



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

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) Giving false information will lead to disqualification.
- (viii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.
- (ix) **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 11th August, 2026 latest 5.00 p.m. (East African Time).**

VACANCIES IN THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

STATE DEPARTMENT FOR FOREIGN AFFAIRS

FOREIGN SERVICE CADET/THIRD SECRETARY CADET– ONE HUNDRED (100) POSTS – V/NO. 136/2026

Basic Salary Scale:	Ksh 36,200 p.m – Ksh 47,900 p.m.	(CSG 11)
House Allowance:	Ksh 5,800 p.m. – Ksh 10,000 p.m.	
Commuter Allowance:	Ksh 4,000 p.m.	
Leave allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) a Bachelors degree in any of the following disciplines: International Relations/Studies, Diplomacy, Global Affairs/Studies, International Law, International Trade, Political Science, Public Administration, Public Policy, Economics, Law, Peace/Conflict Studies, Development Studies, Environmental/Climate Studies, Natural Resource Management, Information Communication Technology/Computer Science or Communication/Media Studies from a university recognized in Kenya;
- (ii) possess good communication skills; and
- (iii) be result oriented and committed to continuous learning

Note

- (i) Proficiency in any of the following United Nation/African Union Languages:- French, Spanish, Chinese, Russian, Portuguese and Arabic, or any other Relevant International Language in addition to English, will be an added advantage; and
- (ii) Confirmation in appointment of an officer at this level will be subject to successful completion of the Foreign Service Entry Course at the Foreign Service Academy.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will be considered to be on-the-job training as prescribed by the Ministry. During the period, the officer will undertake the Foreign Service Entry Course at the Foreign Service Institute lasting not less than three (3) months. Duties and responsibilities will include:-

- (i) participating in and reporting on meetings with foreign diplomats and/or dignitaries and preparing reports;
- (ii) undertaking guided research on foreign service issues;
- (iii) drafting briefs, speeches and diplomatic notes and messages; and
- (iv) performing general protocol duties

VACANCIES IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

STATE DEPARTMENT FOR CORRECTIONAL SERVICES

HOSPITALITY OFFICER II – FIVE (5) POSTS - V/NO. 137/2026

Basic Salary Scale:	Ksh 36,200 p.m – Ksh 47,900 p.m.	(CSG 11)
House Allowance:	Ksh 5,800 p.m. – Ksh 10,000 p.m.	
Commuter Allowance:	Ksh 4,000 p.m.	
Leave allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelors degree in any of the following fields: Hotel and Catering Management, Hotel and Hospitality Management, Hospitality and Tourism Management, Hotel and Restaurant Management or Hospitality Management from a university recognized in Kenya.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level may be deployed either in the housekeeping, kitchen or in a service area. Duties and responsibilities at this level will include:

- (i) ensuring efficient and proper organization and Management of hospitality services;
- (ii) carrying out on the job training of staff;
- (iii) supervising staff;
- (iv) monitoring staff performance;
- (v) ensuring conformity with set standards;
- (vi) reviewing menus;
- (vii) carrying out training need assessment yearly; and
- (viii) ensuring use of standard operating procedures

INSTRUCTOR III – TWENTY (20) POSTS - V/NO. 138/2026 (as indicated in the following fields):

(Catering and Hospitality Management- 4posts, Clothing Technology/Textile-2posts, Tannery and Leather work-2posts, Hair Dressing and Beauty Therapy/Cosmetology-4posts, Welding and Fabrication-3posts, Building and Civil Engineering- 2posts, Plumbing- 2posts, Carpentry and Joinery- 1post)

Basic Salary Scale:	Ksh 30,400 p.m – Ksh 38,880 p.m.	(CSG 12)
House Allowance:	Ksh 3,850 p.m. – Ksh 6,750 p.m.	
Commuter Allowance:	Ksh 4,000 p.m.	
Leave allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

a Diploma in Technical Education in the relevant field from a recognized institution;
OR

Diploma in any of the following fields:

(i) For Instructor III- Catering and Hospitality Management, the fields are:

Catering & Hospitality Management, Catering and Accommodation Management, Hotel and Hospitality Management or Food and Beverage Production,

(ii) For Instructor III - Clothing Technology/Textile, the fields are:

Clothing Technology, Fashion Design & Garment Making, Textile Technology, and Apparel Technology.

(iii) For Instructor III - Tannery and Leather Works, the fields are:

Leather Technology, Leather Goods Design & Production, and Tannery Technology.

(iv) For Instructor III - Hair Dressing and Beauty Therapy/Cosmetology, the fields are:

Hair Dressing, Beauty Therapy, Cosmetology, and Beauty & Spa Therapy

(v) For Instructor III - Welding and Fabrication, the fields are:

Welding and Fabrication Technology, Fabrication and Welding Engineering, and Metal Fabrication Technology

(vi) For Instructor III - Building and Civil Engineering, the fields are:

Civil Engineering, Building Technology, Construction Technology, and Structural Engineering

(vii) For Instructor III – Plumbing , the fields are:

Plumbing Technology, Water Engineering, and Plumbing & Pipefitting.

(viii) For Instructor III – Carpentry & Joinery, the fields are:

Carpentry & Joinery, Wood Technology, and Furniture Design & Production

Duties and Responsibilities

Duties and responsibilities at this level will include; -

- (i) undertaking training in areas of specialization in accordance with the syllabus;
- (ii) preparing teaching/learning material and scheme of work;
- (iii) setting and making examination/assignment;
- (iv) carrying out research work under the guidance and supervision of a senior trainer;
and
- (v) supervising trainees' projects and practical work

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**