



PUBLIC SERVICE COMMISSION

Our Vision

“A values-driven citizen-centric public service”

Our Mission

“To ensure an efficient, effective, ethical and inclusive public service for delivery of quality services to the citizenry”

VACANT POSITIONS IN THE PUBLIC SERVICE COMMISSION

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 or jobs portal: 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 or provide fake certificates/documents/Information.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.
- (viii) **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 31st March, 2026 latest 5.00 p.m. (East African Time)**

VACANCIES IN THE PUBLIC SERVICE COMMISSION

DEPUTY COMMISSION SECRETARY, CORPORATE SERVICES - ONE (1) POST V/No.1/2026

Gross Salary Scale:	Kshs.541,977 – 656,677 p.m.	(PSC 2)
	(salary includes 60% basic pay and 40% allowances)	
Annual Leave Allowance:	Kshs.45,000.00/=	
Medical:	As per the current medical insurance cover	
Leave entitlement:	30 days per leave year	
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance	

For appointment, a candidate must have:

- (i) Cumulative service period of eighteen (18) years relevant work experience, five (5) of which must have been at the grade of Director in the fields of Human Resource Management, Administration, Finance, Economics, Information Communication Technology, Research, Policy & Knowledge Management, Corporate Communication or in a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines: Human Resource Management, Business Administration, Business Management, Public Administration, Political Science, Business Management, Accounting, Finance, Economics, Information Communication Technology, Research, Policy & Knowledge Management, Corporate Communications or relevant and equivalent qualification from a university recognized in Kenya;
- (iii) Masters degree in any of the following disciplines: Human Resource Management, Business Administration, Public Administration, Public Policy or relevant and equivalent qualification from a university recognized in Kenya;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications;
- (vi) Membership to a relevant professional body; and
- (vii) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into corporate policies and programmes.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) General administration, coordination and oversight of administrative and support services, commission programs and multi – directorates assignments;
- (ii) Formulating and developing policies, plans and strategies in the functional areas of Internal Human Resource; Administration; Finance and Accounts; Information & Communication Technology; Corporate Communications Research, Policy & Knowledge Management;

- (iii) Overseeing office accommodation and leases; security, caretaker services and refurbishment works for Commission buildings and equipment;
- (iv) Coordinating the inventory of assets and equipment for the Commission;
- (v) Coordinating general and outsourced administrative services;
- (vi) Coordination and oversight of the records management function in the Commission;
- (vii) Overseeing transport services in the Commission for efficient delivery of services;
- (viii) Ensuring compliance with relevant laws, regulations and government circulars pertaining to employment and public finance;
- (ix) Overseeing the selection and implementation of suitable technology systems to optimize service delivery;
- (x) Championing prudent financial planning and management through annual budget preparation, budgetary controls, financial accounting and treasury management;
- (xi) Formulating and implementing creative public communication strategies and stakeholders' management for promoting a positive corporate image of the Commission;
- (xii) Formulating and implementing corporate social responsibility programs, gauging their impact and ensuring compliance with corporate citizenship policies;
- (xiii) Formulating and implementing disaster management and mitigation programs in line with Commission's guidelines;
- (xiv) Coordinating internal human resource planning, recruitment, deployments, employee performance management, development; reward and sanctions management, annual leave and discipline matters for Commission staff;
- (xv) Initial action on nominations for national honours and awards;
- (xvi) Coordination of staff welfare, medical and wellness programs; and
- (xvii) Coordination of corporate events and representation in state functions.

DEPUTY COMMISSION SECRETARY, ORGANIZATION DESIGN AND CAREER MANAGEMENT – ONE (1) POST -V/No.2/2026

Gross Salary Scale:	Kshs.541,977 – 656,677 p.m.	(PSC 2)
	(salary includes 60% basic pay and 40% allowances)	
Annual Leave Allowance:	Kshs.45,000.00/=	
Medical:	As per the current medical insurance cover	
Leave entitlement:	30 days per leave year	
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance	

For appointment, a candidate must have:

- (i) Cumulative service period of Eighteen (18) years relevant work experience, five (5) of which must have been at the level of Director in the field of Human Resource Management, Organization Development, Economics, ICT or in an equivalent and comparable position in the Public Service;
- (ii) Bachelors degree in any of the following fields: Organization Development, Human Resource Management, Human Resource Development, Human Resource Planning,

- Business Administration, Economics/Statistics, Information Communication and Technology or in any other relevant field from a university recognized in Kenya;
- (iii) Masters degree in any of the following fields: Organization Development, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Information Communication and Technology or in any other relevant field from a university recognized in Kenya;
 - (iv) Management Consultancy Course lasting not less than six (6) months from a recognized institution;
 - (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;
 - (vi) Membership to a relevant professional body and in good standing;
 - (vii) Proficiency in computer applications; and
 - (viii) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into organization design and career management policies and programmes.

Duties and Responsibilities

Duties and responsibilities at this level include:

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

**DEPUTY COMMISSION SECRETARY, HUMAN CAPITAL MANAGEMENT -ONE (1)
POST - V/No. 3/2026**

Gross Salary Scale:	Kshs.541,977 – 656,677 p.m.	(PSC -2)
	(salary includes 60% basic pay and 40% allowances)	
Annual Leave Allowance:	Kshs.45,000.00/=	
Medical:	As per the current medical insurance cover	
Leave entitlement:	30 days per leave year	
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance	

For appointment, a candidate must have:

- (i) Cumulative service period of Eighteen (18) years relevant work experience, five (5) of which must have been at the grade of Director, Human Resource Management and Development or a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in Human Resource Management;
OR
Bachelors degree in Social Sciences plus a Diploma in Human Resource Management/Certified Human Resource Management Professional (CHRMP- K);
- (iii) Masters degree in any of the following disciplines: Human Resource Management, Social Sciences, Business Management, Business Administration, Public Administration or relevant and equivalent qualification from a university recognized in Kenya;
- (iv) Membership to the Institute of Human Resource Management or a relevant professional body;
- (v) Valid Human Resource Management practicing certificate;
- (vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into human capital management policies and programmes.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) Leading the formulation, review, and harmonization of HR policies, procedures, and guidelines for the Civil Service in alignment with national goals and global best practices;
- (ii) Ensuring compliance with constitutional provisions, labour laws, and other statutory requirements;
- (iii) Providing strategic leadership in the formulation, review, and institutionalization of institution-wide HRM&D policies and reforms;
- (iv) Driving the integration of HRM&D strategy public service reform agendas, including digitization, inclusivity, and performance transformation;

- (v) Champion innovation and reform initiatives aimed at improving HR service delivery and workforce performance;
- (vi) Planning, directing, and coordinating human resource activities across MDAs to ensure consistency, efficiency, and alignment with approved frameworks;
- (vii) Monitoring and evaluating HR practices and recommend improvements;
- (viii) Developing and issuing implementation guidelines to MDAs for effective interpretation and application of HR policies;
- (ix) Providing technical assistance, training, and advisory services to HR units within MDAs to enhance institutional capacity;
- (x) Facilitating dialogue and consensus-building on HR matters affecting the public sector;
- (xi) Championing institutional succession management and leadership pipeline development at senior levels of Public Service;
- (xii) Overseeing the formulation and periodic review of employee engagement, ethics, diversity, and inclusion frameworks;
- (xiii) Overseeing the preparation of regular reports on HR policy implementation, compliance, and impact; and
- (xiv) Supporting the Commission in evaluating HR reforms and presenting recommendations to government authorities.

DIRECTOR, FINANCE AND ACCOUNTS – ONE (1) POST - V/No. 4/2026

Gross Salary Scale:	Kshs.477,477 – 656,677 p.m. (PSC 3) (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Kshs.45,000.00/=
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance

For appointment, a candidate must have:

- (i) Cumulative service period of fifteen (15) years, three (3) of which must have been at the grade of Deputy Director, Finance/Accounts or in a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines: Finance, Accounts, Commerce (Finance Option), Economics, Business Administration (Finance/Accounts Option), Business Management (Finance/Accounts Option) or relevant and equivalent qualification from a university recognized in Kenya;
- (iii) Masters degree in any of the following disciplines: Finance, Accounting, Economics, Commerce, Business Administration or in a financial related discipline from a university recognized in Kenya;
- (iv) Certified Public Accountant (CPA K) / ACCA final or relevant and equivalent qualifications;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution;

- (vi) Shown outstanding capability in financial management and demonstrate thorough understanding of national goals, policies and development objectives and the ability to transform them into financial management policies and programmes; and
- (vii) Shown exemplary leadership qualities.

Duties and responsibilities at this level include:

- (i) Providing overall leadership of both the Finance and Accounts divisions of the department;
- (ii) Providing advisory services to the Accounting Officer on financial management matters by ensuring that appropriate financial management policy framework is in place, including Commission’s internal controls and risk management;
- (iii) Aligning the Commission’s strategy with the Government Budget Policy Framework for funding;
- (iv) Oversee the preparation of annual budget performance reviews, Programme Based Budgets and Sector reports;
- (v) Oversee the preparation of annual work plans, procurement plans and cash flow projections;
- (vi) Advising on the link between the Commission's strategic plans, strategic objectives, strategies, programmes, activities, target outcomes and outputs to budgeting and optimal resource requirements;
- (vii) Reviewing and ensuring prompt preparation of periodic and ad-hoc reports/briefs on matters related to Finance to Accounting Officer, Senior Management and Board Committee responsible for financial management; and
- (viii) Providing Secretarial services to the Commission Oversight Committee responsible for financial management and to PSC Financial Management Standing Committee.

DIRECTOR, SUPPLY CHAIN MANAGEMENT – ONE (1) POST - V/No. 5/2026

Gross Salary Scale:	Kshs.477,477 – 656,677 p.m. (PSC 3) (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Kshs.45,000.00/=
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance

For appointment, a candidate must have:

- (i) Cumulative service period of fifteen (15) years relevant work experience, three (3) of which must have been in the grade of Deputy Director, Supply Chain Management or a comparable and relevant position in the public service;
- (ii) Bachelors degree in any of the following disciplines: Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option) Business Administration (Supplies Management option) or a relevant and equivalent qualification from a university recognized in Kenya;

- (iii) Masters degree in any of the following disciplines: Supply Chain Management, Logistics and Supply Chain Management, Procurement, Business Administration (Supplies Management Option) or relevant and equivalent qualification from a recognized in Kenya;
- (iv) Certified Procurement and Supply Professional of Kenya (CPSP-K) Course or relevant and equivalent qualifications from a recognized and accredited institution;
- (v) Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized and accredited institution;
- (vii) Be a member in good standing of the Kenya Institute of Supplies Management (KISM);
- (viii) Be a holder of current Practitioner's License by KISM;
- (ix) Extensive experience of Electronic Procurement Systems.; and
- (x) Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) Overseeing the development, implementation and review of the Commission's supply chain management policies manual, plans, regulations, and procedures;
- (ii) Spearheading on all policy matters pertaining to supply chain management; facilitating compliance with established and internationally recognized supply chain management procedures, laws, regulations, and guidelines in all procurement transactions;
- (iii) Coordinating monitoring and evaluation of usage of procured goods and services;
- (iv) Coordinating the introduction of modern inventory management techniques and benchmarks;
- (v) Evaluation of the performance of suppliers and contractors;
- (vi) Facilitating payment of suppliers of goods and services;
- (vii) Overseeing the coordination of procurement market research;
- (viii) Overseeing the preparation of procurement professional opinion to facilitate decision making in the procurement process;
- (ix) Overseeing the implementation of e-procurement strategies;
- (x) Spearheading the development and implementation of departmental workplans, performance management, budget preparation, procurement plans and ensuring prudent resource utilization; and
- (xi) Overseeing the development and implementation of departmental workplans, performance management, budget preparation, procurement plans and ensuring prudent resource utilization.

DIRECTOR, INTERNAL AUDIT – ONE (1) POST - V/No. 6/2026

Gross Salary Scale:	Kshs.477,477 – 656,677 p.m. (PSC 3) (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Kshs.45,000.00/=
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance

For appointment, a candidate must have:

- (i) Cumulative service period of fifteen (15) years, three (3) of which must have been at the grade of Deputy Director, Internal Audit or a comparable and relevant position in the public service;
- (ii) Bachelors degree in any of the following disciplines: Finance, Accounts, Economics, Mathematics, Statistics, Information Communication Technology, Business Administration or any other social science equivalent from a university recognized in Kenya;
- (iii) Masters degree in any of the following disciplines: Finance, Accounting, Business Administration or relevant and equivalent qualification from a university recognized in Kenya;
- (iv) CPA(K) or equivalent and relevant qualifications from a recognized institution;
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vi) Registration with a relevant professional body; and
- (vii) Proficiency in computer applications;

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) Developing and reviewing internal audit strategies, policies, procedures, and guidelines;
- (ii) Promoting awareness in internal controls, risk management and governance processes;
- (iii) Reviewing annual financial statements before submission to the office of the auditor general;
- (iv) Overseeing the development and implementation of internal audit systems in accordance with international auditing standards;
- (v) Coordinating reviews to ensure compliance with laws, regulations and government guidelines;
- (vi) Ensuring compliance with financial control and other assurance processes and activities;
- (vii) Coordinating activities for identifying and addressing key control issues and capacity gaps;
- (viii) Ensuring requisite governance and controls systems are built into key processes;
- (ix) Developing and implementing the audit strategy and plans;
- (x) Following up on audit issues raised from audit reports;

- (xi) Communicating audit findings and recommendations the management through audit reports;
- (xii) Coordinating risk analysis to identify areas of control weaknesses;
- (xiii) Coordinating reviews of controls over the commission's assets, verifying their existence and reporting any deviation to management;
- (xiv) Coordinating information systems operational audits for data security and information integrity;
- (xv) Coordinating reviews of the integrity and reliability of financial and other information provided by directorates /departments of the Commission; and
- (xvi) Drafting Board papers for meetings of the internal audit and risk compliance committee of the board.

DIRECTOR, DIGITAL TRANSFORMATION AND ICT SERVICES – ONE (1) POST
V/No. 7/2026

Gross Salary Scale :	Kshs.477,477 – 656,677 p.m. (PSC 3) (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Kshs.45,000.00/=
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year
Terms of service:	Contract – Three (3) years renewable once subject to satisfactory performance

For appointment, a candidate must have:

- (i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which must have been in the grade of Deputy Director, Information Communication Technology or in a comparable position in the public service;
- (ii) Bachelors degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, Computer Engineering, Information Systems, Business Information Technology, Electrical/Electronic Engineering, Telecommunications Engineering, Business Management and Information Technology, ICT Project Management or relevant and equivalent qualification from a university recognized in Kenya;
- (iii) Masters degree in any of the following disciplines: Information Communication Technology, Computer Science, Software Engineering, ICT Project Management, Computer Engineering, Information Systems or relevant and equivalent qualification form a university recognized in Kenya;
- (iv) Relevant technical and professional certification such as CISSP, CEH, AWS Certifying Solutions Architect, CCNA, PMP, CDP, CompTIA Security+, CISM from a recognized and accredited institution;
- (v) Member to a relevant professional body and in good standing where applicable; and

- (vi) Leadership course lasting not less than four (4) weeks from a recognized and accredited institution.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) Leading digital initiatives, including identifying and prioritising projects, securing funding and overseeing project execution.
- (ii) Defining digital transformation strategies in-line with Commission's strategic plan, vision and mission.
- (iii) Collaborating with cross-functional teams to address Commission's Digital Needs.
- (iv) Coordinating the Stakeholder Needs assessments to drive the digital transformation.
- (v) Spearheading the conduct of Business Process Re-engineering for digital transformation.
- (vi) Overseeing the change management process.
- (vii) Leveraging on data and reporting to improve digital solutions and decision making.
- (viii) Leading the development and implementation solutions to digitize services, support digital training and drive service changes for better customer experience.
- (ix) Implementing successful digital transformation, manage dependencies and ensure resource planning.
- (x) Overseeing the engagements, managing sessions and overseeing projects showcases.
- (xi) Managing and optimizing digital tools, platforms and processes to ensure smooth workflows.
- (xii) Analyzing and evaluating the performance of these tools to identify area of improvements
- (xiii) Overseeing the implement key digital transformation strategies to enhance efficiency and productivity.
- (xiv) Overseeing the collaboration with cross-functional teams to ensure seamless integrations of existing Government Systems.
- (xv) Spearheading the development and implementation of a digital literacy program, identify areas for improvement and facilitate workshops to educate target users.
- (xvi) Overseeing the adoption of emerging technologies, foster innovation and monitor success.
- (xvii) Leveraging innovation management best practices such as Design Thinking, Agile, Open Innovation, UX Design, root case analysis, fishbone, proposition design, service design, software development life cycle e.t.c
- (xviii) Coordinating the ICT systems development in the Commission,
- (xix) Development and maintenance of Declaration of Income, Assets and Liabilities (DIALs), and
- (xx) Advising management on institutionalization of effective ICT governance structures;

OFFICE ADMINISTRATOR II – TWO (2) POSTS -V/No. 8/2026

Gross Salary Scale:	Kshs. 102,611 – 177,467 p.m. (PSC 9) (salary includes 60% basic pay and 40% allowances)
Annual Leave Allowance:	Kshs. 35,000.00/=
Medical:	As per the current medical insurance cover
Leave entitlement:	30 days per leave year
Terms of service:	Permanent and pensionable

For appointment, a candidate must have:

- (i) Bachelors degree in any of the following fields: - Secretarial Studies or in Business Management and Office Management or relevant and equivalent qualification from a university recognized in Kenya;

OR

Bachelors degree in Social Sciences **plus** a Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or relevant and equivalent qualification from a recognized institution; and

- (ii) Proficiency in computer applications.

Duties and Responsibilities

Duties and responsibilities at this level include:

- (i) Maintaining office diary, appointments and travel itineraries;
- (ii) Attending to visitors /clients;
- (iii) Handling telephone calls; coordinating schedules of meetings;
- (iv) Ensuring security of office records, equipment and documents, including classified materials;
- (v) Maintaining an up-to-date filing system in the office;
- (vi) Taking oral dictation;
- (vii) Managing e-office;
- (viii) Word and data processing;
- (ix) Operating office equipment;
- (x) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (xi) Preparing responses to simple routine correspondence;
- (xii) Managing office protocol and etiquette;
- (xiii) Supervising office cleanliness;
- (xiv) Managing petty cash;
- (xv) Ensuring security, integrity and confidentiality of data; and
- (xvi) Undertaking any other office administrative services duties that may be assigned.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION