



MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION
State Department for Correctional Services

ADVERTISEMENT FOR VACANT POSTS UNDER DELEGATED AUTHORITY IN THE STATE DEPARTMENT FOR CORRECTIONAL SERVICES.

Applications are invited from suitable and qualified persons for the following vacant posts in the State Department for Correctional Services: -

S/No	Vacant Post	Advert No.	CSG	No. of vacancies
1.	Cook III	03/2026	15	18
	House Keeping Assistant III	04/2026	15	5
2.	Security Warden II	05/2026	15	25
3.	Artisan III	06/2026	15	19

Interested and qualified persons are required to make their application **ONLINE** through the Commission website : www.publicservice.go.ke or jobs portal : www.psckjobs.go.ke so as to reach the Commission on or before 3rd August, 2026 (latest 5:00 P.M. East African Time).

Please note that:

- i. Applicants should provide all the details requested for in the advertisement
- ii. It is an offense to include incorrect information in the application form
- iii. Details of academic and professional certificates not obtained by closure of the advert should not be included
- iv. Only shortlisted candidates will be contacted
- v. Canvassing in any form will lead to automatic disqualification
- vi. Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic and Professional Certificates and transcripts during interviews.
- vii. It is a criminal offense to present fake certificates / documents
- viii. This State Department is committed to according equal and fair employment opportunities to all persons and therefore Persons with Disability, the marginalized and the minority are encouraged to apply.

A. Cook III CSG 15 J/G E – Eighteen (18) Posts

Terms of Service	:	Permanent and Pensionable
Salary Scale	:	Ksh. 21,120 - Ksh. 26,250 p.m.
Annual Leave Allowance	:	Ksh 6,500. p.a.
Leave entitlement	:	30 days p.a.
Commuter allowance	:	Ksh 3000
House Allowance	:	Ksh 2,960 – 4,500 depending on the region deployed
Medical Cover	:	As provided by the Government

Duties and Responsibilities

This will be the entry grade for the cook's cadre, an officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties and responsibilities at this level will entails:

- i. Preparation of raw foods for cooking
- ii. Cleanliness of equipment used in production
- iii. Maintain hygiene by ensuring cleaning of the kitchen and its surrounding
- iv. Setting up and preparing equipment for use in food preparation and production
- v. Alerting the supervisor of any defective equipment

Requirement for appointment

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution
- ii. Craft Certificate in food and beverage production, Sales and Service or its equivalent qualification from a recognized institution

OR

Attend a formal course lasting not less than two (2) Months in Food Production organized by the Kenya Utalii College or other recognized Institution

Ministry of Interior and
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Signed _____
DR.SALOME BEACCO, CBS
PRINCIPAL SECRETARY

B. House Keeping Assistant III, CSG 15/JG E – Five (5) posts

Terms of Service : Permanent and Pensionable

Salary Scale	:	Ksh. 21,120 - Ksh. 26,250 p.m.
Annual Leave Allowance	:	Ksh 6,500. p.a.
Leave entitlement	:	30 days p.a.
Commuter allowance	:	Ksh 3000
House Allowance	:	Ksh 2,960 – 4,500 depending on the region deployed
Medical Cover	:	As provided by the Government

Duties and Responsibilities

This will be the entry grade for housekeeping assistant cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties and responsibilities at this level will entails:

- i. Dusting and cleaning rooms and corridors
- ii. Spreading beds
- iii. Washing cleaning materials and equipment
- iv. Replenishing cleaning materials and supplies
- v. Washing linen and guest laundry
- vi. Ironing guest laundry and linen
- vii. Ensuring proper storage of all equipment used

Requirement for appointment

For appointment to this grade a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution
- ii. Formal training lasting not less than two (2) Months in Housekeeping and /or Laundry or its equivalent qualification from a recognized Institution

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C. Artisan III CSG 15 J/G E – Nineteen (19) posts

Terms of Service : Permanent and Pensionable

Salary Scale : Ksh. 21,120 - Ksh. 26,250 p.m.
Annual Leave Allowance : Ksh 6,500. p.a.
Leave entitlement : 30 days p.a.
Commuter allowance : Ksh 3000
House Allowance : Ksh 2,960 – 4,500 depending on the region deployed
Medical Cover : As provided by the Government

Duties and responsibility

This will be the entry grade for this cadre.

An officer at this level will be on job training and will be assigned simple duties in repair and maintenance works under close supervision of a more experienced officer in line with the area of specialisation (Carpentry, Masonry, Welding, Painting and Plumbing).

Requirement for appointment to this grade

For appointment to the grade of artisan III, candidates must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution
- ii. A Government Trade Test Certificate Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing) from a recognised institution.
- iii. Proficiency in computer application

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D. Security Warden II CSG 15 J/G 'E' – Twenty-five (25) posts

Terms of Service : Permanent and Pensionable

Salary Scale	:	Ksh. 21,120 - Ksh. 26,250 p.m.
Annual Leave Allowance	:	Ksh 6,500. p.a.
Leave entitlement	:	30 days p.a.
Commuter allowance	:	Ksh 3000
House Allowance	:	Ksh 2,960 – 4,500 depending on the region deployed
Medical Cover	:	As provided by the Government

Duties and responsibilities

A Security Warden II will work under a senior Officer. Duties and responsibilities at this level will involve:

- i. Patrolling and /or guarding of access points
- ii. Preventing of unauthorized persons and vehicles from entering premises and /or protected areas
- iii. Collection of information and reporting on matters of security interest.

Requirement for appointment to this grade

For appointment to the grade of security warden II, J/G E candidates must:

- i. Be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade 'D+' plus or its accepted equivalent
- ii. A certificate of good conduct from the Kenya Police
- iii. Be less than thirty-six (36) years of age; and
- iv. Be physically and mentally fit

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