified State Corporation established under the Kenya School of Government Act (No. 9 of 2012). The mandate of the School is to provide learning and development programs that enhance skills and competencies in the Public Service; conduct research; offer consultancy services to inform policy. The School is based at Lower Kabete and has four campuses; Mombasa, Matuga, Embu and Baringo) and five institutes.
2. The School is seeking suitably qualified candidates to fill various vacant positions. **Detailed information about the specific positions, duties and responsibilities, minimum requirements and the online application form is available at KSG website; [www.ksg.ac.ke](http://www.ksg.ac.ke)**
3. The Kenya School of Government 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.**

4. Beware of fraudsters soliciting for bribes from the public while masquerading as Kenya School of Government staff. KSG does not charge any fee for job applications, shortlisting, interviews or appointments;
5. Shortlisted candidates will be required to present originals of the following documents during the interviews;
  - a. National Identity Card;
  - b. Academic and Professional Certificates and transcripts;
  - c. Any other supporting documents and testimonials; and
  - d. Clearances from the following bodies:
    - i. Kenya Revenue Authority;
    - ii. Ethics and Anti-Corruption Commission;
    - iii. Higher Education Loans Board;
    - iv. Any of the Registered Credit Reference Bureaus;
    - v. Directorate of Criminal Investigations (Police Clearance Certificate);
  - e. Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign university; and
  - f. Recommendations from relevant professional bodies (*where applicable*).
6. It is a criminal offence to present fake certificates/documents.
7. The School shall conduct background checks for successful candidates to authenticate academic, professional certificates and information provided in line with the provisions of the relevant Government circulars issued from time to time and the KSG HR Policy and Procedure Manual.
8. The salary and benefits for these positions are as per determined rates by the Salaries and Remuneration Commission (SRC).

9. The School is compliant with the provisions of the Kenya Data Protection Act of 2019, thus all information received from potential candidates shall be used solely for the purpose of the recruitment and selection exercise.
10. **The mode of application shall be as follows:**
- a. Applications should be submitted using the **KSG Career online portal, print your duly completed pdf application and deliver or post a hardcopy** to the address below together with a detailed curriculum vitae, a copy of ID/Passport, copies of academic and professional certificates and transcripts, testimonials and any other relevant supporting documents.
  - b. 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.
  - c. Applications for each advertised job shall be clearly marked to indicate “**Name of the Job and Job Reference Number**” on the envelope and your cover letter.
  - d. Only shortlisted candidates will be contacted.

**Office of Director General**  
Kenya School of Government  
Along Lower Kabete Road  
P.O. Box 23030 – 00604  
**Lower Kabete, NAIROBI**

- e. Applications must be submitted on or before East Africa Time **12 midnight on Tuesday, August 12, 2025**

## VACANT POSITIONS

	Vacancies	Description		
		Job Group	Number of Vacancies	Ref. No.
1.	Director	KSG 3	2	D/01/2025-26
	Deputy Director, Learning & Development	KSG 4	3	DD/02/2025-26
2.	Senior Chef	KSG 6	1	SC/03/2025-26
3.	Principal Records Management Officer	KSG 6	1	PRMO/04/2025-26
4.	Senior Records Management Officer	KSG 7	1	SRMO/05/2025-26
5.	Records Management Officer	KSG 8	1	RMO/06/2025-26
	<b>Total</b>		<b>9</b>	

## 1. DIRECTOR (KSG 3) – Ref: D/01/2025-26 (2 Posts)

### a. Job Purpose

This position is established under Section 10 of the Kenya School of Government Act, 2012. The Director shall be responsible to the Director General for provision of strategic direction and leadership in the development and implementation of quality programs in training, research, consultancy and advisory services in order to realize the mandate of the School; ensuring effective and efficient use of resources; and building visibility and presence of the School in the Region.

### b. Job Descriptions

Duties and responsibilities at this level will entail:

- (i) Overseeing provision of training, research, consultancy and advisory services at the School;
- (ii) Overseeing implementation of approved curricula at the Campus;
- (iii) Coordinating preparation of quarterly and annual reports on training, research and consultancy activities at the Campus;
- (iv) Overseeing implementation of quality management systems in the campus
- (v) Coordinating promotion of a corporate culture to strategically position the School through branding and visibility activities;
- (vi) Managing implementation of service delivery standards and charters to raise the customer satisfaction index;
- (vii) Ensuring proper financial management and prudent utilization of the School's resources and assets;
- (viii) Facilitating staff development and performance management;
- (ix) Overseeing development, implementation and review of performance and Quality Management Systems in the Campus;
- (x) Overseeing preparation of campus and employee work plans, setting and evaluation of performance targets and contracts for the Campus; and
- (xi) Overseeing preparation, implementation and review of annual budgets and procurement plans for the Campus.

### c. Job Specifications

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

- (i) Bachelor's Degree from a recognized university in a relevant field;
- (ii) Master's Degree from a recognized university in a relevant field;
- (iii) **Fifteen (15)** years relevant cumulative experience, **three (3)** being in senior management position in an institution of higher learning or any other relevant Institution;
- (iv) Membership to a relevant professional body or association;
- (v) Professional qualification *where applicable*;

- (vi) Certificate in Leadership or Governance course lasting not less than six (6) weeks from a recognized institution;
- (vii) Proficiency in Computer Application Skills; and
- (viii) Shown merit and ability as reflected in work performance and results.

## 2. Deputy Director, Learning & Development, (KSG 4) – Ref: DD/02/2025-26 (3 Posts)

### a. Job Purpose

This position shall report to Campus Director to coordinate day to day implementation of training, research, consultancy, outreach programs and supervise administration function at the Campus.

### b. Job Specifications

Duties and responsibilities at this level will include:-

- (i) Coordinating planning, development and promotion of delivery of day to day training, research, advisory and consultancy services;
- (ii) Participating in development of training plans and calendars of the School;
- (iii) Overseeing efficient timetabling and admissions of participants;
- (iv) Coordinating conduct of examinations and certification;
- (v) Development and implementation of learning and development training curricula;
- (vi) Facilitating implementation and compliance with KSG ISO certification;
- (vii) Managing performance;
- (viii) Coordinating conduct of training needs assessments and impact assessment of programs;
- (ix) Arranging academic forums to encourage knowledge sharing;
- (x) Coordinating staff development and capacity building;
- (xi) Preparation of reports; and
- (xii) Coaching and mentoring staff.

### c. Job Specifications

- (i) **Twelve (12)** years relevant cumulative experience, **three (3)** of which should have been in a management level or in a comparable position.
- (ii) Bachelor's degree in any of the following fields: Government/Political Science, Public Administration, Public Policy and Administration, Law, Information Technology, Management Information Systems, Computer Science, Information Science, Business Information Technology, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, or any other relevant Social Science from a recognized institution;
- (iii) Master's degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development, Education, Economics, Statistics, Public Policy, Law, Strategic Management, Public Sector Management, Political Science and Public Administration, Development Studies, Project Planning/Management, Information Technology, Management Information Science, Management Information Systems, Computer Science, Information

- Science, Educational Technology or any other relevant qualification from a recognized institution;
- (iv) Certificate in Training of Trainers (TOT) from a recognized institution;
- (v) Membership a relevant professional body or association;
- (vi) Professional qualification *where applicable*;
- (vii) Certificate in Leadership or Governance course lasting not less than six (6) weeks from a recognized institution;
- (viii) Proficiency in Computer Application Skills; and
- (ix) Shown merit and ability as reflected in work performance and results.

### 3. SENIOR CHEF (KSG 6) Ref: SC/03/2025-26 (1 post)

#### a. Job Descriptions

Job Descriptions at this level will entail:-

- (i) Developing and reviewing menus;
- (ii) Supervising food preparation (*mise-en-place*) and production;
- (iii) Maintaining stock items for production;
- (iv) Receiving produce as per specifications;
- (v) Forecasting food production needs;
- (vi) Maintaining food production records;
- (vii) Monitoring work orders on equipment;
- (viii) Taking stock of the food stores; and
- (ix) Supervising staff working under the officer.

#### b. Job Specifications

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

- (i) At least **nine (9) years** cumulative relevant work experience, **three (3)** at the grade of **Chef I** or in a comparable position;
- (ii) Diploma in either pastry and bakery, culinary art, food production (both mass food production and a la carte) or equivalent qualification from a recognized institution;
- (iii) Certificate of medical examination in line with the Food, Drugs and Chemical Substance Act;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

**4. PRINCIPAL RECORDS MANAGEMENT OFFICER (KSG 6) – Ref: PRMO/04/2025-26**  
**(1 post)**

**a. Job Descriptions**

Duties and responsibilities at this level will entail: -

- (i) Implementing records management policies, strategies, regulations and procedures;
- (ii) Ensuring security of information, documents, files and office equipment;
- (iii) Opening files and file indexing;
- (iv) Controlling the opening and retrieval of files;
- (v) Ensuring security of information/files in the registry;
- (vi) Compiling relevant School's records for use by various stakeholders;
- (vii) Up-dating and maintaining up-to-date file movement records;
- (viii) Supervising the receipt and dispatch of mails;
- (ix) Sorting and classifying documents for filing and storage;
- (x) Ensuring proper handling of documents, pending correspondence and bring-ups;
- (xi) Initiating appraisal and disposal of files;
- (xii) Digitizing School's documents for circulation and archiving;
- (xiii) Undertaking classification and indexing of records media conversion-scanning/microfilming; and
- (xiv) Supervising the general cleanliness of the registry.

**b. Job Specifications**

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

- (i) At least **six (6) years' cumulative** work experience, three (3) of which should have been at the grade of **Senior Records Management Officer** or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualifications from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

**5. SENIOR RECORDS MANAGEMENT OFFICER (KSG 7) Ref: SRMO/05/2025-26 (1 post)**

**a. Job Descriptions**

Duties and responsibilities at this level will entail: -

- (i) Implementing records management policies, strategies, regulations and procedures;
- (ii) Controlling retrieval of files;
- (iii) Up-dating and maintaining up-to-date file movement records;
- (iv) Opening files and file indexing;
- (v) Ensuring security of information/files /documents and registry archives;



- (vi) Up-dating and maintaining up-to-date file movement records;
- (vii) Providing support in disposing temporary records in line with the School's compilation Records Retention/Disposal Schedule;
- (viii) Classifying and indexing of records and scanning;
- (ix) Supervising the receipt and dispatch of mails;
- (x) Ensuring proper handling of documents, pending correspondence and bring-ups; and
- (xi) Supervising the general cleanliness of the registry.

#### **b. Job Specifications**

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

- (i) At least **three (3)** years cumulative relevant work experience at the grade of **Records Management Officer** or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualifications from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

### **6. RECORDS MANAGEMENT OFFICER, (KSG 8) Ref: RMO/06/2025-26 (1 post)**

#### **a. Job Descriptions**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- (i) Implementing records management policies, strategies, regulations and procedures;
- (ii) Receiving, filing and marking mails and documents to action officers;
- (iii) Compiling relevant Board's records for use by various stakeholders;
- (iv) Supervising the implementation of records management programs in line with the Board's policy and the Public Archives and Documentation Service Act;
- (v) Controlling and opening files;
- (vi) Updating file index;
- (vii) Ensuring security of information/files in the registry;
- (viii) Up-dating and maintaining up-to-date file movement records;
- (ix) Receiving and dispatching mails;
- (x) Sorting and classifying documents for filing and storage;
- (xi) Digitizing School's documents for circulation and archiving; and
- (xii) Ensuring the general cleanliness of the registry.

**b. Job Specifications**

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

- (i) Bachelor's degree in any of the following disciplines: Records Management, Information Management, Information Science, Archives and Records Management or equivalent qualifications from a recognized institution; and
- (xiii) Proficiency in computer applications.