



## PUBLIC SERVICE COMMISSION

Our Vision

*"A citizen-centric public service"*

Our Mission

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

## VACANCIES IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

### THE POLITICAL PARTIES ACT, CAP 7D

Pursuant to Section 33, 34 and 34A of the Political Parties Act, CAP 7D, the Public Service Commission invites applications from suitably qualified persons for the following positions:

### 1. REGISTRAR OF POLITICAL PARTIES - ONE (1) POST

#### Requirements for Appointment

For appointment to this position, a candidate must:

- (i) hold a degree from a university recognized in Kenya;
- (ii) have proven knowledge and experience in any of the following fields;
  - a) Finance;
  - b) Management;
  - c) Political science;
  - d) Law;
  - e) Governance; or
  - f) Public Administration;
- (iii) have at least fifteen (15) years post qualification experience in the relevant areas of expertise; and
- (iv) have high moral character and integrity and has satisfied the requirements of Chapter Six of the Constitution.

#### Functions of the Registrar

The functions of the Registrar of Political Parties shall be to:

- (i) register, regulate, monitor, investigate and supervise political parties to ensure compliance with the Act.
- (ii) administer the Fund;
- (iii) ensure publication of audited annual accounts of political parties;
- (iv) verify and make publicly available the list of all members of political parties;
- (v) Keep and maintain a register of members of registered political parties;
- (vi) maintain a register of political parties and the symbols of the political parties;
- (vii) ensure and verify that no person is a member of more than one political party and notify the Independent Electoral and Boundaries Commission of the findings;

- (viii) certify that an independent candidate in an election is not a member of any registered political party
- (ix) certify that the symbol intended to be used by an independent candidate in an election does not resemble the symbol of a registered political party
- (x) certify that the names appearing in a party list are the names of members of the political party presenting the party list;
- (xi) regulate political party nominations in accordance with the Political Parties Act;
- (xii) train political party election agents upon the request and financing by the political party;
- (xiii) investigate complaints received under the Act; and
- (xiv) perform any such other functions as may be conferred by the Act or any other written law.

## **2. ASSISTANT REGISTRAR OF POLITICAL PARTIES – ONE (1) POST**

### **Requirements for Appointment**

**For appointment to this position, a candidate must:**

- (i) hold a degree from a university recognized in Kenya;
- (ii) have proven knowledge and experience in any of the following fields
  - a) Finance;
  - b) Management;
  - c) Political Science;
  - d) Law;
  - e) Governance; or
  - f) Public Administration;
- (iii) have at least ten (10) years post qualification experience in the relevant areas of expertise; and
- (iv) have high moral character and integrity and has satisfied the requirements of Chapter Six of the Constitution.

The Assistant Registrar of Political Parties shall deputize the Registrar of Political Parties in the functions of the office.

### **DISQUALIFICATION CRITERIA**

A person shall not be qualified for appointment as a Registrar or Assistant Registrar if the person has, at any time within the preceding five years, held office or stood for election as a Member of Parliament or a county assembly or as a member of a governing body of a political party;

### **INTERESTED APPLICANTS ARE REQUESTED TO NOTE THAT:**

- (i). The office of the Registrar shall be a State Office within the meaning of Article 260 of the Constitution;
- (ii). The salary and benefits for these positions have been determined by the Salaries and Remuneration Commission;
- (iii). The Registrar and Assistant Registrars shall serve for a non-renewable term of six (6) years and shall not be eligible for re-appointment;

- (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). **Beware of fraudsters soliciting for bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fee for job applications, shortlisting, interviews or appointments;**
- (v) The names of shortlisted candidates shall be published in the print media;
- (vi) 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).
- (vii) It is a criminal offence to present fake certificates/documents.

### **MODE OF APPLICATION**

- a) Applications should be submitted, 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 should be clearly marked: -

**“Application for Registrar of Political Parties” OR “Application for Assistant Registrar of Political Parties”**

- (i) Hand delivery:

**Office of the Secretary/CEO**  
Public Service Commission, 4<sup>th</sup> Floor,  
Commission House,  
Harambee Avenue,  
**NAIROBI.**

(ii) Online applications should be submitted in **PDF Format** via e-mail to [registrarpp2025@publicservice.go.ke](mailto:registrarpp2025@publicservice.go.ke)

(iii) Post Office in ordinary or registered mail to:

**The Secretary/CEO**  
Public Service Commission  
P.O. Box 30095 - 00100  
**NAIROBI.**

All applications should be received on or before 05 August, 2025 (latest by 5.00 p.m. EAT)

*NB. This advertisement can also be accessed on the Commission's website*  
[www.publicservice.go.ke](http://www.publicservice.go.ke)

SECRETARY/CEO  
PUBLIC SERVICE COMMISSION